

1 **BYLAWS OF THE C090 UNIVERSITY OF HOUSTON-DOWNTOWN SECTION**  
2  
3 **OF**  
4  
5 **THE SOCIETY OF WOMEN ENGINEERS**  
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9 **ARTICLE I – NAME AND OBJECTIVES\*\***

10 **Section 1. Name**

11 The name of this organization shall be the C090, University of Houston-Downtown  
12 section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter  
13 called “the Society” or “SWE”).  
14

15 **Section 2. Objectives**

16 The section is an organizational unit whose purpose is to further the objectives of the  
17 Society.  
18

19 **Section 3. Powers**

20 The section is empowered by the Society to pursue the objectives of the Society under  
21 these bylaws and in consonance with the bylaws of the Society and in consonance with  
22 the rules and regulations of University of Houston-Downtown.  
23

24 **Section 4. Non-Discrimination Policy**

25 In accordance with the Society’s policies and purposes, the section shall not  
26 discriminate in connection with its membership and its services to the public at large.  
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29 **ARTICLE II – MEMBERSHIP\*\***

30 **Section 1. Members**

31 Members of the section are those members of the Society assigned to the section All  
32 members of the section shall have the right to attend all in-person section and executive  
33 council meetings.  
34

35 **Section 2. Grades of Membership**

36 Members shall have the same membership grade in the section as they have in the  
37 Society and voting privileges as specified in the Society bylaws. Collegiate members  
38 shall be voting members of the section.  
39

40 **Section 3. Business Meeting**

41 A meeting of the general membership to conduct the business of the section may be  
42 called by the president, the executive council, or by a group of five percent or five of the  
43 voting members of the section, whichever is greater. At least fifteen days written notice  
44 shall be provided to all members prior to such a business meeting.  
45

46 **Section 4. Quorum**

47 Fifteen voting members or thirty percent of the voting members of the section,  
48 whichever is less, shall constitute a quorum for the conduct of the business of the  
49 section.

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## 52 **ARTICLE III – OFFICERS**

### 53 Section 1. Officers\*\*

54 The officers of the section are the president, vice president, secretary, and treasurer.

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

57 A. The officers must be members of the section.

58

59 B. Officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal  
60 year.

61

62 C. Officers may hold more than one office provided there is a minimum of three elected  
63 officers of the section. No one may hold the office of president and treasurer at the  
64 same time.

65

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

68

### 69 Section 3. Duties\*\*

70 A. The president shall:

- 71 1. Represent the section before the public and preside at meetings of the section  
72 and its executive council;
- 73 2. Appoint the chairs of all committees, with the approval of the executive council,  
74 except the chair of the nominating committee;
- 75 3. Approve the appointment of all committee members, except the members of the  
76 nominating committee;
- 77 4. Authorize the disbursement of section funds within the budget approved by the  
78 executive council;
- 79 5. Be an authorized signatory on all section accounts;
- 80 6. Coordinate activities and execute the business and policies of the section  
81 between meetings;
- 82 7. Coordinate the submittal of quarterly reports to the region representative;
- 83 8. Submit the section annual report to the Society in accordance with established  
84 procedures;
- 85 9. Review and approve the year-end section financial report;
- 86 10. Vote on behalf of their section in accordance with Society and region bylaws and  
87 procedures;
- 88 11. Provide oversight and guidance to the committee chairs as assigned; and
- 89 12. Perform other duties normally associated with the office of president or as may  
90 be assigned by the executive council or the governance documents.

91

- 92 B. The vice president shall:  
93 1. Assume the duties of the president if the president is temporarily unable to serve;  
94 2. Provide oversight and guidance to the committee chairs as assigned; and  
95 3. Perform such other duties as may be assigned by the president, the executive  
96 council, or the governance documents.  
97
- 98 C. The secretary shall:  
99 1. Maintain the records of the section;  
100 2. Provide oversight and guidance to the committee chairs as assigned; and  
101 3. Perform other duties normally associated with the office of secretary or as may  
102 be assigned by the president, the executive council, or the governance  
103 documents.  
104
- 105 D. The treasurer shall:  
106 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
107 2. Prepare, maintain, and report as directed on the financial position of the section  
108 in relation to the approved budget;  
109 3. Prepare and file taxes on behalf of the section if necessary;  
110 4. Submit a financial report to the Society in accordance with established  
111 procedures;  
112 5. Provide oversight and guidance to the committee chairs as assigned; and  
113 6. Perform other duties normally associated with the office of treasurer or as may  
114 be assigned by the president, the executive council, or the governance  
115 documents.  
116

#### 117 Section 4. Nomination and Election

- 118 A. The executive council shall elect at least three members to serve on the nominating  
119 committee. The nominating committee shall select its own chair, who must be a  
120 member of the section but does not need to have been elected to the committee by  
121 the executive council.  
122
- 123 B. Members of the nominating committee may not become candidates during their  
124 tenure of service on the nominating committee.  
125
- 126 C. The nominating committee shall propose at least one qualified candidate for each of  
127 the officer positions and the counselor position. The slate shall be presented to the  
128 members of the section by mail, electronic mail, or posting on the section web site  
129 by February 28 of each year.  
130
- 131 D. Additional candidates may be nominated by petition, provided that:  
132 1. The member is eligible for the position;  
133 2. The member has given written consent to being placed on the ballot;  
134 3. A minimum of two percent or five of the voting members of the section,  
135 whichever is greater, have signed a petition or endorsed an email to place the  
136 candidate's name on the ballot; and

- 137 4. The petition, together with the written consent, is submitted to the chair of the  
138 nominating committee within fifteen days after the slate is announced to the  
139 members of the section.  
140
- 141 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
142 occur at least fourteen days prior to the required return date for the vote. Voting  
143 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
144 those without electronic access. The chair of the nominating committee shall select  
145 a tellers committee to receive and count the votes, and to report the results to the  
146 president.  
147
- 148 F. The voting members of the section shall elect the section officers and counselor.  
149
- 150 G. A plurality shall elect for each position. Write-in votes for eligible candidates shall be  
151 allowed. In the event of a tie, the election for that position shall be determined by lot,  
152 conducted by the chair of the nominating committee.  
153

#### 154 Section 5. Vacancies

- 155 A. A vacancy in the office of president shall be filled by the vice president for the  
156 remainder of the term.  
157
- 158 B. A vacancy in any office other than president shall be filled by election by the  
159 executive council.  
160

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

#### 162 Section 1. Counselor

- 163 A. A counselor is elected each year by the section.  
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- 165 B. The counselor must be a non-collegiate member in good standing of the Society.  
166
- 167 C. The counselor is a non-voting member of the section.  
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- 169 D. The counselor is responsible to the region governor for the section's compliance  
170 with the bylaw's, policies, and procedures of the Society.  
171
- 172 E. At any time, by a majority vote of its membership, the section may replace their  
173 counselor or fill a vacancy in the counselor position.  
174

#### 175 Section 2. Faculty Advisor

- 176 A. It is recommended, but not required, that the section have a faculty advisor.  
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- 178 B. It is preferred, but not required, that the faculty advisor be a SWE member.  
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- 180 C. The faculty advisor is a non-voting member of the section.  
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183 D. The selection of a faculty advisor is to be in compliance with the policies and  
184 procedures of the college/university.

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186 E. The faculty advisor and counselor positions may be filled by the same member.  
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189 **ARTICLE V – EXECUTIVE COUNCIL**

190 **Section 1. Composition**

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

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197 **Section 2. Duties**

198 The executive council shall:

- 199 1. Transact the business of the section;  
200 2. Implement section policies as determined by the membership;  
201 3. Elect the members of the nominating committee;  
202 4. Approve the appointment of all committee chairs, except the chair of the  
203 nominating committee;  
204 5. Ensure that the section is represented at region meetings; and  
205 6. Approve the section budget and authorize expenditures not included in the  
206 approved budget.

207

208 **Section 3. Conducting Business**

209 A. The executive council shall meet regularly to conduct the business of the section  
210 upon the call of the section president or by written petition of at least one-third of the  
211 voting members of the executive council.

212

213 B. Unless otherwise restricted by law or these bylaws, the executive council may also  
214 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.  
215

216

216 **Section 4. Quorum**

217 A. A quorum shall be a majority of the members of the executive council then in office,  
218 but not less than three, one of whom is the president or vice president.

219

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

221

222 **Section 5. Removal**

223 Any officer may be removed for cause by a vote of two-thirds of the voting members of  
224 the section responding to a recall ballot, provided that votes have been received from at  
225 least the number of members required for a quorum. Such removal shall be effective

226 immediately upon the recording of such vote. Removal procedures not covered by law  
227 or these bylaws shall be developed and approved by the executive council.

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230 **ARTICLE VI – COMMITTEES**

- 231 A. The executive council may establish committees as the need arises.  
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233 B. The members of the committees shall be appointed by the chair of the committee  
234 with the approval of the president.  
235  
236 C. The executive council shall prepare a description of the duties of each committee  
237 and reporting relationships.  
238  
239 D. Each committee chair shall present a status report to the membership when  
240 requested by the executive council contact. Each committee chair shall also prepare  
241 an annual report providing input to the section’s final report to the Society.  
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244 **ARTICLE VII – DISSOLUTION\*\***

245 In the event of dissolution, the assets of the section shall be first used to pay any  
246 remaining debts, after which any remaining funds shall be disbursed to SWE regions,  
247 SWE sections, the SWE members at large organization, the Society, or SWE  
248 endowment funds as recommended by the executive council and approved by the SWE  
249 board of directors.  
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252 **ARTICLE VIII – PARLIAMENTARY AUTHORITY\*\***

253 The rules contained in the parliamentary authority specified in the Society bylaws shall  
254 govern this section in all cases to which they are applicable and in which they are not  
255 inconsistent with these bylaws and any special rules of order the section may adopt.  
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258 **ARTICLE IX – AMENDMENT\*\***

- 259 A. These bylaws may be amended by a two-thirds vote of the members present and  
260 voting at a meeting or of the ballots received prior to the stated deadline.  
261 B. Amendments may be proposed by a majority of the executive council or five voting  
262 members of the section. All proposed amendments must be submitted to the  
263 secretary.  
264 C. Written notice, delivered either by mail or electronically, must be given to all  
265 members of the section at least fifteen days prior to the date of the meeting or the  
266 specified date for voting to be completed.  
267 D. Amendments adopted by the section shall be sent to the Society secretary according  
268 to established procedures, and shall become effective after approved by the Society  
269 secretary.

270 E. Required sections are marked with a double asterisk (\*\*) and conform to the  
271 collegiate section bylaws template. Changes to these sections of the collegiate  
272 section bylaws template shall become part of these bylaws upon approval of the  
273 Society. The section secretary shall incorporate such changes into the section  
274 bylaws and forward the updated bylaws to the Society secretary within six months of  
275 notification of the change to the section bylaws template.  
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