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**BYLAWS OF THE PHOENIX SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES**

Section 1. Name

The name of this organization shall be the Phoenix 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 five¹ 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

Fifteenvoting 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, and treasurer.

Section 2. Eligibility and Term of Office**

- A. The officers must be voting members of the Society who are assigned to the section. The officers must be non-collegiate members of the Society who are assigned to the section. All candidates must meet these eligibility requirements at the time of nomination..
- 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.

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- 91 C. The secretary shall:
- 92 1. Maintain the records of the section;
- 93 2. Provide oversight and guidance to the committee chairs as assigned; and
- 94 3. Perform other duties normally associated with the office of secretary or as may
- 95 be assigned by the president, the executive council, or the governance
- 96 documents.
- 97
- 98 D. The treasurer shall:
- 99 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 100 2. Prepare, maintain, and report as directed on the financial position of the section
- 101 in relation to the approved budget;
- 102 3. Submit a financial report to the Society in accordance with established
- 103 procedures;
- 104 4. Provide oversight and guidance to the committee chairs as assigned; and
- 105 5. Perform other duties normally associated with the office of treasurer or as may
- 106 be assigned by the president, the executive council, or the governance
- 107 documents.
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110 Section 4. Nomination and Election

- 111 A. The executive council shall elect at least three members to serve on the nominating
- 112 committee. The nominating committee shall select its own chair, who must be a
- 113 non-collegiate member of the Society but does not need to have been elected to the
- 114 committee by the executive council.
- 115
- 116 B. Members of the nominating committee may not become candidates during their
- 117 tenure of service on the nominating committee.
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- 119 C. The nominating committee shall propose at least one qualified candidate for each of
- 120 the officer positions. The slate shall be presented to the members of the section by
- 121 mail, electronic mail, or posting on the section web site by April 15 of each year.
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- 123 D. Additional candidates may be nominated by petition², provided that:
- 124 1. The member is eligible for the position;
- 125 2. The member has given written consent to being placed on the ballot;
- 126 3. A minimum of two percent or five of the voting members of the section,
- 127 whichever is greater, have signed a petition or endorsed an email to place the
- 128 candidate's name on the ballot; and
- 129 4. The petition, together with the written consent, is submitted to the chair of the
- 130 nominating committee by April 30 or fifteen days after the slate is announced to
- 131 the members of the section, whichever is later.
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- 133 E. The chair of the nominating committee shall arrange for the distribution of ballots to
134 occur at least twenty-one days prior to the required return date for the vote. Voting
135 may be by mail, electronic mail or web-based provided that mail ballots are sent to
136 those without electronic access. The chair of the nominating committee shall select
137 a tellers committee to receive and count the votes, and to report the results to the
138 president.
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- 140 F. The voting members of the section shall elect the section officers.
141
- 142 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
143 allowed. In the event of a tie, the election for that position shall be determined by lot,
144 conducted by the chair of the nominating committee.
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146 Section 6. Vacancies

- 147 A. A vacancy in the office of president shall be filled by the vice president for the
148 remainder of the term.
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- 150 B. A vacancy in the office of vice president³, secretary, or treasurer shall be filled by
151 election by the executive council.
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154 **ARTICLE IV – EXECUTIVE COUNCIL**

155 Section 1 Composition

156 The governing body of the section shall be the executive council. The officers of the
157 section shall constitute the executive council. An individual holding more than one
158 position on the executive council has only one vote and counts as a single person for
159 the purpose of a quorum.
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161 Section 2. Duties

162 The executive council shall:

- 163 1. Transact the business of the section;
- 164 2. Implement section policies as determined by the membership;
- 165 3. Elect the members of the nominating committee;
- 166 4. Approve the appointment of all committee chairs, except the chair of the
167 nominating committee; and
- 168 5. Approve the section budget and authorize expenditures not included in the
169 approved budget.
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171 Section 3. Conducting Business

- 172 A. The executive council shall meet regularly to conduct the business of the section
173 upon the call of the section president or by written petition of at least one-third of the
174 voting members of the executive council.
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176 B. Unless otherwise restricted by law or these bylaws, the executive council may also
177 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
178

179 Section 4. Quorum

180 A. A quorum shall be a majority of the members of the executive council then in office,
181 but not less than three, one of whom is the president or vice president.
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183 B. No member of the executive council may vote by proxy.
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185 Section 5. Removal

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

194 A. The executive council may establish committees as the need arises.
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196 B. The chairs of the committees shall be appointed by the president. The members of
197 the committees shall be appointed by the chair of the committee with the approval of
198 the president.
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200 C. The executive council shall prepare a description of the duties and reporting
201 relationships of each committee.
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203 D. Each committee chair shall present a status report to the membership when
204 requested by the executive council contact. Each committee chair shall also prepare
205 an annual report providing input to the section’s final report to the Society.
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208 **ARTICLE VI – DISSOLUTION****

209 In the event of dissolution, the assets of the section shall be first used to pay any
210 remaining debts, after which any remaining funds shall be disbursed to SWE sections,
211 the SWE members at large organization, the Society, or SWE endowment funds as
212 recommended by the section’s executive council and approved by the SWE board of
213 directors.
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216 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

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ARTICLE VIII – AMENDMENT**

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