

47 Section 2. Eligibility and Term of Office

- 48 A. The president, vice president, secretary, and treasurer must be members of the
49 section.
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51 B. Section officers shall serve for a term of one semester. Officers can be elected to
52 serve for three semesters in a row.
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54 C. Officers may hold more than one office provided there is a minimum of three elected
55 officers of the section. No one may hold the office of president and treasurer at the
56 same time.
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58 D. Officer positions may be held by only one member at a time. No officer position may
59 be held by co-officers
60

61 Section 3. Duties

- 62 A. The president shall:
63 1. Represent the section before the public and preside at meetings of the section
64 and its executive council;
65 2. Appoint the chairs of all committees, with the approval of the executive council,
66 except the chair of the nominating committee;
67 3. Approve the appointment of all committee members, except the members of the
68 nominating committee;
69 4. Authorize the disbursement of section funds within the budget approved by the
70 executive council;
71 5. Be an authorized signatory on all section accounts;
72 6. Coordinate activities and execute the business and policies of the section
73 between meetings;
74 7. Coordinate the submittal of quarterly reports to the region representative;
75 8. Submit the section annual report to the Society in accordance with established
76 procedures;
77 9. Review and approve the year-end section financial report; and
78 10. Perform other duties normally associated with the office of president or as may
79 be assigned by the executive council or the governance documents.
80 B. The vice president shall:
81 1. Assume the duties of the president if the president is temporarily unable to serve;
82 and
83 2. Perform such other duties as may be assigned by the president, the executive
84 council, or the governance documents.
85 C. The secretary shall:
86 1. Maintain the records of the section; and
87 2. Perform other duties normally associated with the office of secretary or as may
88 be assigned by the president, the executive council, or the governance
89 documents.
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- 92 D. The treasurer shall:
93 1. Be responsible for the collection, distribution, and safekeeping of section funds;
94 2. Prepare, maintain, and report as directed on the financial position of the section
95 in relation to the approved budget;
96 3. Prepare and file taxes on behalf of the section if necessary;
97 4. Submit a financial report to the Society in accordance with established
98 procedures; and
99 5. Perform other duties normally associated with the office of treasurer or as may
100 be assigned by the president, the executive council, or the governance
101 documents.
102

103 Section 4. Nomination and Election

- 104 A. The executive council shall elect at least three members to serve on the nominating
105 committee. The nominating committee shall select its own chair, who must be a
106 member of the section but does not need to have been elected to the committee by
107 the executive council.
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109 B. Members of the nominating committee may not become candidates during their
110 tenure of service on the nominating committee
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112 C. The nominating committee shall propose at least one qualified candidate for each of
113 the officer positions and the counselor position. The slate shall be presented to the
114 members of the section by mail, electronic mail, or posting on the section web site
115 by March 31 of each year.
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117 D. Additional candidates may be nominated by petition, provided that:
118 1. The member is eligible for the position;
119 2. The member has given written consent to being placed on the ballot;
120 3. A minimum of two percent or five of the voting members of the section,
121 whichever is greater, have signed a petition or endorsed an email to place the
122 candidate's name on the ballot; and
123 4. The petition, together with the written consent, is submitted to the chair of the
124 nominating committee within fifteen days after the slate is announced to the
125 members of the section.
126
127 E. The chair of the nominating committee shall arrange for the distribution of ballots to
128 occur at least twenty-one days prior to the required return date for the vote. Voting
129 may be by mail, electronic mail or web-based provided that mail ballots are sent to
130 those without electronic access. The chair of the nominating committee shall select
131 a tellers committee to receive and count the votes, and to report the results to the
132 president.
133
134 F. The voting members of the section shall elect the section officers and counselor.
135

136 G. A simple majority shall elect for each position. Write-in votes for eligible candidates
137 shall be allowed. In the event of a tie, the election for that position shall be
138 determined by lot, conducted by the chair of the nominating committee.
139

140 Section 5. Vacancies

141 A. The vice president shall assume the office of president for the remainder of the term
142 in the event of a vacancy.
143

144 B. A vacancy in the position of vice president, secretary, or treasurer shall be filled by
145 election by the executive council.
146

147 **ARTICLE IV – COUNSELOR AND FACULTY ADVISOR****

148 Section 1. Counselor

149 A. A counselor is elected each year by the section.
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151 B. The counselor must be a non-collegiate member in good standing of the Society. .
152

153 C. The counselor is considered a non-voting member of the section.
154

155 D. The counselor is responsible to the region governor for the section's compliance
156 with the bylaw's, policies, and procedures of the Society.
157

158 E. At any time, by a majority vote of its membership, the section may replace their
159 counselor or fill a vacancy in the counselor position.
160

161 Section 2. Faculty Advisor

162 A. It is recommended, but not required, that the section have a faculty advisor.
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164 B. It is preferred, but not required, that the faculty advisor be a SWE member.
165

166 C. The faculty advisor is considered a non-voting member of the section.
167

168 D. The selection of a faculty advisor is to be in compliance with the policies and
169 procedures of the University of Louisville.
170

171 E. The faculty advisor and counselor positions may be filled by the same member.
172

173 **ARTICLE V – EXECUTIVE COUNCIL**

174 Section 1 Composition

175 The governing body of the section shall be the executive council. The officers of the
176 section shall constitute the voting members of the executive council An individual
177 holding more than one position on the executive council has only one vote and counts
178 as a single person for the purpose of a quorum. The SWE counselor shall serve as an
179 ex-officio, non-voting member of the executive council.
180

181 Section 2. Duties

182 The executive council shall:

- 183 1. Transact the business of the section;
- 184 2. Implement section policies as determined by the membership;
- 185 3. Elect the members of the nominating committee;
- 186 4. Approve the appointment of all committee chairs, except the chair of the
- 187 nominating committee;
- 188 5. Ensure that the section is represented at region meetings; and
- 189 6. Approve the section budget and authorize expenditures not included in the
- 190 approved budget.

191

192 Section 3. Conducting Business

- 193 A. The executive council shall meet regularly to conduct the business of the section
- 194 upon the call of the section president or by written petition of at least one-third of the
- 195 voting members of the executive council.
- 196
- 197 B. Unless otherwise restricted by law or these bylaws, the executive council may also
- 198 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
- 199

200

200 Section 4. Quorum

- 201 A. A quorum shall be a majority of the members of the executive council then in office,
- 202 but not less than three, one of whom is the president or vice president.
- 203
- 204 B. No member of the executive council may vote by proxy.
- 205

206

206 Section 5. Removal

207 Any officer may be removed for cause by a vote of two-thirds of the voting members of

208 the section responding to a recall ballot, provided that votes have been received from at

209 least the number of members required for a quorum. Such removal shall be effective

210 immediately upon the recording of such vote. Removal procedures not covered by law

211 or these bylaws shall be developed and approved by the executive council.

212

213 **ARTICLE VI – COMMITTEES**

214 A. The executive council may establish committees as the need arises.

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216 B. The members of the committees shall be appointed by the chair of the committee

217 with the approval of the president.

218

219 C. The executive council shall prepare a description of the duties of each committee

220 and reporting relationships.

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222 D. Each committee chair shall present a status report to the membership when

223 requested by the executive council contact. Each committee chair shall also prepare an

224 annual report providing input to the section's final report to the Society.

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226 **ARTICLE VII – DISSOLUTION****

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

232
233 **ARTICLE VIII – PARLIAMENTARY AUTHORITY****

234 The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall
235 govern this section in all cases to which they are applicable and in which they are not
236 inconsistent with these bylaws and any special rules of order the section may adopt.

237
238 **ARTICLE IX – AMENDMENT****

- 239 A. These bylaws may be amended by a two-thirds vote of the members present and
240 voting at a meeting or of the ballots received prior to the stated deadline.
- 241 B. Amendments may be proposed by a majority of the executive council or five voting
242 members of the section. All proposed amendments must be submitted to the
243 secretary.
- 244 C. Written notice, delivered either by mail or electronically, must be given to all
245 members of the section at least fifteen days prior to the date of the meeting or the
246 specified date for voting to be completed.
- 247 D. Amendments adopted by the section shall be sent to the Society secretary according
248 to established procedures, and shall become effective after approved by the Society
249 secretary.
- 250 E. Sections marked with a double asterisk (**) are identical to the collegiate section
251 bylaws template approved by the Society Board of Directors on November 13, 2006.
252 Changes to these sections of the collegiate section bylaws template shall become
253 part of these bylaws upon approval of the Society. The section secretary shall
254 incorporate such changes into the section bylaws and forward the updated bylaws to
255 the Society secretary within six months of notification of the change to the section
256 bylaws template.

257
258 *Collegiate section bylaws based on bylaws template version 11-13-06*