

# **STUDENT SECTION BYLAWS**

September 2003

## **ARTICLE I-ORGANIZATION**

### **SECTION 1 – NAME**

The name of this organization is the MASSACHUSETTS INSTITUTE OF TECHNOLOGY 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 November 13, 1979.

### **SECTION 2- PURPOSE**

The purpose of this Student Section is to further the objectives of SWE as stated in the National Bylaws. Specifically, these are:

- A. To inform young women, their parents, councilors, and the public in general of the opportunities open to women engineers.
- B. To assist women engineers in readying themselves for a return to active work after temporary retirement
- C. To serve as a center of information on women in engineering.
- D. To encourage women engineers to attain high levels of educational and professional achievement (Ref: National Bylaws, Article II, Sec. 1)

### **SECTION 3 – GOVERNMENT**

This Student Section shall be governed by these Bylaws, and the National Bylaws, policies and procedures of SWE. This Student Section also agrees to abide by the rules and regulations of the Massachusetts Institute of Technology Association of Student Activities (MIT ASA), as set forth in the MIT ASA Constitution. These Bylaws and amendments to them shall be subject to review by the MIT ASA Executive Committee to ensure that they are in accordance with the policies of the MIT ASA. Included in these policies is the requirement that a majority of the voting members of this Student Section be MIT students. In all situations not otherwise covered, Robert's Rules of Order, Revised is the Parliamentary authority for this Student Section.

## **ARTICLE II – MEMBERSHIP**

### **SECTION 1- QUALIFICATIONS**

Membership in this Student Section is limited to:

- A. Voting members, who are Student Members in good standing of the Society of Women Engineers. Anyone who is pursuing an undergraduate course of study in Engineering or a field related to engineering in a recognized school, college, or university who is carrying at least half the course load required of a full-time student is eligible for the grade of Student Member. A full-time graduate student is also eligible for the grade of Student Member. (Ref: National Bylaws, Article III, Sec. 2E).
- B. One non-voting member, who is SWE Counselor.

- C. One additional non-voting member, who is the Faculty Advisor, when this is required by the college or university, or when it is desired by the section.

## **SECTION 2 – APPLICANTS**

Applicants for membership shall apply through this Student Section. They must submit a completed, school-certified SWE Student Member Application together with the current dues and fees to the Treasurer. The Treasurer shall then submit all applications, dues, and fees together to the Admissions Committee, c/o SWE National Headquarters (345 E. 47<sup>th</sup> St., NY, NY 10017).

## **SECTION 3 – UPGRADING OF MEMBERSHIP IN SWE**

In order to upgrade to “Associate” or “Member” it is necessary to submit a properly executed Membership Application to the Admissions Committee, c/o SWE Headquarter, not later than June 1 of the year following termination of “Student Member” 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**

Annual national dues, as established by the SWE Council of Section Representatives, are payable to the Society of Women Engineers when billed by the National Treasurer. In accordance with National Bylaws, a member failing to pay dues by February 1 of the fiscal year in which she/he is delinquent automatically forfeits membership. Local Section Dues are not allowed to be assessed on the membership (or members) since the section receives a rebate for each section member in good standing.

## **ARTICLE IV – OFFICERS**

### **SECTION 1 – OFFICERS**

- A. The officers of this Student Section shall be a President, a Vice-President, a Secretary, a Treasurer, and two Executive Committee Members.
- B. The officers shall be elected in the above no later than December, for a one year term beginning at the end of the fall term and ending at the end of the following one.
- C. A vacancy in the office of President shall be filled by the Vice-President. A vacancy in another office shall be filled for the remainder of that term of office at a special election. The special election shall be held at a meeting scheduled within a reasonable amount of time.
- D. No member shall hold more than one Student Section Executive Committee office at one time.

### **SECTION 2 – DUTIES**

- A. The president shall:
  - a. Preside at all meetings of this Student Section.

- b. Select all committee chairwomen (subject to approval of the Executive Committee).
  - c. Assume all other executive duties not otherwise delegated
  - d. Prepare the annual report of this Student Section's activities, obtain the SWE Counselor's and Faculty Advisor's (if applicable) counter-signature and submit it to the Student Activities Committee Regional Coordinator, prior to the close of the school year or May 15, whichever comes first.
- B. The Vice President shall:
  - a. Perform all duties of the President in the absence of that officer
  - b. Perform any other duties assigned by the Executive Committee
- C. The Secretary shall:
  - a. Keep a record of all meetings of this Student Section and make this record available to all members
  - b. Keep an updated list of the members in good standing of this Student Section.
- D. The Treasurer Shall:
  - a. Receive all funds (keep Section rebates and send remainder of dues to National) for this section.
  - b. Pay all bills authorized by the Executive Committee
  - c. Prepare in written form a financial report twice during the year to be sent to all members of the section
  - d. Keep an exact account of all receipts and expenditures and report them to the National Treasurer, c/o SWE Headquarters or as specified at the close of the school year.
- E. The Executive Committee Members shall represent the membership of the Student section in the Executive Committee.

### SECTION 3 – ELECTION OF OFFICERS

- A. Nominations of candidates for the Student Section officers shall be made at the Nominations Meeting, at least one meeting before the Elections Meeting, up to the day of the Elections meeting. Only voting members in good standing, who intend to serve the whole term, are eligible to run for office.
- B. Candidates are guaranteed the opportunity to present their view and answer questions at either the Nominations Meeting or the Election Meeting.
- C. Elections shall be conducted at a scheduled meeting, the Elections Meeting, by the President.
- D. Voting at an Elections Meeting shall follow the same procedure as at a Voting Meeting. (Ref: Article VIII, Sec. IB 2-4).

### SECTION 4 – REMOVAL OF OFFICERS

The procedure for removal of an officer shall be as follows:

- A. A petition signed by 30% of the Student Section voting members must be presented to the Executive Committee.

- B. Discussion of the removal of the officer shall be placed on the agenda of the next Student meeting occurring at least seven days after the presentation of the petition.
- C. A 2/3 vote of the voting members is required to remove an officer from office. The voting procedure shall be conducted as if it were an important issue.

## **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and two additional Executive Committee Members elected by the Section. The officers of the Section shall occupy the same offices in the Executive Committee. The duties of the Executive Committee are:

- A. To manage the affairs of the Student Section.
- B. To supervise the activities of the Committees of the Section.
- C. To Review the agenda before a section meeting.
- D. To serve as the chief policy interpreting body of the Section.

## **ARTICLE VI – SWE COUNSELOR**

### **SECTION 1- QUALIFICATIONS**

The SWE Counselor should be a voting member of the Society whenever possible, but the Executive Committee 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 by the Executive Committee must be a member in good standing of the society.

### **SECTION 2 – REPLACEMENT**

This Student Section at any time, by a majority vote of its membership, relace the SWE Counselor, subject to the approval of the Executive Committee. The Executive Committee, via the Student Activities Committee, must be notified, in writing, of the proposed new Counselor's name and address. The incumbent SWE Counselor should be informed of this action, and the SWE Counselor-elect should understand and be willing to accept the responsibilities of the office if approved by the Executive Committee.

### **SECTION 3 – RESPONSIBILITY**

- A. The SWE Counselor is responsible to the SWE Executive Committee, through the Student Activities Committee, for this Student Section's compliance with the Bylaws, policies, and procedures of the Society.
- B. The SWE Counselor shall countersign the annual report, indicating this Student Section's compliance with the minimum membership requirements for a Student Section, as specified in the National Bylaws. If this Student Section is not in compliance, or is not expected to be in compliance the

following school year, the SWE Counselor shall attach a letter of explanation and forecast the expected date of compliance.

## **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 Committee.

## **ARTICLE VIII – VOTING**

### **SECTION 1 – IMPORTANT ISSUES**

- A. Important Issues are:
  - a. Allocation of monies in excess of a lower limit set yearly.
  - b. Any issue for which a majority of the members at a Section Meeting vote on to be considered an important Issue
- B. Voting on Important issues shall proceed as follows:
  - a. Voting on an important issue shall take place at a Voting Meeting. Members shall be notified at least one week before the Voting Meeting. Members shall be notified at least one week before the Voting Meeting of the important issue, and the time and place of the meeting.
  - b. Voting shall proceed by secret ballot or by absentee ballot.
  - c. Absentee Ballots must be submitted prior to the meeting of the vote. Absentee ballots must be signed, and are invalidated if the vote is not taken at the scheduled meeting.
  - d. A majority shall decide the issue

### **SECTION 2 – GENERAL ISSUES**

- A. Any Vote not designated an Important Issue shall be treated as a general issue.
- B. Prior to vote on a general issue, any member may move to make the issue an Important Issue. The Presiding officer will then open the floor to discussion and vote on the designation of the issue.
- C. Voting on General Issues shall occur only in scheduled meetings and shall be conducted by the presiding officer at that meeting.
- D. A majority vote shall decide the issue.

## **ARTICLE IX – COMMITTEES**

Committees shall be established by the President and/or Executive Committee as required to carry out or further the work of this Student Section. Committee chairmen shall be appointed as described in Article IV, Section 2A, of these Bylaws.

## **ARTICLE X – Expenditures**

In September of each year, the Executive Committee will decide the amount of money the Treasurer may spend on one purchase without the approval of the Student Section.

Any Single purchase which exceeds the limiting amount decided by the Executive Committee will be treated as an important issue. The appropriate voting mechanism will be used.

All Monies remaining at the end of the academic year will remain the property of the Student Section.

### **Article XI – 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 following minimum requirements must be met:

- A. At least ten (10) student members.
- B. At least fifty (50) percent of the Section membership must be women majoring in Engineering.
- C. Operation under the guidance of a SWE Counselor. (Ref: National Bylaws Article VIII, Section 1D).

### **ARTICLE XII – AMMENDMENTS**

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 “Student Activities Committee Chairman, c/o SWE Headquarters for National Bylaws Committee Review and submittal to the SWE Executive Committee. An amendment will become effective only after acceptance by the Executive Committee.