

**BYLAWS OF C082 UNIVERSITY OF NORTH TEXAS SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

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ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the C082, University of North Texas section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”).

Section 2. Objectives

The section is an organizational unit whose purpose is to further the objectives of the Society.

Section 3. Powers

The section is empowered by the Society to pursue the objectives of the Society under these bylaws and in consonance with the bylaws of the Society and in consonance with the rules and regulations of the University of North Texas.

ARTICLE II – MEMBERSHIP**

Section 1. Members

Members of the section are those members of the Society assigned to the section. In accordance with the Society’s policies and purposes, the section shall not discriminate in connection with its membership and its services to the public at large. All members of the section shall have the right to attend all in-person section and executive council meetings. All members shall have the right to attend all regional conferences and national conferences.

Section 2. Grades of Membership

Members shall have the same membership grade in the section as they have in the Society and voting privileges as specified in the Society bylaws. Active collegiate members, as defined by executive council, shall be voting members of the section. If a member can financially not support National Dues but is active as defined by executive council, shall be voting members of the section.

Section 3. Business Meeting

A meeting of the general membership to conduct the business of the section may be called by the president, the executive council, or by a group of five percent or five of the voting members of the section, whichever is greater. At least fifteen days written notice shall be provided to all members prior to such a business meeting.

*Standard Collegiate Section Bylaws Approved for Use by Board of Directors on June 30, 2008 with Editorial Changes Made by Society Secretary on 08/26/09
Based on Template Approved by Board of Directors on 11/13/06
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42 Section 4. Quorum

43 Thirty percent of the present voting members of the section shall constitute a quorum for
44 the conduct of the business of the section.

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47 **ARTICLE III – OFFICERS**

48 Section 1. Officers**

49 The officers of the section are the president, vice president, secretary, and treasurer.
50 Officers may be added as needed. Officers may be added as needed by the Executive
51 Council. Officers have the powers to create committees.

52

53 Section 2. Eligibility and Term of Office**

54 A. The officers must be members of the section.

55

56 B. Officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal
57 year.

58

59 C. Officers may hold more than one office provided there is a minimum of three elected
60 officers of the section. No one may hold the office of president and treasurer at the
61 same time.

62

63 D. Officer positions may be held by only one member at a time. No officer position may
64 be held by co-officers. An officer elect may be elected at the time of officer elections
65 for those officers who are only able to serve a half term. Half term service may only
66 be dependent on educational opportunities or graduation.

67

68 Section 3. Duties**

69 A. The president shall:

- 70 1. Represent the section before the public and preside at meetings of the section
71 and its executive council;
- 72 2. Appoint the chairs of all committees, with the approval of the executive council,
73 except the chair of the nominating committee;
- 74 3. Approve the appointment of all committee members, except the members of the
75 nominating committee;
- 76 4. Authorize the disbursement of section funds within the budget approved by the
77 executive council;
- 78 5. Be an authorized signatory on all section accounts;
- 79 6. Coordinate activities and execute the business and policies of the section
80 between meetings;
- 81 7. Coordinate the submittal of quarterly reports to the region representative;

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- 82 8. Submit the section annual report to the Society in accordance with established
83 procedures;
84 9. Review and approve the year-end section financial report;
85 10. Provide oversight and guidance to the committee chairs as assigned; and
86 11. Perform other duties normally associated with the office of president or as may
87 be assigned by the executive council or the governance documents.
88

89 B. The vice president shall:

- 90 1. Assume the duties of the president if the president is temporarily unable to serve;
91 2. Provide oversight and guidance to the committee chairs as assigned; and
92 4. Oversee Outreach activities; and
93 3. Perform such other duties as may be assigned by the president, the executive
94 council, or the governance documents.
95

96 C. The secretary shall:

- 97 1. Maintain the records of the section;
98 2. Provide oversight and guidance to the committee chairs as assigned; and
99 3. Perform other duties normally associated with the office of secretary or as may
100 be assigned by the president, the executive council, or the governance
101 documents.
102 4. Handle web presence and social media.
103

104 D. The treasurer shall:

- 105 1. Be responsible for the collection, distribution, and safekeeping of section funds;
106 2. Prepare, maintain, and report as directed on the financial position of the section
107 in relation to the approved budget;
108 3. Prepare and file taxes on behalf of the section if necessary;
109 4. Submit a financial report to the Society in accordance with established
110 procedures;
111 5. Provide oversight and guidance to the committee chairs as assigned; and
112 6. Perform other duties normally associated with the office of treasurer or as may
113 be assigned by the president, the executive council, or the governance
114 documents.
115

116 Section 4. Nomination and Election

- 117 A. The executive council shall elect at least three members to serve on the nominating
118 committee. The nominating committee shall select its own chair, who must be a
119 member of the section but does not need to have been elected to the committee by
120 the executive council.
121

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- 122 B. Members of the nominating committee may not become candidates during their
123 tenure of service on the nominating committee
124
- 125 C. The nominating committee shall propose at least one qualified candidate for each of
126 the officer positions and the counselor position. The slate shall be presented to the
127 members of the section by mail, electronic mail, or posting on the section web site
128 by March 31 of each year.
129
- 130 D. Additional candidates may be nominated by petition, provided that:
131 1. The member is eligible for the position;
132 2. The member has given written consent to being placed on the ballot;
133 3. A minimum of two percent or five of the voting members of the section,
134 whichever is greater, have signed a petition or endorsed an email to place the
135 candidate's name on the ballot; and
136 4. The petition, together with the written consent, is submitted to the chair of the
137 nominating committee within fifteen days after the slate is announced to the
138 members of the section.
139
- 140 E. The chair of the nominating committee shall arrange for the distribution of ballots to
141 occur at least twenty-one days prior to the required return date for the vote. Voting
142 may be by mail, electronic mail or web-based provided that mail ballots are sent to
143 those without electronic access. The chair of the nominating committee shall select
144 a tellers committee to receive and count the votes, and to report the results to the
145 president.
146
- 147 F. The voting members of the section shall elect the section officers and counselor.
148
- 149 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be
150 allowed. In the event of a tie, the election for that position shall be determined by lot,
151 conducted by the chair of the nominating committee.
152

153 Section 5. Vacancies

- 154 A. The vice president shall assume the office of president for the remainder of the term
155 in the event of a vacancy.
156
- 157 B. A vacancy in any office other than president shall be filled by election by the
158 executive council.
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161 **ARTICLE IV – COUNSELOR AND FACULTY ADVISOR****

162 Section 1. Counselor

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- 163 A. A counselor is elected each year by the section.
164
165 B. The counselor must be a non-collegiate member in good standing of the Society.
166
167 C. The counselor is a non-voting member of the section.
168
169 D. The counselor is responsible to the region governor for the section's compliance
170 with the bylaw's, policies, and procedures of the Society.
171
172 E. At any time, by a majority vote of its membership, the section may replace their
173 counselor or fill a vacancy in the counselor position.
174

175 Section 2. Faculty Advisor

- 176 A. It is recommended, but not required, that the section have a faculty advisor.
177
178 B. It is preferred, but not required, that the faculty advisor be a SWE member.
179
180 C. The faculty advisor is a non-voting member of the section.
181
182 D. The selection of a faculty advisor is to be in compliance with the policies and
183 procedures of the college/university of the section.
184
185 E. The faculty advisor and counselor positions may be filled by the same member.
186
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188 **ARTICLE V – EXECUTIVE COUNCIL**

189 Section 1 Composition

190 The governing body of the section shall be the executive council. The officers of the
191 section shall constitute the voting members of the executive council. An individual
192 holding more than one position on the executive council has only one vote and counts
193 as a single person for the purpose of a quorum. The SWE counselor shall serve as an
194 ex-officio, non-voting member of the executive council.
195

196 Section 2. Duties

197 The executive council shall:

- 198 1. Transact the business of the section;
199 2. Implement section policies as determined by the membership;
200 3. Elect the members of the nominating committee;
201 4. Approve the appointment of all committee chairs, except the chair of the
202 nominating committee;
203 5. Ensure that the section is represented at region meetings; and

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204 6. Approve the section budget and authorize expenditures not included in the
205 approved budget.

206

207 Section 3. Conducting Business

208 A. The executive council shall meet regularly to conduct the business of the section
209 upon the call of the section president or by written petition of at least one-third of the
210 voting members of the executive council.

211

212 B. Unless otherwise restricted by law or these bylaws, the executive council may also
213 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

214

215 Section 4. Quorum

216 A. A quorum shall be a majority of the members of the executive council then in office,
217 but not less than three, one of whom is the president or vice president.

218

219 B. No member of the executive council may vote by proxy.

220

221 Section 5. Removal

222 Any officer may be removed for cause by a vote of two-thirds of the voting members of
223 the section responding to a recall ballot, provided that votes have been received from at
224 least the number of members required for a quorum. Such removal shall be effective
225 immediately upon the recording of such vote. Removal procedures not covered by law
226 or these bylaws shall be developed and approved by the executive council.

227

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229 **ARTICLE VI – COMMITTEES**

230 Section 1. Committees

231 A. The executive council may establish committees as the need arises.

232

233 B. The members of the committees shall be appointed by the chair of the committee
234 with the approval of the president.

235

236 C. The executive council shall prepare a description of the duties of each committee
237 and reporting relationships.

238

239 D. Each committee chair shall present a status report to the membership when
240 requested by the executive council contact. Each committee chair shall also prepare an
241 annual report providing input to the section's final report to the Society.

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244 **ARTICLE VII – DISSOLUTION****

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245 In the event of dissolution, the assets of the section shall be first used to pay any
246 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
247 SWE sections, the SWE members at large organization, the Society, or SWE
248 endowment funds as recommended by the executive council and approved by the SWE
249 board of directors.

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253 **ARTICLE VIII – PARLIAMENTARY AUTHORITY****

254 The rules contained in the tenth edition of *Robert’s Rules of Order Newly Revised* shall
255 govern this section in all cases to which they are applicable and in which they are not
256 inconsistent with these bylaws and any special rules of order the section may adopt.

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259 **ARTICLE IX - Not-for-Profit Statement**

260 This is a not-for-profit student organization.

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263 **ARTICLE X - Statement of Non-discrimination**

264 This organization shall not discriminate on the basis of age, color, ethnicity, gender,
265 national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era
266 veteran status. This policy will include, but is not limited to, recruiting, membership,
267 organization activities or opportunities to hold office.

268

269 **ARTICLE XI – Statement of Non-Hazing**

270 This organization will not engage in hazing, participate in hazing, or commit any act that
271 causes or is likely to cause bodily danger, physical harm, or personal degradation or
272 disgrace resulting in physical or mental harm to any fellow student or person attending
273 the institution.

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275 **ARTICLE XII – Statement of Compliance with Campus Regulations**

276 This organization shall comply with all University and campus policies and regulations
277 and local, state, and federal laws.

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280 **ARTICLE XIII – AMENDMENT****

281 A. These bylaws may be amended by a two-thirds vote of the members present and
282 voting at a meeting or of the ballots received prior to the stated deadline.

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- 283 B. Amendments may be proposed by a majority of the executive council or five voting
284 members of the section. All proposed amendments must be submitted to the
285 secretary.
- 286 C. Written notice, delivered either by mail or electronically, must be given to all
287 members of the section at least fifteen days prior to the date of the meeting or the
288 specified date for voting to be completed.
- 289 D. Amendments adopted by the section shall be sent to the Society secretary according
290 to established procedures, and shall become effective after approved by the Society
291 secretary.
- 292 E. Sections marked with a double asterisk (**) are identical to the collegiate section
293 bylaws template approved by the Society Board of Directors on November 13, 2006.
294 Changes to these sections of the collegiate section bylaws template shall become
295 part of these bylaws upon approval of the Society secretary. The section secretary
296 shall incorporate such changes into the section bylaws and forward the updated
297 bylaws to the Society secretary within six months of notification of the change to the
298 section bylaws template.
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