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**BYLAWS OF THE D002, CHARLOTTE-METROLINA SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the D002, Charlotte-Metrolina 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 Society bylaws.

Section 4. Non-discrimination

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.

ARTICLE II – MEMBERSHIP**

Section 1. Members

Members of the section are those members of the Society assigned to the section. All members of the section shall have the right to attend all in-person section and executive council meetings.

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.

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 thirty days written notice shall be provided to all members prior to such a business meeting.

Section 4. Quorum

Fifteen voting members or thirty percent of the voting members of the section, whichever is less, shall constitute a quorum for the conduct of the business of the section.

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ARTICLE III – OFFICERS

Section 1. Officers**

The officers of the section are the president, vice president, secretary, treasurer, section representative(s) as designated in the Society bylaws, and first alternate section representative.

Section 2. Eligibility and Term of Office**

- A. The officers must be voting members of the Society and assigned to the section.
- B. Section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year.
- C. Officers may hold more than one office provided that there is a minimum of three elected officers of the section. No one may hold the office of president and treasurer at the same time.

Section 3. Duties**

- A. The president shall:
 - 1. Represent the section before the public and preside at meetings of the section and its executive council;
 - 2. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
 - 3. Approve the appointment of all committee members, except the members of the nominating committee;
 - 4. Authorize the disbursement of section funds within the budget approved by the executive council;
 - 5. Be an authorized signatory on all section accounts;
 - 6. Coordinate activities and execute the business and policies of the section between meetings;
 - 7. Review and approve the year-end section financial report;
 - 8. Provide oversight and guidance to the committee chairs as assigned, and
 - 9. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
- B. The vice president shall:
 - 1. Assume the duties of the president if the president is temporarily unable to serve;
 - 2. Provide oversight and guidance to the committee chairs as assigned; and
 - 3. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
- C. The secretary shall:
 - 1. Maintain the records of the section;
 - 2. Provide oversight and guidance to the committee chairs as assigned; and

- 92 3. Perform other duties normally associated with the office of secretary or as may
93 be assigned by the president, the executive council, or the governance
94 documents.
95
- 96 D. The treasurer shall:
97 1. Be responsible for the collection, distribution, and safekeeping of section funds;
98 2. Prepare, maintain, and report as directed on the financial position of the section
99 in relation to the approved budget;
100 3. Submit a financial report to the Society in accordance with established
101 procedures;
102 4. Provide oversight and guidance to the committee chairs as assigned; and
103 5. Perform other duties normally associated with the office of treasurer or as may
104 be assigned by the president, the executive council, or the governance
105 documents.
106
- 107 E. The section representative(s) and first alternate section representative shall:
108 1. Perform those duties expected of them as described in the region governance
109 documents; and
110 2. Perform other duties normally associated with the office of section representative
111 or as may be assigned by the president, the executive council, or the governance
112 documents.
113

114 Section 4. Nomination and Election

- 115 A. The executive council shall elect at least two members to serve on the nominating
116 committee. The nominating committee shall select its own chair, who must be a
117 voting member of the Society but does not need to have been elected to the
118 committee by the executive council.
119
- 120 B. Members of the nominating committee may not become candidates during their
121 tenure of service on the nominating committee.
122
- 123 C. The nominating committee shall propose at least one qualified candidate for each of
124 the officer positions. The slate shall be presented to the members of the section by
125 mail, electronic mail, or posting on the section web site by April 15 of each year.
126
- 127 D. Additional candidates may be nominated by petition, provided that:
128 1. The member is eligible for the position;
129 2. The member has given written consent to being placed on the ballot;
130 3. A minimum of two percent or five of the voting members of the section,
131 whichever is greater, have signed a petition or endorsed an email to place the
132 candidate's name on the ballot; and
133 4. The petition, together with the written consent, is submitted to the chair of the
134 nominating committee by April 30 or fifteen days after the slate is announced to
135 the members of the section, whichever is later.
136

- 137 E. The chair of the nominating committee shall arrange for the distribution of ballots to
138 occur at least twenty-one days prior to the required return date for the vote. Voting
139 may be by mail, electronic mail or web-based provided that mail ballots are sent to
140 those without electronic access. The chair of the nominating committee shall select
141 a tellers committee to receive and count the votes, and to report the results to the
142 president.
143
- 144 F. The voting members of the section shall elect the section officers.
145
- 146 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
147 allowed. In the event of a tie, the election for that position shall be determined by lot,
148 conducted by the chair of the nominating committee.
149

150 Section 5. Alternate Section Representative(s)**

- 151 A. The first alternate section representatives shall be elected during the officer election
152 process. Additional section representatives may be elected during the officer
153 election process.
154
- 155 B. The executive council may elect alternate(s) for the purpose of attending a region
156 council meeting if the section representative(s) or alternate(s) cannot attend.
157
- 158 C. All alternates shall be designated in the order in which they will be called to serve,
159 with alternates elected by the membership serving before those selected in any
160 other manner.
161
- 162 D. Alternate section representatives must meet the same eligibility requirements as
163 section representatives.
164

165 Section 6. Vacancies

- 166 A. A vacancy in the office of president shall be filled by the vice president for the
167 remainder of the term.
168
- 169 B. A vacancy in the office of vice president, secretary, or treasurer shall be filled by
170 election by the executive council.
171
- 172 C. A vacancy in the office of section representative shall be filled by the next available
173 alternate section representative. If there is no available alternate section
174 representative, the executive council may elect an alternate to fill the vacancy.
175

176 **ARTICLE IV – EXECUTIVE COUNCIL**

177 Section 1 Composition

178 The governing body of the section shall be the executive council. The officers of the
179 section shall constitute the executive council. Committee chairs shall be non-voting
180 members of the council. An individual holding more than one position on the executive
181 council has only one vote and counts as a single person for the purpose of a quorum.
182

183 Section 2. Duties

184 The executive council shall:

- 185 1. Transact the business of the section;
- 186 2. Implement section policies as determined by the membership;
- 187 3. Elect the members of the nominating committee;
- 188 4. Approve the appointment of all committee chairs, except the chair of the
- 189 nominating committee;
- 190 5. Ensure that the section is represented at region council meetings; and
- 191 6. Approve the section budget and authorize expenditures not included in the
- 192 approved budget.

193
194 Section 3. Conducting Business

- 195 A. The executive council shall meet regularly to conduct the business of the section
- 196 upon the call of the section president or by written petition of at least one-third of the
- 197 voting members of the executive council.
- 198
- 199 B. Unless otherwise restricted by law or these bylaws, the executive council may also
- 200 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

201
202 Section 4. Quorum

- 203 A. A quorum shall be a majority of the members of the executive council then in office,
- 204 but not less than three, one of whom is the president, vice president, or section
- 205 representative.
- 206
- 207 B. No member of the executive council may vote by proxy.

208
209 Section 5. Removal

210 Any officer may be removed for cause by a vote of two-thirds of the voting members of

211 the section responding to a recall ballot, provided that votes have been received from at

212 least the number of members required for a quorum. Such removal shall be effective

213 immediately upon the recording of such vote. Removal procedures not covered by law

214 or these bylaws shall be developed and approved by the executive council.

215
216 **ARTICLE V – COMMITTEES**

- 217 A. The executive council may establish committees as the need arises.
- 218
- 219 B. The chairs of the committees shall be appointed by the president. The members of
- 220 the committees shall be appointed by the chair of the committee with the approval of
- 221 the president.
- 222
- 223 C. The executive council shall prepare a description of the duties and reporting
- 224 relationships of each committee.
- 225
- 226 D. Each committee chair shall present a status report to the membership when
- 227 requested by the executive council contact. Each committee chair shall also prepare

228 an annual report providing input to the section representative for the section's final
229 report to the Society.

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231 **ARTICLE VI – DISSOLUTION****

232 In the event of dissolution, the assets of the section shall be first used to pay any
233 remaining debts, after which any remaining funds shall be disbursed to SWE regions,
234 SWE sections, the SWE members at large organization, the Society, or SWE
235 endowment funds as recommended by the section's executive council and approved by
236 the SWE board of directors.

237

238 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

242

243 **ARTICLE VIII – AMENDMENT****

- 244 A. These bylaws may be amended by a two-thirds vote of the members present and
245 voting at a meeting or of the ballots received prior to the stated deadline.
- 246 B. Amendments may be proposed by a majority of the executive council or five voting
247 members of the section. All proposed amendments must be submitted to the
248 secretary.
- 249 C. Written notice, delivered either by mail or electronically, must be given to all
250 members of the section at least thirty days prior to the date of the meeting or the
251 specified date for voting to be completed.
- 252 D. Amendments adopted by the section shall be sent to the Society secretary according
253 to established procedures, and shall become effective after approved by the Society
254 secretary.
- 255 E. Required sections are marked with a double asterisk (**) and conform to the
256 professional section bylaws template. Changes to these sections of the professional
257 section bylaws template shall become part of these bylaws upon approval of the
258 Society. The section secretary shall incorporate such changes into the section
259 bylaws and forward the updated bylaws to the Society secretary within six months of
260 notification of the change to the section bylaws template.

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