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**BYLAWS OF THE H004, HEART OF IOWA SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the H004, Heart of Iowa 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 **ARTICLE III – OFFICERS**

48 **Section 1. Officers****

49 The officers of the section are the president, vice president, secretary, treasurer, and
50 section representative(s) as designated in the Society bylaws.

51
52 **Section 2. Eligibility and Term of Office****

53 A. The officers must be voting members of the Society and assigned to the section.

54
55 B. Section officers shall serve for a term of one fiscal year, to coincide with the
56 Society’s fiscal year.

57
58 C. Officers may hold more than one office provided that there is a minimum of three
59 elected officers of the section. No one may hold the office of president and treasurer
60 at the same time.

61
62 **Section 3. Duties****

63 A. The president shall:

- 64 1. Represent the section before the public and preside at meetings of the section
65 and its executive council;
- 66 2. Appoint the chairs of all committees, with the approval of the executive council,
67 except the chair of the nominating committee;
- 68 3. Approve the appointment of all committee members, except the members of the
69 nominating committee;
- 70 4. Authorize the disbursement of section funds within the budget approved by the
71 executive council;
- 72 5. Be an authorized signatory on all section accounts;
- 73 6. Coordinate activities and execute the business and policies of the section
74 between meetings;
- 75 7. Review and approve the year-end section financial report; and
- 76 8. Perform other duties normally associated with the office of president or as may
77 be assigned by the executive council or the governance documents.

78
79 B. The vice president shall:

- 80 1. Assume the duties of the president if the president is temporarily unable to serve;
81 and
- 82 2. Perform such other duties as may be assigned by the president, the executive
83 council, or the governance documents.

84
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.

90

- 91 D. The treasurer shall:
- 92 1. Be responsible for the collection, distribution, and safekeeping of section funds;
- 93 2. Prepare, maintain, and report as directed on the financial position of the section
- 94 in relation to the approved budget;
- 95 3. Submit a financial report to the Society in accordance with established
- 96 procedures; and
- 97 4. Perform other duties normally associated with the office of treasurer or as may
- 98 be assigned by the president, the executive council, or the governance
- 99 documents.
- 100
- 101 E. The section representative(s) shall:
- 102 1. Perform those duties expected of them as described the region governance
- 103 documents; and
- 104 2. Perform other duties normally associated with the office of section representative
- 105 or as may be assigned by the president, the executive council, or the governance
- 106 documents.
- 107

108 Section 4. Nomination and Election

- 109 A. The executive council shall elect at least three members to serve on the nominating
- 110 committee. The nominating committee shall select its own chair, who must be a
- 111 voting member of the Society but does not need to have been elected to the
- 112 committee by the executive council.
- 113
- 114 B. Members of the nominating committee may not become candidates during their
- 115 tenure of service on the nominating committee.
- 116
- 117 C. The nominating committee shall propose at least one qualified candidate for each of
- 118 the officer positions. The slate shall be presented to the members of the section by
- 119 mail, electronic mail, or posting on the section web site by April 15 of each year.
- 120
- 121 D. Additional candidates may be nominated by petition, provided that:
- 122 1. The member is eligible for the position;
- 123 2. The member has given written consent to being placed on the ballot;
- 124 3. A minimum of two percent or five of the voting members of the section,
- 125 whichever is greater, have signed a petition or endorsed an email to place the
- 126 candidate's name on the ballot; and
- 127 4. The petition, together with the written consent, is submitted to the chair of the
- 128 nominating committee by April 30 or fifteen days after the slate is announced to
- 129 the members of the section, whichever is later.
- 130
- 131 E. The chair of the nominating committee shall arrange for the distribution of ballots to
- 132 occur at least twenty-one days prior to the required return date for the vote. Voting
- 133 may be by mail, electronic mail or web-based provided that mail ballots are sent to
- 134 those without electronic access. The chair of the nominating committee shall select

135 a tellers committee to receive and count the votes, and to report the results to the
136 president.

137

138 F. The voting members of the section shall elect the section officers.

139

140 G. A plurality shall elect for each office. Write-in votes for eligible candidates shall be
141 allowed. In the event of a tie, the election for that position shall be determined by lot,
142 conducted by the chair of the nominating committee.

143

144 Section 5. Alternate Section Representative(s)**

145 A. Alternate section representatives may be elected during the officer election process.

146

147 B. The executive council may elect alternate(s) for the purpose of attending a region
148 council meeting if the section representative(s) or alternate(s) cannot attend.

149

150 C. All alternates shall be designated in the order in which they will be called to serve,
151 with alternates elected by the membership serving before those selected in any
152 other manner.

153

154 D. Alternate section representatives must meet the same eligibility requirements as
155 section representatives.

156

157 Section 6. Vacancies

158 A. The vice president shall assume the office of president for the remainder of the term
159 in the event of a vacancy.

160

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

163

164 C. A vacancy in the office of section representative shall be filled by the next available
165 alternate section representative. If there is no available alternate section
166 representative, the executive council may elect an alternate to fill the vacancy.

167

168 **ARTICLE IV – EXECUTIVE COUNCIL**

169 Section 1 Composition

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

174

175 Section 2. Duties

176 The executive council shall:

177

1. Transact the business of the section;

178

2. Implement section policies as determined by the membership;

179

3. Elect the members of the nominating committee:

- 180 4. Approve the appointment of all committee chairs, except the chair of the
181 nominating committee;
182 5. Ensure that the section is represented at region council meetings; and
183 6. Approve the section budget and authorize expenditures not included in the
184 approved budget.
185

186 Section 3. Conducting Business

- 187 A. The executive council shall meet regularly to conduct the business of the section
188 upon the call of the section president or by written petition of at least one-third of the
189 voting members of the executive council.
190
191 B. Unless otherwise restricted by law or these bylaws, the executive council may also
192 conduct business by telephone, mail, electronic mail, fax, or other electronic devices.
193

194 Section 4. Quorum

- 195 A. A quorum shall be a majority of the members of the executive council then in office,
196 but not less than four, one of whom is the president, vice president, or section
197 representative.
198
199 B. No member of the executive council may vote by proxy.
200

201 Section 5. Removal

202 Any officer may be removed for cause by a vote of two-thirds of the voting members of
203 the section responding to a recall ballot, provided that votes have been received from at
204 least the number of members required for a quorum. Such removal shall be effective
205 immediately upon the recording of such vote. Removal procedures not covered by law
206 or these bylaws shall be developed and approved by the executive council.
207

208 **ARTICLE V – COMMITTEES**

209 Section 1. Committees

- 210 A. The following are the section standing committees:
211 Program Committee
212

- 213 B. The executive council may establish other committees as the need arises.
214

215 Section 2. Appointment

216 The members of the committees shall be appointed by the chair of the committee with
217 the approval of the president.
218

219 Section 3. Duties

220 The executive council shall prepare a description of the duties and reporting
221 relationships of each committee.
222

223 Section 4. Reports

224 Each committee chair shall present a status report to the membership when requested
225 by the president. Each committee chair shall also prepare an annual report providing
226 input to the section representative for the section's final report to the Society.

227

228 **ARTICLE VI – DISSOLUTION****

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

234

235 **ARTICLE VII – PARLIAMENTARY AUTHORITY****

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

239

240 **ARTICLE VIII – AMENDMENT****

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