

**PROCEDURES OF THE ROCKY MOUNTAIN SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS  
EXECUTIVE COUNCIL**

**SECTION AGREEMENT**

The SWE Section Agreement between the Society of Women Engineers (“SWE” or the “Society”), a District of Columbia nonprofit corporation, and the Section of the Society of Women Engineers (the “Section”), Rocky Mountain Section is supplemented with the following procedures as a Governing Document.

In Section G. Governance. Subsection 1. Section Officer Duties., include the following:

- d. The 1st vice president shall:
  - a. Assume the duties of the president if the president is temporarily unable to serve;
  - b. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

In Section G. Governance. Subsection 4. Section Vacancies. include the following:

A vacancy in the office of president shall be filled by the 1st vice president.

**SECTION OFFICERS**

The officers of the section are the president, 1<sup>st</sup> vice president, up to four 2<sup>nd</sup> vice presidents, secretary, and treasurer. The focus areas of the 2<sup>nd</sup> vice presidents may be amended as best serves the Section.

**Fiduciary Responsibility**

The President, Vice President, Treasurer, and Secretary are identified as fiduciaries and are responsible for signing the Section Agreement each year.

**Financial Responsibility**

The President, Vice President, and Treasurer are authorized signatory on all section financial accounts. When reimbursing expenses to an authorized signatory on the financial accounts, the other two authorized signatories must sign the disbursement. i.e. an expense check to the Treasurer must be signed by the President and Vice President; the Treasurer would not sign a check to themselves.

### Signatory on Written Contracts

Contracts on behalf of the Section requiring signature may be signed by the President, Vice President, Treasurer, or Secretary. All Executive Committee members may enter non-binding contracts, verbal agreements, or general agreements that do not require a financial commitment on behalf of the Section.

### Section Officer 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;
  - 9. Oversee section strategic planning and operational goals in line with SWE mission; and
  - 10. 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 1<sup>st</sup> vice president shall:
  - 1. Assume the duties of the president if the president is temporarily unable to serve;
  - 2. Be an authorized signatory on all section financial accounts;
  - 3. Coordinate efforts for increasing corporate partnerships;
  - 4. Assist in coordinating with the collegiate sections;
  - 5. Plan annual section awards event honoring section award winners, scholarship recipients, and essay contest winners;
  - 6. Provide oversight and guidance to the committee chairs as assigned; and
  - 7. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
  
- C. The 2<sup>nd</sup> vice president(s) shall:
  - 1. Provide oversight and guidance to the committee chairs as assigned;
  - 2. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
  - 3. Perform responsibilities dependent on focus area:
    - a. Professional Development

- i. Coordinate volunteers that are focused on professional development events such as planning mini-conferences and planning networking events;
    - ii. Expand the offering of “Women in X” events that focus on a particular industry; and
    - iii. Work to strengthen the relationship between the SWE Rocky Mountain Section and local STEM companies.
  - b. Professional Enrichment
    - i. Coordinate volunteers that are focused on professional development events such as coordinating Tech Talks at local companies, Collective Wisdom Groups, and planning mini-conferences; and
    - ii. Work to strengthen the relationship between the SWE Rocky Mountain Section and local STEM companies.
  - c. Outreach
    - i. Coordinate volunteers that are focused on K-12 outreach events in the area. This will include working with the planning committees for established outreach events such as GESTEM, Girls Lead the Way, Essay Contest, and Certificates of Merit; and
    - ii. Coordinate new outreach opportunities and partnerships.
  - d. Membership
    - i. Encourage growth of the Section by welcoming new members quarterly and encouraging current members to keep their membership active; and
    - ii. Plan member-only events.

D. The secretary shall:

1. Maintain the records of the section in accordance with the Section Agreement;
2. Communicate pertinent information to members via email;
3. Maintain the section email list and manage section email account;
4. Record, prepare and distribute the agenda and minutes from all meetings;
5. Assist in maintaining procedures;
6. Provide oversight and guidance to the committee chairs as assigned; and
3. Perform other duties normally associated with the office of secretary or as may be assigned by the president, the executive council, or the governance documents.

E. The treasurer shall:

1. Be responsible for the collection, distribution, and safekeeping of section funds;
2. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
7. Submit a financial report to the Society in accordance with established procedures;
8. Ensure forms are filed as necessary with the IRS and the State;
9. Provide financial oversight and guidance to the committee chairs as assigned; and

5. Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents.

## **EXECUTIVE COUNCIL**

The governing body of the section shall be the executive council. The officers of the section 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.

### 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; and
5. Approve the section budget and authorize expenditures not included in the approved budget.

### 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 Society bylaws, the executive council may also conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

### 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 or 1<sup>st</sup> vice president.

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

### 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.