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**BYLAWS OF THE H009, CENTRAL ILLINOIS SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS**

**ARTICLE I – NAME AND OBJECTIVES\*\***

Section 1. Name

The name of this organization shall be the H009, Central Illinois 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, president-elect, secretary, treasurer, and section representative(s) as designated in the Society bylaws.

**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 the following terms, to coincide with the Society’s fiscal year.
  - 1. The president and secretary shall serve for one fiscal year.
  - 2. The president-elect shall serve for one fiscal year, followed by a term as president.
  - 3. The treasurer and section representative(s) shall serve for two fiscal years, with terms staggered as follows:
    - a. The treasurer shall take office during even-numbered fiscal years.
    - b. If there is one section representative, that person shall take office during odd-numbered fiscal years. A second section representative shall take office during even-numbered fiscal years with additional section representatives alternating between even and odd-numbered fiscal years.
- 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; and
  - 8. 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 president-elect shall:
  - 1. Assume the duties of the president if the president is temporarily unable to serve;

- 94 2. Coordinate member activities and attendance at regional and national  
95 conferences; and  
96 3. Perform such other duties as may be assigned by the president, the executive  
97 council, or the governance documents.  
98  
99 C. The secretary shall:  
100 1. Maintain the records of the section;  
101 2. Maintain policy and procedures documents; and  
102 3. Perform other duties normally associated with the office of secretary or as may  
103 be assigned by the president, the executive council, or the governance  
104 documents.  
105  
106 D. The treasurer shall:  
107 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
108 2. Prepare, maintain, and report as directed on the financial position of the section  
109 in relation to the approved budget;  
110 3. Submit a financial report to the Society in accordance with established  
111 procedures; and  
112 4. 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.  
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116 E. The section representative(s) shall:  
117 1. Perform those duties expected of them as described in the region governance  
118 documents; and  
119 2. Perform other duties normally associated with the office of section representative  
120 or as may be assigned by the president, the executive council, or the governance  
121 documents.  
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#### 123 Section 4. Nomination and Election

- 124 A. The executive council shall elect at least three members to serve on the nominating  
125 committee. The nominating committee shall select its own chair, who must be a  
126 voting member of the Society but does not need to have been elected to the  
127 committee by the executive council.  
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129 B. Members of the nominating committee may not become candidates during their  
130 tenure of service on the nominating committee.  
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132 C. The nominating committee shall propose at least one qualified candidate for each of  
133 the officer positions. The slate shall be presented to the members of the section by  
134 mail, electronic mail, or posting on the section web site by April 15 of each year.  
135  
136 D. Additional candidates may be nominated by petition, provided that:  
137 1. The member is eligible for the position;  
138 2. The member has given written consent to being placed on the ballot;

- 139 3. A minimum of two percent or five of the voting members of the section,  
140 whichever is greater, have signed a petition or endorsed an email to place the  
141 candidate's name on the ballot; and  
142 4. The petition, together with the written consent, is submitted to the chair of the  
143 nominating committee by April 30 or fifteen days after the slate is announced to  
144 the members of the section, whichever is later.  
145  
146 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
147 occur at least twenty-one days prior to the required return date for the vote. Voting  
148 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
149 those without electronic access. The chair of the nominating committee shall select  
150 a tellers committee to receive and count the votes, and to report the results to the  
151 president.  
152  
153 F. The voting members of the section shall elect the section officers.  
154  
155 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
156 allowed. In the event of a tie, the election for that position shall be determined by lot,  
157 conducted by the chair of the nominating committee.  
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159 Section 5. Alternate Section Representative(s)\*\*

- 160 A. Alternate section representatives may be elected during the officer election process.  
161  
162 B. The executive council may elect alternate(s) for the purpose of attending a region  
163 council meeting if the section representative(s) or alternate(s) cannot attend.  
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165 C. All alternates shall be designated in the order in which they will be called to serve,  
166 with alternates elected by the membership serving before those selected in any  
167 other manner.  
168  
169 D. Alternate section representatives must meet the same eligibility requirements as  
170 section representatives.  
171

172 Section 6. Vacancies

- 173 A. A vacancy in the office of president shall be filled by the president-elect for the  
174 remainder of the term, followed by one full term as president.  
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176 B. A vacancy in the position of president-elect shall be filled by nomination by the  
177 executive council and election by the membership.  
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179 C. A vacancy in the position of secretary or treasurer shall be filled by election by the  
180 executive council.  
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182 D. A vacancy in the office of section representative shall be filled by the next available  
183 alternate section representative. If there is no available alternate section  
184 representative, the executive council may elect an alternate to fill the vacancy.

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**ARTICLE IV – EXECUTIVE COUNCIL**

**Section 1. Composition**

The governing body of the section shall be the executive council. The officers of the section and the chairs of the standing committees shall constitute the executive council. An individual holding more than one position on the executive council has only one vote and counts as a single person for the purpose of a quorum.

**Section 2. Duties**

The executive council shall:

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

**Section 3. Conducting Business**

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

**Section 4. Quorum**

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

**Section 5. Removal**

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

**ARTICLE V – COMMITTEES**

**Section 1. Committees**

- A. The following are the section standing committees:
  1. Professional Development and
  2. Career Guidance

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

232

233 Section 2. Appointment

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

236

237 Section 3. Duties

238 The executive council shall prepare a description of the duties and reporting  
239 relationships of each committee.

240

241 Section 4. Reports

242 Each committee chair shall present a status report to the membership when requested  
243 by the president. Each committee chair shall also prepare an annual report providing  
244 input to the section representative for the section's final report to the Society.

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246 **ARTICLE VI – DISSOLUTION\*\***

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

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253 **ARTICLE VII – PARLIAMENTARY AUTHORITY\*\***

254 The rules contained in the parliamentary authority specified in the Society bylaws 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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258 **ARTICLE VIII – AMENDMENT\*\***

- 259 A. These bylaws may be amended by a two-thirds vote of the members present and  
260 voting at a meeting or of the ballots received prior to the stated deadline.
- 261 B. Amendments may be proposed by a majority of the executive council or five voting  
262 members of the section. All proposed amendments must be submitted to the  
263 secretary.
- 264 C. Written notice, delivered either by mail or electronically, must be given to all  
265 members of the section at least thirty days prior to the date of the meeting or the  
266 specified date for voting to be completed.
- 267 D. Amendments adopted by the section shall be sent to the Society secretary according  
268 to established procedures, and shall become effective after approved by the Society  
269 secretary.
- 270 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
271 professional section bylaws template. Changes to these sections of the professional  
272 section bylaws template shall become part of these bylaws upon approval of the  
273 Society. The section secretary shall incorporate such changes into the section  
274 bylaws and forward the updated bylaws to the Society secretary within six months of  
275 notification of the change to the section bylaws template.