

**SECTION PROCEDURES OF THE DALLAS SECTION
OF
THE SOCIETY OF WOMEN ENGINEERS**

ARTICLE I – NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the Dallas 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 the Dallas SWE Section Agreement, in consonance with the Society Bylaws, and these Section Procedures.

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 – OFFICERS

Section 1. Officers

The officers of the section are the president, president elect, vice president of professional development, vice president of membership, vice president of outreach, secretary, and treasurer. These officers shall constitute the section’s executive council as defined in Article IV.

[Provisos:

The elected FY26 section president shall be voted on to serve as FY27 president. A vacancy in the office of president in FY26 shall be filled by the vice president of membership for the remainder of the term]

Section 2. 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 chairs as identified by the officer overseeing the committee, except the chair 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. Review and approve the Section Agreement with the Society;
7. Review, approve, and deliver to the Society the year-end section financial report;
8. Provide oversight and guidance to 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 president elect shall:

1. Assume the duties of the president if the president is temporarily unable to serve;
2. Assume the duties of the president for the following fiscal year;
3. Assist president with duties as needed;
4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

C. The vice president of professional development shall:

1. **Oversee all professional development events and programs;**
2. Provide oversight and guidance to committee chairs as assigned;
3. Coordinate and manage professional develop; and
4. Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

D. The vice president of membership shall:

1. Manage member recruitment and retention programs;
2. Lead annual submission of Society Awards
3. Be designated data manager for the Society's Leadership Roster;
4. Coordinate and manage the awards program;
5. Provide oversight and guidance to committee chairs as assigned; and
6. Perform other duties as may be assigned by the president, the executive council, or the governance documents.

E. The vice president of outreach shall:

1. Create, organize and manage outreach events and programs;
2. **Maintain good relations with local schools and community groups;**
3. Provide oversight and guidance to committee chairs as assigned; and
4. Perform other duties as may be assigned by the president, the executive council, or the governance documents.

F. The secretary shall:

1. Maintain the records of the section in accordance with the requirements of the Section Agreement;
2. **Ensure section newsletters, website, social media, and other forms of communication are up to date.**

3. Provide oversight and guidance to committee chairs as assigned; and
4. 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.

G. The treasurer shall:

1. Be responsible for the collection, distribution, and safekeeping of section funds;
2. **Complete appropriate IRS reporting forms annually;**
3. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
4. Prepare and submit a financial report to the Society in accordance with established Society procedures;
5. Review and approve the Section Agreement with the Society;
6. Provide oversight and guidance to committee chairs as assigned;
7. Coordinate and manage the scholarship program; and
8. 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.

H. Vacancies

1. **A Vacancy in the office of president shall be filled by the president elect for the remainder of the term**
2. **A vacancy in the office of president elect, vice president of professional development, vice president of membership, vice president of outreach, secretary, or treasurer shall be filled by election of the executive council**

Section 3. Eligibility and Term of Office

A. Officers must be voting members of the Society who are assigned to the section. The president and president elect must also be professional members of the Society. Collegiate members who will be assigned to the section upon graduation from school may be candidates for positions other than president elect provided they will be members of the section and will qualify for professional membership before the start of the term of office

B. The president shall serve for one fiscal year.

C. The president elect shall serve for one fiscal year, followed by a term as president.

D. The treasurer shall serve for a term of two fiscal years, and shall take office during even-numbered fiscal years.

E. All other section officers shall serve for a term of one fiscal year, to coincide with the Society's fiscal year and shall be elected annually

F. Officers may not hold more than one office at a time

G. Candidates for president elect must have served for at least a year in a SWE leadership role either within a section or at the Society level.

ARTICLE III Nomination and Election

Section 1. Nominating Committee

A. The executive council shall elect at least three members to serve on the nominating committee

B. The nominating committee shall select its own chair, who must be a non-collegiate member of the Society but does not need to have been elected to the committee by the executive council.

C. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee, including write-in candidates.

D. The nominating committee should propose at least one qualified candidate for each of the available officer positions. At minimum, roles of president elect, secretary, and treasurer must either have a qualified candidate slated or be continuing with the second year for the elected position. The slate shall be presented to the members of the section by electronic mail or posting on the section website by April 15 of each year.

E. Additional candidates may be nominated by petition, provided that:

1. The member is eligible for the position;
2. The member has given written consent to being placed on the ballot;
3. A minimum of two percent or five of the voting members of the section, whichever is greater, have signed a petition or endorsed an email to place the candidate's name on the ballot; and
4. The petition, together with the written consent, is submitted to the chair of the nominating committee by April 30 or fifteen days after the slate is announced to the members of the section, whichever is later.

Section 2. Election

A. The chair of the nominating committee shall arrange for the distribution of ballots to occur by May 1st of each year. The election period shall end on or after May 15th.

B. Voting may be by electronic mail or web-based.

C. The chair of the nominating committee shall select a tellers committee to receive and count the votes, and to report the results to the president. **The election results shall be sent to the membership no later than May 30th.**

B. The voting members of the section shall elect the section officers.

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

ARTICLE IV – EXECUTIVE COUNCIL

Section 1. Composition

The governing body of the section shall be the executive council. The officers of the section shall constitute 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; and
3. 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, Society section agreement, or these procedures, 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 president elect.

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 proceedings not covered by law, Society section agreement or these procedures shall be developed and approved by the executive council.

ARTICLE V – COMMITTEES

Section 1: General

A. The executive board may establish committees as the need arises.

B. Unless otherwise provided for in a specific committee's procedure that has been approved by the executive council, the chairs of the committees shall be approved by the president, and 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 and maintain 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.

[Proviso: The investment committee shall be an ad-hoc committee starting FY27]

ARTICLE VI – MAINTAINING

A. These section procedures 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 or as determined by the executive council.

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 become part of the section procedures.