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**BYLAWS OF THE ROCKY MOUNTAIN SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the Rocky Mountain 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

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

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49 **ARTICLE III – OFFICERS**

50 **Section 1. Officers****

51 The officers of the section are the president, 1st vice president, up to four 2nd vice
52 presidents, secretary, and treasurer.

53

54 **Section 2. Eligibility and Term of Office****

55

56 A. The officers must be voting members of the Society who are assigned to the section.
57 The president and 1st vice president must also be non-collegiate members of the
58 Society. Collegiate members who will be assigned to the section may be candidates
59 for positions other than president or 1st vice president provided they will be members
60 of the section and will qualify for professional membership before the start of the
61 term of office; however, they must meet these requirements in order to serve.

62

63 B. Section officers shall serve for a term of one fiscal year, to coincide with the
64 Society's fiscal year.

65

66 C. Officers may hold more than one office provided that there is a minimum of three
67 elected officers of the section. No one may hold the office of president and treasurer
68 at the same time.

69

70 **Section 3. Duties****

71 A. The president shall:

- 72 1. Represent the section before the public and preside at meetings of the section
73 and its executive council;
- 74 2. Appoint the chairs of all committees, with the approval of the executive council,
75 except the chair of the nominating committee;
- 76 3. Approve the appointment of all committee members, except the members of the
77 nominating committee;
- 78 4. Authorize the disbursement of section funds within the budget approved by the
79 executive council;
- 80 5. Be an authorized signatory on all section accounts;
- 81 6. Coordinate activities and execute the business and policies of the section
82 between meetings;
- 83 7. Review and approve the year-end section financial report;
- 84 8. Provide oversight and guidance to the committee chairs as assigned, and
- 85 9. Perform other duties normally associated with the office of president or as may
86 be assigned by the executive council or the governance documents.

87

- 88 B. The 1st vice president shall:
89 1. Assume the duties of the president if the president is temporarily unable to serve;
90 2. Provide oversight and guidance to the committee chairs as assigned; and
91 3. Perform such other duties as may be assigned by the president, the executive
92 council, or the governance documents.
93
- 94 C. The 2nd vice president(s) shall:
95 1. Provide oversight and guidance to the committee chairs as assigned; and
96 2. Perform such other duties as may be assigned by the president, the executive
97 council, or the governance documents.
98
- 99 D. The secretary shall:
100 1. Maintain the records of the section;
101 2. Provide oversight and guidance to the committee chairs as assigned; 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 E. 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;
112 4. Provide oversight and guidance to the committee chairs as assigned; and
113 5. Perform other duties normally associated with the office of treasurer or as may
114 be assigned by the president, the executive council, or the governance
115 documents.
116
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118 Section 4. Nomination and Election

- 119 A. The executive council shall elect at least three members to serve on the nominating
120 committee. The nominating committee shall select its own chair, who must be a
121 non-collegiate member of the Society but does not need to have been elected to the
122 committee by the executive council. The executive council shall provide guidance to
123 the nominating committee regarding the proposed number and focus of 2nd vice
124 president(s) for the upcoming fiscal year.
125
- 126 B. Members of the nominating committee may not become candidates during their
127 tenure of service on the nominating committee.
128
- 129 C. The nominating committee shall propose at least one qualified candidate for each of
130 the officer positions. The slate shall be presented to the members of the section by
131 mail, electronic mail, or posting on the section web site by April 15 of each year.

- 132
133 D. Additional candidates may be nominated by petition, provided that:
134 1. The member is eligible for the position;
135 2. The member has given written consent to being placed on the ballot;
136 3. A minimum of two percent or five of the voting members of the section,
137 whichever is greater, have signed a petition or endorsed an email to place the
138 candidate's name on the ballot; and
139 4. The petition, together with the written consent, is submitted to the chair of the
140 nominating committee by April 30 or fifteen days after the slate is announced to
141 the members of the section, whichever is later.
142
143 E. The chair of the nominating committee shall arrange for the distribution of ballots to
144 occur at least twenty-one days prior to the required return date for the vote. Voting
145 may be by mail, electronic mail or web-based provided that mail ballots are sent to
146 those without electronic access. The chair of the nominating committee shall select
147 a tellers committee to receive and count the votes, and to report the results to the
148 president.
149
150 F. The voting members of the section shall elect the section officers.
151
152 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
153 allowed. In the event of a tie, the election for that position shall be determined by lot,
154 conducted by the chair of the nominating committee.
155

156 Section 6. Vacancies

- 157 A. A vacancy in the office of president shall be filled by the 1st vice president for the
158 remainder of the term.
159
160 B. A vacancy in the office of 1st vice president, 2nd vice president, secretary, or
161 treasurer shall be filled by election by the executive council.
162
163

164 **ARTICLE IV – EXECUTIVE COUNCIL**

165 Section 1 Composition

166 The governing body of the section shall be the executive council. The officers of the
167 section shall constitute the executive council. An individual holding more than one
168 position on the executive council has only one vote and counts as a single person for
169 the purpose of a quorum.
170

171 Section 2. Duties

172 The executive council shall:

- 173 1. Transact the business of the section;
174 2. Implement section policies as determined by the membership;
175 3. Elect the members of the nominating committee:

- 176 4. Approve the appointment of all committee chairs, except the chair of the
177 nominating committee; and
178 5. Approve the section budget and authorize expenditures not included in the
179 approved budget.
180

181 Section 3. Conducting Business

- 182 A. The executive council shall meet regularly to conduct the business of the section
183 upon the call of the section president or by written petition of at least one-third of the
184 voting members of the executive council.
185
186 B. Unless otherwise restricted by law or these bylaws, the executive council may also
187 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
188

189 Section 4. Quorum

- 190 A. A quorum shall be a majority of the members of the executive council then in office,
191 but not less than three, one of whom is the president or 1st vice president.
192
193 B. No member of the executive council may vote by proxy.
194

195 Section 5. Removal

196 Any officer may be removed for cause by a vote of two-thirds of the voting members of
197 the section responding to a recall ballot, provided that votes have been received from at
198 least the number of members required for a quorum. Such removal shall be effective
199 immediately upon the recording of such vote. Removal procedures not covered by law
200 or these bylaws shall be developed and approved by the executive council.
201
202

203 **ARTICLE V – COMMITTEES**

- 204 A. The executive council may establish committees as the need arises.
205
206 B. The chairs of the committees shall be appointed by the president. The members of
207 the committees shall be appointed by the chair of the committee with the approval of
208 the president.
209
210 C. The executive council shall prepare a description of the duties and reporting
211 relationships of each committee.
212
213 D. Each committee chair shall present a status report to the membership when
214 requested by the executive council contact. Each committee chair shall also prepare
215 an annual report providing input to the section’s final report to the Society.
216
217

218 **ARTICLE VI – DISSOLUTION****

219 In the event of dissolution, the assets of the section shall be first used to pay any
220 remaining debts, after which any remaining funds shall be disbursed to SWE sections,
221 the SWE members at large organization, the Society, or SWE endowment funds as
222 recommended by the section’s executive council and approved by the SWE board of
223 directors.
224
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226 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

227 The rules contained in the parliamentary authority specified in the Society bylaws shall
228 govern this section in all cases to which they are applicable and in which they are not
229 inconsistent with these bylaws and any special rules of order the section may adopt.
230

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232 **ARTICLE VIII – AMENDMENT****

- 233 A. These bylaws may be amended by a two-thirds vote of the members present and
234 voting at a meeting or of the ballots received prior to the stated deadline.
235
- 236 B. Amendments may be proposed by a majority of the executive council or five voting
237 members of the section. All proposed amendments must be submitted to the
238 secretary.
239
- 240 C. Written notice, delivered either by mail or electronically, must be given to all
241 members of the section at least thirty days prior to the date of the meeting or the
242 specified date for voting to be completed.
243
- 244 D. Amendments adopted by the section shall be sent to the Society secretary according
245 to established procedures, and shall become effective after approved by the Society
246 secretary.
247
- 248 E. Required sections are marked with a double asterisk (**) and conform to the
249 professional section bylaws template. Changes to these sections of the professional
250 section bylaws template shall become part of these bylaws upon approval of the
251 Society. The section secretary shall incorporate such changes into the section
252 bylaws and forward the updated bylaws to the Society secretary within six months of
253 notification of the change to the section bylaws template.
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