

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**BYLAWS OF THE TULSA-NORTHEAST OKLAHOMA SECTION  
OF  
THE SOCIETY OF WOMEN ENGINEERS**

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

Section 1. Name

The name of this organization shall be the Tulsa-Northeast Oklahoma 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 Society bylaws.

Section 4. Non-discrimination

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

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.

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.

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 thirty 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.

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91

**ARTICLE III – OFFICERS**

**Section 1. Officers\*\***

The officers of the section are the president, vice president of professional development, vice president of outreach, secretary, and treasurer.

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

- A. The officers must be voting members of the Society who are assigned to the section. The president and vice president of professional development must also be non-collegiate members of the Society. Collegiate members who will be assigned to the section may be candidates for positions other than president or vice president of professional development provided they will be members of the section and will qualify for professional membership before the start of the term of office; however, they must meet these requirements in order to 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 that 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.

**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. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
  - 3. Approve the appointment of all committee members, except the members of the nominating committee;
  - 4. Authorize the disbursement of section funds within the budget approved by the executive council;
  - 5. Be an authorized signatory on all section accounts;
  - 6. Coordinate activities and execute the business and policies of the section between meetings;
  - 7. Review and approve the year-end section financial report;
  - 8. Provide oversight and guidance to the committee chairs as assigned, and
  - 9. 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 of professional development shall:
  - 1. Assume the duties of the president if the president is temporarily unable to serve;
  - 2. Manage professional development programs and events.
  - 3. Provide oversight and guidance to the committee chairs as assigned; and

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

94  
95  
96 C. The vice president of outreach shall:

- 97 1. Manage outreach programs and events.  
98 2. Promote Engineering as a career option to K-12 students.  
99 3. Provide oversight and guidance to the committee chairs as assigned; and  
100 4. Perform such other duties as may be assigned by the president, the executive  
101 council, or the governance documents.

102  
103 D. The secretary shall:

- 104 1. Maintain the records of the section;  
105 2. Provide oversight and guidance to the committee chairs as assigned; and  
106 3. Perform other duties normally associated with the office of secretary or as may  
107 be assigned by the president, the executive council, or the governance  
108 documents.

109  
110 E. The treasurer shall:

- 111 1. Be responsible for the collection, distribution, and safekeeping of section funds;  
112 2. Prepare, maintain, and report as directed on the financial position of the section  
113 in relation to the approved budget;  
114 3. Submit a financial report to the Society in accordance with established  
115 procedures;  
116 4. Provide oversight and guidance to the committee chairs as assigned; and  
117 5. Perform other duties normally associated with the office of treasurer or as may  
118 be assigned by the president, the executive council, or the governance  
119 documents.

120  
121 Section 4. Nomination and Election

122 A. The executive council shall elect at least three members to serve on the nominating  
123 committee. The nominating committee shall select its own chair, who must be a  
124 non-collegiate member of the Society but does not need to have been elected to the  
125 committee by the executive council.

126  
127 B. Members of the nominating committee may not become candidates during their  
128 tenure of service on the nominating committee.

129  
130 C. The nominating committee shall propose at least one qualified candidate for each of  
131 the officer positions. The slate shall be presented to the members of the section by  
132 mail, electronic mail, or posting on the section web site by April 15 of each year.

133  
134 D. Additional candidates may be nominated by petition, provided that:

- 135 1. The member is eligible for the position;  
136 2. The member has given written consent to being placed on the ballot;

- 137 3. A minimum of two percent or five of the voting members of the section,  
138 whichever is greater, have signed a petition or endorsed an email to place the  
139 candidate's name on the ballot; and  
140 4. The petition, together with the written consent, is submitted to the chair of the  
141 nominating committee by April 30 or fifteen days after the slate is announced to  
142 the members of the section, whichever is later.  
143  
144 E. The chair of the nominating committee shall arrange for the distribution of ballots to  
145 occur at least twenty-one days prior to the required return date for the vote. Voting  
146 may be by mail, electronic mail or web-based provided that mail ballots are sent to  
147 those without electronic access. The chair of the nominating committee shall select  
148 a tellers committee to receive and count the votes, and to report the results to the  
149 president.  
150  
151 F. The voting members of the section shall elect the section officers.  
152  
153 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be  
154 allowed. In the event of a tie, the election for that position shall be determined by lot,  
155 conducted by the chair of the nominating committee.  
156

157 Section 5. Vacancies

- 158 A. A vacancy in the office of president shall be filled by the vice president of  
159 professional development for the remainder of the term.  
160  
161 B. A vacancy in the office of vice president of professional development, vice president  
162 of outreach, secretary, or treasurer shall be filled by election by the executive  
163 council.  
164  
165

166 **ARTICLE IV – EXECUTIVE COUNCIL**

167 Section 1. Composition

168 The governing body of the section shall be the executive council. The officers of the  
169 section shall constitute the executive council. An individual holding more than one  
170 position on the executive council has only one vote and counts as a single person for  
171 the purpose of a quorum.  
172

173 Section 2. Duties

174 The executive council shall:

- 175 1. Transact the business of the section;  
176 2. Implement section policies as determined by the membership;  
177 3. Elect the members of the nominating committee;  
178 4. Approve the appointment of all committee chairs, except the chair of the  
179 nominating committee; and  
180 5. Approve the section budget and authorize expenditures not included in the  
181 approved budget.

182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226

**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 three, one of whom is the president or vice president of professional development.
- 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 V – COMMITTEES**

- A. The executive council may establish committees as the need arises.
- B. The chairs of the committees shall be appointed by the president. 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 and reporting relationships of each committee.
- 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 VI – 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 sections, the SWE members at large organization, the Society, or SWE endowment funds as recommended by the section’s executive council and approved by the SWE board of directors.

*SWE Professional section standard bylaws 07-01-18. Approved by the BOD on 08-04-18 (editorial rev1 12-27-18)  
Bylaws of the Tulsa-Northeast Oklahoma Section Approved by the Section on 09-19-19  
Approved by Society Secretary on 01-22-20*

227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258

**ARTICLE VII – 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 VIII – 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 thirty 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 professional section bylaws template. Changes to these sections of the professional 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.