

## STUDENT SECTION BYLAWS

### ARTICLE I - ORGANIZATION

#### Section 1 - Name

The name of this organization is the **STUDENT SECTION of the SOCIETY OF WOMEN ENGINEERS**, operating under a charter granted by the Executive Committee of the Society of Women Engineers (SWE) on \_\_\_\_\_.

#### Section 2 - Purpose

The purpose of this Student Section is to further the purposes of SWE as stated in its National Bylaws.

#### Section 3 - Government

This Student Section shall be governed by these bylaws in accordance with the SWE National Bylaws and Policies and with the Rules and Regulations of \_\_\_\_\_ (College or University).

### ARTICLE II - MEMBERSHIP

#### Section 1 - Qualifications

Membership in this Student Section consists of:

- a. Voting members, who are Student Members in good standing of the Society of Women Engineers.
- b. One non-voting member, who is the SWE Counselor.

#### Section 2 - Applicants

Applicants for membership in this Student Section shall submit a completed, school-certified SWE Student Member Application, together with the current dues and fees, to the Admissions Committee, c/o SWE Headquarters.

#### Section 3 - Upgrading of Membership in SWE

a. Student Members of SWE are eligible for upgrading of membership upon graduation. Upgrading is accomplished by submitting a completed Membership Application to the Admissions Committee, c/o SWE Headquarters. Upgrading is effective upon acceptance by the SWE Executive Committee.

(1) Student Members who graduate with a degree in engineering are eligible for the grade of MEMBER.

(2) Student Members who graduate with a degree in a related science are eligible for the grade of ASSOCIATE and may later become eligible for the grade of MEMBER upon fulfilling the requirements specified in the National Bylaws.

(3) Student Members who leave school prior to graduation may be eligible for the grade of ASSOCIATE.

b. Student Members of SWE are eligible for that grade as long as they are pursuing an undergraduate course of study in engineering or a field related to engineering in a recognized school, college, or university and are carrying at least half the course load required of a full time student. Full time graduate students are also eligible for Student Member grade.

A properly completed Membership Application must be submitted to the Admissions Committee, c/o SWE Headquarters, not later than June 1 of the year following termination of Student status. Failure to upgrade when required or failure to notify SWE Headquarters of continued Student status when requested to do so will cause the SWE Executive Committee to drop these members from the Society as ineligible for the grade of Student Member.

### ARTICLE III - DUES

The annual dues, as established by the SWE Council of Section Representatives, are payable in advance to the Society of Women Engineers prior to the termination of each school year for the fiscal year commencing the following July 1. In accordance with National Bylaws, a member failing to pay her dues by October 1 is delinquent and is ineligible to vote, and a member failing to pay her dues by February 1 of the fiscal year in which she is delinquent automatically forfeits her membership. (See Note 1.)

### ARTICLE IV - OFFICERS AND DUTIES

#### Section 1 - Officers

- a. The officers of this Student Section shall be a Chairman, a Vice Chairman, and a Secretary-Treasurer.
- b. The officers shall be elected in May for a one-year term and shall take office at the beginning of the following school year.
- c. A vacancy in the office of Chairman shall be filled by the Vice Chairman. A vacancy in either of the other offices shall be filled by a special election for the remainder of that term, of office.

#### Section 2 - Duties

- a. The Chairman shall preside at all meetings of this Student Section; shall appoint all committees, subject to approval of the Executive Council; and shall assume all other executive duties not otherwise delegated. She shall prepare the annual report of this Student Section's activities, obtain the SWE Counselor's counter-signature, and submit it to the Student Activities Committee Chairman, c/o SWE Headquarters, prior to the close of the school year or to June 1, whichever comes first.
- b. The Vice Chairman shall perform all duties of the Chairman in her absence or at her request and shall perform any other duties assigned by the Executive Council.
- c. The Secretary-Treasurer shall keep a record of all meetings of this Student Section and report them to the National Secretary, c/o SWE Headquarters, promptly after each meeting; shall receive all funds for this Student Section; shall pay all bills authorized by the Executive Council; and shall keep an exact account of all receipts and expenditures and report them to the National Treasurer, c/o SWE Headquarters, twice a year (first week in January and at the close of the school year).

### ARTICLE V - EXECUTIVE COUNCIL

The affairs of this Student Section shall be managed by an Executive Council, consisting of the Chairman, Vice Chairman and Secretary-Treasurer who shall occupy the same offices as in this Student Section. The SWE Counselor shall be an ex-officio member of the Executive Council.

### ARTICLE VI - SWE COUNSELOR

#### Section 1 - Qualifications

The SWE Counselor should be a voting member of the Society whenever possible, but the Executive Council can be petitioned to approve an Associate Member in the event that a voting member is not available and the qualifications of the Associate Member are acceptable. Any SWE Counselor approved must be a member in good standing of the Society.

#### Section 2 - Election

The SWE Counselor shall be elected by the proposed membership of this Student Section prior to submission of a petition for charter. Her election is subject to approval by the SWE Executive Committee, and will be considered with the petition.

#### Section 3 - Replacement

This Student Section may petition the SWE Executive Committee through the Student Activities Committee (c/o SWE Headquarters) to replace the SWE Counselor. The petition must state why replacement is desirable and must be signed by at least two-thirds of the membership of this Student Section. The petition must be accompanied by a letter from the SWE Counselor-elect stating that she understands and accepts the responsibilities of her office if approved by the Executive Committee.

#### Section 4 - Responsibility

- a. The SWE Counselor is responsible to the SWE Executive Committee, through the Student Activities Committee Chairman, for this Student Section's compliance with National Bylaws and with the policies of the Society.
- b. The SWE Counselor shall countersign the annual report and shall enclose with it a certified list of the expected membership of this Student Section for the coming school year, indicating compliance with the minimum membership requirements for a Student Section, as specified in the National Bylaws.

#### ARTICLE VII - MEETINGS

This Student Section shall hold a minimum of two meetings per year, the time and place to be designated by the Executive Council.

#### ARTICLE VIII - COMMITTEES

Committees shall be established by the Executive Council as required to carry out or further the work of this Student Section. Committee chairmen and members shall be appointed as described in Article IV, Section 2-a, of these bylaws.

#### ARTICLE IX - RETENTION OF CHARTER

In order to retain an active charter and participate in campus activities as a Student Section of the Society of Women Engineers, the minimum membership requirements specified in the National Bylaws must be met. (See Note 2.)

#### ARTICLE X - AMENDMENTS

These bylaws may be amended by a two-thirds vote of the membership of this Student Section, provided the amendment shall have been proposed at least one meeting prior to the time of voting. After acceptance by the membership, an amendment must be submitted to the Bylaws Committee Chairman, c/o SWE Headquarters, for review and submittal to the SWE Executive Committee. An amendment will become effective only after acceptance by the Executive Committee.

#### NOTES: (1/74)

1. Annual dues for Student Members are \$5.00, \$1.50 of which will be related to the Student Section Treasurer by the National Treasurer, usually on a semi-annual basis. In addition, graduating Student Members are permitted the first fiscal year following graduation at the Student dues rate.
2. Minimum Student Section membership requirements are ten (10) Student Members and fifty (50) percent of the membership majoring in engineering. In addition, the Student Section must operate under the guidance of a SWE Counselor.

## SAS Student Section Bylaws

~~Section 1.~~ The Secretary-Treasurer shall keep a record of all meetings of the Student Section and report them to the National Recording Secretary promptly after each meeting, shall act as Secretary of the Executive Committee, shall receive all moneys for the Student Section, shall pay all bills authorized by the Honorary Chairman, and shall keep an exact account of all receipts and expenditures and report them to the National Recording Secretary. She shall also receive all applications for Student Memberships together with dues for each, and shall transmit them to the National Admissions Committee after she has had them endorsed by a school official.

## ARTICLE V

## Executive Committee

The affairs of the Student Section shall be managed by an Executive Committee, which shall consist of the Chairman, Vice-Chairman, Secretary-Treasurer and the Honorary Chairman. The Chairman, Vice-Chairman and Secretary of the Student Section shall occupy the same offices on the Executive Committee.

## ARTICLE VI

## Election of Honorary Chairman

The Student Members of the Section shall elect in May of each year an Honorary Chairman, with approval of the National Executive Committee. The Honorary Chairman must sign the annual report of the Student Section's activities to the Student Activities Committee Chairman at the end of the school year.

## ARTICLE VII

## Meetings

The Student Section shall hold a minimum of two meetings per year. ( Time and place designated by the Executive Committee ).

## ARTICLE VIII

## Committees

The Chairman of the Section shall appoint Committees and Committee Chairmen, with the approval of the Executive Committee, for such committees as may be necessary to carry out or further the work of the Section.

## ARTICLE IX

## Amendments

These Bylaws may be amended by a two-thirds vote of the Student Members, provided the amendment shall have been proposed at least one meeting previous to the time of voting. Any changes or additions must have the approval of the National Executive Committee before becoming effective.

BYLAWS FOR STUDENT SECTIONS OF THE SOCIETY OF WOMEN ENGINEERS

ARTICLE I

Organization

Section 1. Name and Authority. The Name of this organization is the U of D. Student Section of the Society of Women Engineers, operating under a charter granted by the Executive Committee of the Society of Women Engineers (abbreviated SWE).

Section 2. Purpose. The purpose of the section shall be to further the aims of the SWE as stated in its National Bylaws.

Section 3. Government. The relation of this student section to SWE shall be governed by the National Bylaws of the SWE, the Rules of the Society and the Rules and Regulations of (name of College or University, etc.)

ARTICLE II

Membership

Section 1. Regular membership in the Student Section shall consist of Student Members who have followed the regular procedure of applying for Student Membership and who have been accepted by the Society.

Section 2. Each application for Student Membership shall be submitted through the Secretary-Treasurer of the Student Section who, upon getting the endorsement of the Honorary Chairman, shall forward the application and dues to the Admissions Committee.

Section 3. Student Members, upon graduation with an engineering degree, may become MEMBERS after payment of specified MEMBER dues.

ARTICLE III

Dues

The annual dues shall be \$5.00, payable in advance to the Society of Women Engineers, through the Student Section Secretary-Treasurer.

ARTICLE IV

Officers and Duties

Section 1. (a) The Officers of this Section shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

(b) The Officers shall be elected in May for one year, to take office at the beginning of the following school year.

Section 2. The Chairman shall preside at all meetings of the Student Section, shall appoint all committees subject to approval of the Executive Committee, and assume all other executive duties not otherwise delegated. She shall prepare the annual report of the Student Section's activities to the Student Activities Committee Chairman at the end of the school year.

Section 3. The Vice-Chairman shall perform all duties of the Chairman in the absence of that officer or at her request.