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BYLAWS OF THE ROCKY MOUNTAIN 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 Rocky Mountain section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”).

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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.

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Section 4. Quorum

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

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53 **ARTICLE III – OFFICERS**

54 **Section 1. Officers****

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

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

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

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

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

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71 **Section 3. Duties****

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

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- 101 B. The 1st vice president shall:
102 1. Assume the duties of the president if the president is temporarily unable to serve;
103 2. Provide oversight and guidance to the committee chairs as assigned; and
104 3. Perform such other duties as may be assigned by the president, the executive
105 council, or the governance documents.

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- 107 C. The 2nd vice president(s) shall:
108 1. Provide oversight and guidance to the committee chairs as assigned; and
109 2. Perform such other duties as may be assigned by the president, the executive
110 council, or the governance documents.

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- 112 D. The secretary shall:
113 1. Maintain the records of the section;
114 2. Provide oversight and guidance to the committee chairs as assigned; and
115 3. Perform other duties normally associated with the office of secretary or as may
116 be assigned by the president, the executive council, or the governance
117 documents.

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- 119 E. The treasurer shall:
120 1. Be responsible for the collection, distribution, and safekeeping of section funds;
121 2. Prepare, maintain, and report as directed on the financial position of the section
122 in relation to the approved budget;
123 3. Submit a financial report to the Society in accordance with established
124 procedures;
125 4. Provide oversight and guidance to the committee chairs as assigned; and
126 5. Perform other duties normally associated with the office of treasurer or as may
127 be assigned by the president, the executive council, or the governance
128 documents.

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131 Section 4. Nomination and Election.

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- 132 A. The executive council shall elect at least three members to serve on the nominating
133 committee. The nominating committee shall select its own chair, who must be a
134 non-collegiate member of the Society but does not need to have been elected to the
135 committee by the executive council. The executive council shall provide guidance to
136 the nominating committee regarding the proposed number and focus of 2nd vice
137 president(s) for the upcoming fiscal year.
138
139 B. Members of the nominating committee may not become candidates during their
140 tenure of service on the nominating committee.
141
142 C. The nominating committee shall propose at least one qualified candidate for each of
143 the officer positions. The slate shall be presented to the members of the section by
144 mail, electronic mail, or posting on the section web site by April 15 of each year.

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 152 D. Additional candidates may be nominated by petition, provided that:
 153 1. The member is eligible for the position;
 154 2. The member has given written consent to being placed on the ballot;
 155 3. A minimum of two percent or five of the voting members of the section,
 156 whichever is greater, have signed a petition or endorsed an email to place the
 157 candidate's name on the ballot; and
 158 4. The petition, together with the written consent, is submitted to the chair of the
 159 nominating committee by April 30 or fifteen days after the slate is announced to
 160 the members of the section, whichever is later.
 161
 162 E. The chair of the nominating committee shall arrange for the distribution of ballots to
 163 occur at least twenty-one days prior to the required return date for the vote. Voting
 164 may be by mail, electronic mail or web-based provided that mail ballots are sent to
 165 those without electronic access. The chair of the nominating committee shall select
 166 a tellers committee to receive and count the votes, and to report the results to the
 167 president.
 168
 169 F. The voting members of the section shall elect the section officers.
 170
 171 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
 172 allowed. In the event of a tie, the election for that position shall be determined by lot,
 173 conducted by the chair of the nominating committee.
 174

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- 175 Section 6. Vacancies
 176 A. A vacancy in the office of president shall be filled by the 1st vice president for the
 177 remainder of the term.
 178
 179 B. A vacancy in the office of 1st vice president, 2nd vice president, secretary, or
 180 treasurer shall be filled by election by the executive council.
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183 **ARTICLE IV – EXECUTIVE COUNCIL**

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- 184 Section 1 Composition
 185 The governing body of the section shall be the executive council. The officers of the
 186 section shall constitute the executive council. An individual holding more than one
 187 position on the executive council has only one vote and counts as a single person for
 188 the purpose of a quorum.
 189

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- 190 Section 2. Duties
 191 The executive council shall:
 192 1. Transact the business of the section;
 193 2. Implement section policies as determined by the membership;
 194 3. Elect the members of the nominating committee:

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- 199 4. Approve the appointment of all committee chairs, except the chair of the
200 nominating committee; and
201 5. Approve the section budget and authorize expenditures not included in the
202 approved budget.

203
204 Section 3. Conducting Business

- 205 A. The executive council shall meet regularly to conduct the business of the section
206 upon the call of the section president or by written petition of at least one-third of the
207 voting members of the executive council.
208
209 B. Unless otherwise restricted by law or these bylaws, the executive council may also
210 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
211

212 Section 4. Quorum

- 213 A. A quorum shall be a majority of the members of the executive council then in office,
214 but not less than three, one of whom is the president or 1st vice president.
215
216 B. No member of the executive council may vote by proxy.
217

218 Section 5. Removal

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

225 **ARTICLE V – COMMITTEES**

- 226 A. The executive council may establish committees as the need arises.
227
228 B. The chairs of the committees shall be appointed by the president. The members of
229 the committees shall be appointed by the chair of the committee with the approval of
230 the president.
231
232 C. The executive council shall prepare a description of the duties and reporting
233 relationships of each committee.
234
235 D. Each committee chair shall present a status report to the membership when
236 requested by the executive council contact. Each committee chair shall also prepare
237 an annual report providing input to the section's final report to the Society.
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241 **ARTICLE VI – DISSOLUTION****

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

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249 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

250 The rules contained in the parliamentary authority specified in the Society bylaws shall
251 govern this section in all cases to which they are applicable and in which they are not
252 inconsistent with these bylaws and any special rules of order the section may adopt.
253

254 **ARTICLE VIII – AMENDMENT****

- 255
- 256 A. These bylaws may be amended by a two-thirds vote of the members present and
257 voting at a meeting or of the ballots received prior to the stated deadline.
- 258
- 259 B. Amendments may be proposed by a majority of the executive council or five voting
260 members of the section. All proposed amendments must be submitted to the
261 secretary.
- 262
- 263 C. Written notice, delivered either by mail or electronically, must be given to all
264 members of the section at least thirty days prior to the date of the meeting or the
265 specified date for voting to be completed.
- 266
- 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
- 271 E. Required sections are marked with a double asterisk (**) and conform to the
272 professional section bylaws template. Changes to these sections of the professional
273 section bylaws template shall become part of these bylaws upon approval of the
274 Society. The section secretary shall incorporate such changes into the section
275 bylaws and forward the updated bylaws to the Society secretary within six months of
276 notification of the change to the section bylaws template.
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