

## ARTICLE I – NAME AND OBJECTIVES\*\*

### Section 1. Name

The name of this organization shall be the H083, Valparaiso University 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 bylaws of the Society and in consonance with the rules and regulations of Valparaiso University.

### Section 4. NonDiscrimination Policy

In accordance with the Society’s policies and purposes, the region 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 inperson 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. Collegiate members shall be voting members of the section.

### 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 fifteen days written notice shall be provided to all members prior to such a business meeting.

### Section 4. Quorum

Fifteen 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 1. Officers\*\*

The officers of the section are the president, vice president, secretary, treasurer, public relations chair, outreach chair, professional development chair, freshman chair, and past president (if applicable).

## Section 2. Eligibility and Term of Office\*\*

- A. The officers must be members of the section.
- B. 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 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.
- D. Officer positions may be held by only one member at a time. No officer position may be held by co-officers.

## 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. Approve the appointment of all committee members;
3. Authorize the disbursement of section funds within the budget approved by the executive council;
4. Be an authorized signatory on all section accounts;
5. Coordinate activities and execute the business and policies of the section between meetings;
6. Attend monthly president's meeting conference calls to remain in good standing in accordance with the Society;
7. Coordinate the submittal of quarterly reports to the region representative;
8. Submit the section annual leadership report to the Society in accordance with established procedures;
9. Assist the treasurer in the submittance the section annual financial report to the Society in accordance with established procedures;
10. Vote on behalf of their section in accordance with Society and region bylaws and procedures;
11. Provide oversight and guidance to the committee chairs as assigned; and
12. Perform other duties normally associated with the office of president or as maybe 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;
3. Reserve room(s) or space required for all SWE events such as meetings, and outreach and social events;
4. Organize and coordinate the SWEster mentoring program with Eboard members by:

- a. Contacting incoming freshman, commuter, and foreign exchange students when submitted enrollment of the College of Engineering is confirmed;
  - b. Contacting current SWE members who would like to be in the mentoring program;
  - c. Emailing 'mentoring pairing' survey to both parties who would like to be involved;
  - d. Matching the incoming freshman, commuter, and foreign exchange students with the upperclassmen according to major, and affiliated hobbies; and
  - e. Sending out email templates to older SWEster to maintain contact between younger SWEster throughout the fall and spring semester;
5. Assist the freshman chair in planning activities and involvement as necessary; and
  6. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

C. The secretary shall:

1. Maintain the records of and record minutes for the section;
2. Maintain correspondence (most easily through email) with the section about upcoming meetings, submit surveys, and record attendance of events;
3. Provide oversight and guidance to the committee chairs as assigned; and
4. Perform other duties normally associated with the office of secretary or as maybe assigned by the president, the executive council, or the governance documents.

D. 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;
3. Prepare and file taxes on behalf of the section if necessary;
4. Submit a financial report to the Society in accordance with established procedures;
5. Provide oversight and guidance to the committee chairs as assigned; and
6. Perform other duties normally associated with the office of treasurer or as maybe assigned by the president, the executive council, or the governance documents.

E. The public relations and webmaster chair shall:

1. Create and actively update a Facebook page specific to Valpo's section;
2. Create and actively upload to an Instagram page for Valpo SWE, for all official SWE events, or more as needed;
3. Tweet reminders for meetings
4. Maintain a website within College of Engineering. Recommendations include: active executive board members, conference pictures, outreach pictures, social pictures, links to social media, and calendar;
5. Follow newly committed Valpo female students pursuing engineering majors on social media (once names are obtained for SWEsters);
6. Request members to tag Valpo SWE in organization related photos;
7. Create a summer newsletter; and

8. Create an alumni newsletter.

F. The outreach chair shall:

1. Guide the outreach committee and relay outreach committee discussions back to the executive board;
2. Promote Science, Math, Engineering and Technology (STEM) to local students in kindergarten through 12th grade;
3. Create ways to involve families of the community in SWE;
4. Log all achieved outreach hours as well as grades of students affected in the SWE Outreach Metric Tool;
5. Work with outreach committee to make creative, inexpensive ways to teach STEM lessons to local students; and
6. Encourage new SWE members to join the outreach committee to promote heavy involvement in the society.

G. The professional development chair shall:

1. Provide and email resources for improving resumes and cover letters prior to job fairs;
2. Contact potential speakers for general meetings;
3. Communicate with executive board about suggestions for speakers and approve potential speakers and topics;
4. Work with the President to explain to members what SWE conferences are like and how to make the most of them as conference date approaches;
5. Committee would ideally be made up of upperclassmen due to experience;
6. Committee will provide their experiences and views on internships/research, professional etiquette, and academic success;
7. Must be a rising junior or senior to run for and hold this position; and
8. Preferred professional experience, ie research, internship experience.

H. The freshman chair shall:

1. Become acquainted with the structure of SWE and gain an understanding of the responsibilities tied to executive board positions.
2. Plan potential social events; may include but are not limited to: Cupcake and Movie Night, SWEepover(s)

I. The past president (when applicable) shall:

1. Serve as an exofficio member of the executive board; and
2. Serve as a student advisor to support the current president and the rest of the executive board.

#### Section 4. Nomination and Election

A. Available positions and descriptions of the positions should be sent out to the entire chapter to ensure fair and open elections. Self nominations can be sent in prior to elections. In additions, at the election meeting, it should be voiced to the chapter if any additional nominations are in order.

B. Members not in attendance have the option to vote via e-mail the morning of elections.

C. All voting member of the chapter are eligible to cast one vote for each position.

D. Ties shall be decided by the adviser of the section.

#### Section 5. Vacancies

A. A vacancy in the office of president shall be filled by the vice president for the remainder of the term.

B. A vacancy in any office other than president shall be filled by election by the executive council.

### ARTICLE IV – COUNSELOR AND FACULTY ADVISOR\*\*

#### Section 1. Counselor

A. A counselor is elected each year by the section.

B. The counselor must be a noncollegiate member in good standing of the Society.

C. The counselor is a nonvoting member of the section.

D. The counselor is responsible to the region governor for the section's compliance with the bylaw's, policies, and procedures of the Society.

E. 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 2. Faculty Advisor

A. It is recommended, but not required, that the section have a faculty advisor.

B. It is preferred, but not required, that the faculty advisor be a SWE member.

C. The faculty advisor is a nonvoting member of the section.

D. The selection of a faculty advisor is to be in compliance with the policies and procedures of the college/university.

E. The faculty advisor and counselor positions may be filled by the same member.

### ARTICLE V – EXECUTIVE COUNCIL

#### Section 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 exofficio, nonvoting member of the executive council.

## Section 2. Duties

The executive council shall:

1. Transact the business of the section;
2. Implement section policies as determined by the membership;
3. Approve the appointment of all committee members;
4. Ensure that the section is represented at region meetings; and
5. Approve the section budget and authorize expenditures not included in the approved budget.

## Section 3. 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 these bylaws, the executive council may also conduct business by telephone, mail, electronic mail, fax, or other electronic devices.

C. Specific summer business includes:

1. Explain positions of Freshman chair and committee structure in the SWE informational email and newsletter;
2. Provide information about the first meeting of the semester, and when elections for the Freshman position and committee selection will be;
3. Executive board specific committee will handle SWEster match-up and ensure full collaboration and communication during the process;
4. Inform chapter who new e-board is, and what their positions entail for the year;
5. Ensure SWEster information is sent to transfer and exchange students.

## Section 4. 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 vice president.

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

## Section 5. Removal

Any officer may be removed for cause by a vote of twothirds 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

- A. The executive council may establish committees as the need arises.
- B. The members of the committees shall be appointed by the chair of the committee with the approval of the president.
- C. The executive council shall prepare a description of the duties of each committee and reporting relationships.
- D. 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'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\*\*

- 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 fifteen 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 collegiate section bylaws template. 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.

## ARTICLE X –UNIVERSITY ADDITIONAL REQUIREMENTS

- A. Membership and voting rights will be on the basis of individual merit, free from

discrimination on the basis of race, national origin, disability, age, sexual orientation, sex, gender, or color. Graduate students are eligible members of the club, but they may not have voting rights and cannot hold officer positions.