BYLAWS OF THE H078, WAYNE STATE UNIVERSITY SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS

ARTICLE I – NAME AND OBJECTIVES

Section 1.1 Name
The name of this organization shall be the H078, Wayne State University section
(hereinafter called “the section”) of the Society of Women Engineers (hereinafter called
“the Society” or “SWE”).

Section 1.2 Objectives
The section is an organizational unit whose purpose is to further the objectives of the
Society.

Section 1.3 Powers
The section is empowered by the Society to pursue the objectives of the Society under
these bylaws and in consonance with the bylaws of the Society and in consonance with
the rules and regulations of Wayne State University.

ARTICLE II – MEMBERSHIP

Section 2.1 Members
Members of the section are those members of the Society assigned to the section. 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. All members of
the section shall have the right to attend all in-person section and executive council
meetings.

Section 2.2 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 2.3 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 ten days written notice
shall be provided to all members prior to such a business meeting.

Section 2.4 Quorum
Ten 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.

ARTICLE III – OFFICERS

Section 3.1 Officers
The officers of the section are the President, Vice President, Treasurer, Secretary,
Community Outreach Coordinator, FutureSWE Coordinator, Social Coordinator,
Historian, Communications Director, Room Coordinator, and Engineering Student
Faculty Board (ESFB) Representative.

Section 3.2 Eligibility and Term of Office

3.2.1 The officers must be members of the section. Any candidate for president must have held a position as a section officer for one term.

3.2.2 Officers may hold more than one office provided 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.

3.2.3 Officer positions may be held by only one member at a time. No officer position may be held by co-officers.

Section 3.3 Duties**

3.3.1 The president shall:
   a. Represent the section before the public and preside at meetings of the section and its executive council;
   b. Appoint the chairs of all committees, with the approval of the executive council;
   c. Authorize the disbursement of section funds within the budget approved by the executive council;
   d. Be an authorized signatory on all section accounts;
   e. Coordinate activities and execute the business and policies of the section between meetings;
   f. Coordinate the submittal of quarterly reports to the region representative;
   g. Submit the section annual report to the Society in accordance with established procedures;
   h. Review and approve the year-end section financial report; and
   i. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
   j. President or Vice President of SWE shall not hold a Presidential or Vice Presidential position in any other Society

3.3.2 The vice president shall:
   a. Assume the duties of the president if the president is temporarily unable to serve;
   b. Provide guidance and oversight to committees as assigned; and
   c. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
   d. President or Vice President of SWE shall not hold a Presidential or Vice Presidential position in any other Society

3.3.3 The secretary shall:
   a. Maintain the records of the section;
   b. Perform most, if not all, email correspondence to the membership
c. 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.

3.3.4 The treasurer shall:
   a. Be responsible for the collection, distribution, and safekeeping of section funds;
   b. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
   c. Prepare and file taxes on behalf of the section if necessary;
   d. Submit a financial report to the Society in accordance with established procedures; and
   e. 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.
   f. Treasurer should be a signatory on all accounts.

3.3.5 The ESFB section representative shall:
   a. Represent the section at ESFB meetings and relay information about section events; and
   b. Communicate information from ESFB (such as events, policy, etc) back to the section board
   c. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

3.3.6 The FutureSWE coordinator shall:
   a. Be the main person responsible for planning all aspects of the high school outreach event, currently referred to as FutureSWE.
   b. Organize committees to help plan the event.
   c. Recruit volunteers to work the day of the event.
   d. Coordinate with other organizations to plan activities for the event.
   e. Secure funding to support the event.
   f. 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.

3.3.7 The Community Outreach Director shall:
   a. Coordinate section participation in public service events;
   b. Coordinate section involvement in WSU College of Engineering events;
   c. Coordinate section professional development events
   d. Provide guidance and oversight to committees as assigned; and
   e. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

3.3.8 H. The room coordinator shall:
   a. Assist in stocking store shelves and refrigerator;
b. In charge of SWE showcase and room design;

c. In charge of room computer maintenance acquiring tech support as necessary;

d. Provide guidance and oversight to committees as assigned; and

e. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

3.3.9 The Social Chair shall:

a. Organize committees to help prepare for social events;

b. Be responsible for keeping records of social activities with details of day, date, place and number of people attended;

c. Send out reminder emails for events;

d. Advertise events to the College of Engineering via email, fliers, and social media etc.

3.3.10 The Communications Director shall:

a. Maintain section page through College of Engineering website;

b. Coordinate social media;

c. Provide guidance and oversight to committees as assigned;

d. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

3.3.11 Historian

a. Maintain records of all section events;

b. Correspond with collegiate and university marketing offices for marketing and records on university and college websites and social media sites;

c. Develop annual Michael Darson Award PowerPoint and documents.

Section 4. Nomination and Election

3.4.1. The voting members of the section shall elect the section officers and counselor.

3.4.2. A plurality shall elect for each position. Write-in votes for eligible candidates shall be allowed. A tie will be determined by a revote at same business meeting.

Section 5. Vacancies

3.5.1 The vice president shall assume the office of president for the remainder of the term in the event of a vacancy.

3.5.2 A vacancy in the position of any other officer shall be filled by election by the executive council.

ARTICLE IV – COUNSELOR AND FACULTY ADVISOR**

Section 4.1 Counselor

4.1.1 A counselor is elected each year by the section.

4.1.2 The counselor must be a non-collegiate member in good standing of the Society.
4.1.3 The counselor is considered a non-voting member of the section.
4.1.4 The counselor is responsible to the region governor for the section’s compliance with the bylaw’s, policies, and procedures of the Society.
4.1.5 At any time, by a majority vote of its membership, the section may replace their counselor or fill a vacancy in the counselor position.

Section 4.2 Faculty Advisor
4.3.1 It is recommended, but not required, that the section have a faculty advisor.
4.3.2 It is preferred, but not required, that the faculty advisor be a SWE member.
4.3.3 The faculty advisor is considered a non-voting member of the section.
4.3.4 The selection of a faculty advisor is to be in compliance with the policies and procedures of the college/university of the section.
4.3.5 The faculty advisor and counselor positions may be filled by the same member.

ARTICLE V – EXECUTIVE COUNCIL

Section 5.1 Composition
The governing body of the section shall be the executive council. The officers of the section shall constitute the voting members of 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. The SWE counselor shall serve as an ex-officio, non-voting member of the executive council.

Section 5.2 Duties
The executive council shall:

a. Transact the business of the section;
b. Implement section policies as determined by the membership;
c. Approve the appointment of all committee chairs;
d. Ensure that the section is represented at region meetings; and
e. Approve the section budget and authorize expenditures not included in the approved budget.

Section 5.3 Conducting Business
5.3.1. 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.
5.3.2. 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 5.4 Quorum
5.4.1. A quorum shall be a majority of the members of the executive council then in office, but not less than five, one of whom is the president or vice president.
5.4.2. No member of the executive council may vote by proxy.

Section 5.5 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 VI – COMMITTEES
Section 6.1 The executive council may establish committees as the need arises.
Section 6.2 The chairs of the committees shall be appointed by the executive council.
The members of the committees shall be appointed by the chair of the committee.
Section 6.3 The executive council shall prepare a description of the duties of each
committee and reporting relationships.
Section 6.4 Each committee chair shall present a status report to the membership
when requested by the executive council contact. Each committee chair shall also
prepare an annual report providing input to the section representative for the
section’s final report to the Society.

ARTICLE VII – DISSOLUTION**
In the event of dissolution, the assets of the section shall be first used to pay any
remaining debts, after which any remaining funds shall be disbursed to SWE regions,
SWE sections, the SWE members at large organization, the Society, or SWE
endowment funds as recommended by the executive council and approved by the SWE
board of directors.

ARTICLE VIII – PARLIAMENTARY AUTHORITY**
The rules contained in the parliamentary authority specified in the Society bylaws shall
govern this section in all cases to which they are applicable and in which they are not
inconsistent with these bylaws and any special rules of order the section may adopt.

ARTICLE IX – AMENDMENT**
9.1. 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.
9.2. 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.
9.3. Written notice, delivered either by mail or electronically, must be given to all
members of the section at least 10 days prior to the date of the meeting or the
specified date for voting to be completed.
9.4. 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.
9.5. Sections marked with a double asterisk (**) are identical to the collegiate section
bylaws template approved by the Society Board of Directors on November 13, 2006.
Changes to these sections of the collegiate 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.