

**BYLAWS OF THE F063, RENSSELAER POLYTECHNIC INSTITUTE SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS**

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

**Section 1. Name**

The name of this organization shall be the F063, Rensselaer Polytechnic Institute section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “RPI 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 Rensselaer Polytechnic Institute.

**Section 4. Non-Discrimination Policy**

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**

- a. 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.
- b. Active members of the section are those students who have attended a minimum number of events and meetings during the year, as specified by the executive council.

**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. There shall be a minimum of two business meetings per annum.

#### 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, treasurer, secretary, outreach director, membership director, corporate relations director, alumni relations director, communications director, co-engineering event directors, activity chair, and knowledge source director.

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

- A. The officers must be members of the section during the fiscal year in which they serve.
- 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 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, except the members of the nominating committee;
  - 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. Coordinate the submittal of quarterly reports to the region representative;
  - 7. Submit the section annual report to the Society in accordance with established procedures;
  - 8. Vote on behalf of their section in accordance with Society and region bylaws and procedures;
  - 9. Provide oversight and guidance to the committee chairs as assigned;
  - 10. Review and approve the year-end section financial report;
  - 11. Coordinate submittal of awards;
  - 12. Coordinate section attendance to Society conferences;

13. Be responsible for monitoring professional development growth of all executive council members and assist in succession planning;
14. Attend regional meetings during regional and societal conferences as travel permits, or send section representation;
15. Attend yearly "Exploring Engineering Day" review meeting to evaluate the event and leadership role descriptions;
16. Maintain contact with Rensselaer faculty and staff of programs related to the section's needs; and
17. 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;
3. Oversees scheduling of all section events and coordinates with other campus organizations;
4. Ensure the success of multicultural programming;
5. Be responsible for maintaining a healthy relationship with the Society of Hispanic Professional Engineers, the National Society of Black Engineers, the Women's Mentor Program, the Society of Asian Scientists and Engineers, or other diversity professional organizations;
6. Coordinates section attendance to region conferences; and
7. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

C. 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. Regularly meet with the President to review funds status, allocation, and approval of the fund distribution;
4. Prepare and file taxes on behalf of the section if necessary;
5. Submit a financial report to the Society in accordance with established procedures;
6. File the IRS E-Postcard annually by November 15<sup>th</sup> in order to keep RPI SWE's non-profit status;
7. Provide oversight and guidance to the committee chairs as assigned;
8. Provide oversight to fundraising activities; and
9. 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.

D. The secretary shall:

1. Record and distribute meeting minutes for executive council meetings;
2. Ensure all executive council members can access file sharing tools;

3. Maintain the historical documentation of the section, including activity reports, awards received, individual achievements, rosters of officers, and traditions;
4. Provide oversight and guidance to the committee chairs as assigned;
5. Maintain the goals of the section and ensure that they are being pursued; and
6. 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.

E. The outreach director shall:

1. Host Girl Scout Engineering Day, or similar large scale event, in the Fall semester;
2. Host a minimum of an additional two outreach events;
3. Maintain communication with local educational outreach organizations the section participates in;
4. Be responsible for writing and submitting all applicable outreach awards;
5. Provide oversight and guidance to the Outreach committee used to assist in planning and executing outreach events; and
6. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

F. The membership director shall:

1. Be responsible for membership recruitment and retention activities of the section;
2. Facilitate the transition of collegiate membership to professional membership;
3. Maintain member e-mail list;
4. Maintain list of sign-ins to track active member status;
5. Host active member appreciation events in Fall and Spring;
6. Be responsible for writing and submitting all applicable membership awards;
7. Be present at elections (or assign someone in their place) and confirm the active status of all those running;
8. Maintain records of active and Society membership status; and
9. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

G. The knowledge source director shall:

1. Be responsible for presenting Scholarship opportunities and essay competitions to the general body;
2. Provide RPI SWE with opportunities which bridge gaps in recruitment, professional development, and retention of women in engineering;
3. Host at least one campus-wide knowledge source event;
4. Present Knowledge Source Tips at every General Body Meeting;
5. Plan at least tour of a corporate facility;
6. Be responsible for providing professional development activities; and
7. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

H. The Corporate Relations Director shall:

1. Host a minimum of 1 large scale corporate networking event per semester;
2. Provide support for Grant proposals by request;
3. Provide support to any officer who requests corporate presence or needs from corporate pending approval from the President;
4. Coordinate Corporate speakers to attend the General Body Meetings
5. Attend meetings where guests request an audience with RPI SWE to discuss information about corporate involvement with the section;
6. Attend (or select representative to attend) information sessions hosted by RPI SWE;
7. Work to make new corporate connections;
8. Maintain regular emails with current and potential Corporate supporters as well as a record of all corporate sponsor contact information; and
9. Represent RPI SWE with Corporations.

I. The Alumni Relations Director shall:

1. Work with the Women's Mentor Program to host social or professional events that involve alumni;
2. Host a minimum of two networking events with the section alumni per year;
3. Maintain RPI SWE alumni contact information database; and
4. Prepare and distribute an alumni newsletter.

J. The Communications Director shall:

1. Maintain the section website;
2. Be responsible for writing and submitting all applicable communications awards;
3. Be responsible for advertisements of section activities through any of the following methods: Facebook, concerto, e-mail list, twitter, website, LinkedIn, or Instagram; and
4. Be responsible for correspondence with the general body via a weekly e-mail.

K. The Co-Engineering Event Directors (2) shall:

1. Organize and coordinate a large scale engineering community event;
2. Attend weekly meetings with School of Engineering Program Director and Engineering Event Assistant Director;
3. Create project management schedule for the event;
4. Recruit and coordinate student organizations and groups that will be session leaders;
5. Prepare presentation for an informational meeting for session leaders, dry run for session leaders and day of event opening and closing presentation;
6. Order supplies and maintain supply inventory list;
7. Be responsible for thorough documentation of event process including creating and collecting session leader evaluations to compile into a report;
8. Be responsible for regular report to President of section;
9. Be responsible for assisting in the interview process to select the next Engineering Event Director unless otherwise determined by the Section President;
10. Prepare day-of volunteer task descriptions;

11. Be responsible for campus-wide advertisement and communication for day of volunteers;
12. Recruit and assign tasks to volunteers;
13. Create volunteer informational session and presentation prior to the event;
14. For more intensive volunteer roles, host additional training sessions;
15. Create and collect volunteer evaluations to compile into a report; and
16. Perform such other duties as may be assigned by the President, the Executive Council and the governance documents.

L. The Activity Chair shall:

1. Coordinate social networking events for RPI SWE members;
2. Coordinate social networking events for executive council members;
3. Facilitate joint social events on campus; and
4. Provide members with fun and innovative activities at social events.

Section 4. Nomination and Election

- A. The executive council shall elect at least three members to serve on the nominating committee. The nominating committee shall select its own chair, who must be a member of the section but does not need to have been elected to the committee by the executive council.
- B. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee
- C. The nominating committee shall propose at least one qualified candidate for each of the officer positions and the counselor position. The slate shall be presented to the members of the section by mail, electronic mail, or posting on the section web site at least two days prior to election each year.
- D. Additional candidates may be nominated, provided that:
1. The member is eligible for the position;
    - a. If the member is not currently a Society member, they may only run if the position is uncontested. In the event that they are elected, they must become a Society member within 2 days of the election in order to serve.
  2. The member has given written consent to being placed on the ballot.
- E. Voting
1. The chair of the nominating committee shall arrange for the presentation of all nominees at least two days prior to the election meeting.
  2. Absentee ballots shall be distributed by request only and are due to the nomination committee chair 48 hours prior to the election meeting. Ballots may be sent by mail, electronic mail or web base providing that mail ballots are sent to those without electronic access. Members who vote through absentee ballot will not be permitted to cast a regular ballot during the election meeting.
  3. Voting shall conclude during the elections meeting, which shall occur by April 10 of each year.

- a. At the voting meeting, candidates shall stand and speak about themselves for approximately one minute. During this time, members can ask the candidates questions prior to voting. If the candidate will be unable to attend the voting meeting, they may send in a video of their statement.
4. The chair of the nominating committee shall receive and count the votes, and report the results to the president.

- F. The voting members of the section shall elect the section officers and counselor.
- G. A plurality shall elect for each position. In the event of a tie, the election for that position shall be determined by lot, conducted by the chair of the nominating committee.

#### 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 section voting members.

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

#### Section 1. Counselor

- A. A counselor is appointed each year by the section.
- B. The counselor must be a non-collegiate member in good standing of the Society.
- C. The counselor is considered a non-voting 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 considered a non-voting 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 of the section.
- 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 ex-officio, non-voting member of the executive council. Committee chairs are non-voting members 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. Elect the members of the nominating committee;
4. Approve the appointment of all committee chairs, except the chair of the nominating committee;
5. Ensure that the section is represented at region meetings; and
6. 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.

### **Section 4. Quorum**

- A. A quorum shall be a majority of the members of the executive council then in office, but not less than four, 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 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**

- A. The executive council may establish other 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. A detailed list of committee chairs and their responsibilities can be found in the section's procedural documents.
- D. Each committee chair shall present a status report to the membership when requested by the president. 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 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.