

Proposed Bylaws Amendments

Proposed amendments to the Society’s bylaws will be presented for consideration at the council of representatives meeting in Anaheim. This document contains the official notice, as published in the SWE Magazine, followed by additional information.

Notice of Proposed Bylaws Amendments

This notice is being given in accordance with Article XIII of the Society bylaws. Two-thirds of the duly elected members of the council of representatives present and voting will be required to adopt the amendments.

Proposal 1: Region Bylaws Template		
To amend Article VI. Section 3 as follows:		
Current Wording	Proposed Change	Wording if Adopted
There shall be standard region bylaws provided to each region, which may adopt such bylaws or formulate its own, provided that no region bylaws may have provisions that conflict with the Society bylaws.	There shall be standard region bylaws provided to each region, which may adopt such bylaws or formulate its own, provided that no region bylaws may have provisions that conflict with the Society bylaws. <u>There shall be a region bylaws template provided to all regions. Regions may adopt such template or make such changes as allowed, provided that no region bylaws may conflict with the Society bylaws.</u>	There shall be a region bylaws template provided to all regions. Regions may adopt such template or make such changes as allowed, provided that no region bylaws may conflict with the Society bylaws.
Proposed by: Susan Best, Sandra Hyland, Betty Leonhard, Joy Bell, Jenn Harris, Sue Parsons, Lynn Daniels, Carole Stowell, Diana Joch, and Cheryl Manning, on behalf of the bylaws committee.		
Discussion: Updates the language to coincide with the use of a region bylaws template as the board’s policy on region bylaws		

Proposal 2: Section Bylaws Template		
To amend Article VII. Section 3 as follows:		
Current Wording	Proposed Change	Wording if Adopted
There shall be standard professional section and student section bylaws provided to each professional or student section, which may adopt such bylaws or formulate its own, provided that no section bylaws may have provisions that conflict with the Society bylaws.	There shall be standard professional section and student section bylaws provided to each professional or student section, which may adopt such bylaws or formulate its own, provided that no section bylaws may have provisions that conflict with the Society bylaws. <u>There shall be professional section and student section bylaws templates provided to all professional and student sections. Sections may adopt such template or make such changes as allowed, provided that no section bylaws may conflict with the Society bylaws.</u>	There shall be professional section and student section bylaws templates provided to all professional or student sections. Sections may adopt such template or make such changes as allowed, provided that no section bylaws may conflict with the Society bylaws.
Proposed by: Susan Best, Sandra Hyland, Betty Leonhard, Joy Bell, Jenn Harris, Sue Parsons, Lynn Daniels, Carole Stowell, Diana Joch, and Cheryl Manning, on behalf of the bylaws committee.		
Discussion: Updates the language to coincide with the use of section bylaws templates as the board’s policy on section bylaws		

Proposal 3: Removal of Governors		
To amend Article VI, Section 2. as follows, with the remaining sections adjusted accordingly.		
Current Wording	Proposed Change	Wording if Adopted
No current provision	<p><u>C. A region governor may be removed by the following:</u></p> <p><u>1. A petition for removal must be filed with the headquarters office, and must be signed by at least ten percent of the voting members of the region.</u></p> <p><u>2. Upon receipt of the removal petition, a ballot shall be sent to all voting members of the region. A deadline for the return of such ballot shall be clearly stated on the ballot.</u></p> <p><u>3. A majority of the ballots received by the stated deadline shall be required for removal, provided that at least twenty percent of the ballots are returned.</u></p> <p><u>4. If fewer than twenty percent of the ballots are returned, the region governor shall remain in office.</u></p>	<p>C. A region governor may be removed by the following:</p> <p>1. A petition for removal must be filed with the headquarters office, and must be signed by at least ten percent of the voting members of the region.</p> <p>2. Upon receipt of the removal petition, a ballot shall be sent to all voting members of the region. A deadline for the return of such ballot shall be clearly stated on the ballot.</p> <p>3. A majority of the ballots received by the stated deadline shall be required for removal, provided that at least twenty percent of the ballots are returned.</p> <p>4. If fewer than twenty percent of the ballots are returned, the region governor shall remain in office.</p>
Proposed by: Susan Best, Sandra Hyland, Betty Leonhard, Joy Bell, Jenn Harris, Sue Parsons, Lynn Daniels, Carole Stowell, Diana Joch, and Cheryl Manning, on behalf of the bylaws committee.		
Discussion: There is currently no removal clause in the Society bylaws for region governors.		

Proposal 4: Notification of elected representatives		
To revise Article V, Section 3.E. as follows:		
Current Wording	Proposed Change	Wording if Adopted
Two-thirds of the number of representatives who have been duly elected to serve as voting members of the council shall constitute a quorum for the conduct of the business of the council.	Two-thirds of the number of representatives who have been duly elected to serve as voting members of the council <u>and reported to Headquarters as of July 1 of each year</u> shall constitute a quorum for the conduct of the business of the council.	Two-thirds of the number of representatives who have been duly elected to serve as voting members of the council and reported to Headquarters as of July 1 of each year shall constitute a quorum for the conduct of the business of the council.
Proposed by: Susan Best, Sandra Hyland, Betty Leonhard, Joy Bell, Jenn Harris, Sue Parsons, Lynn Daniels, Carole Stowell, Diana Joch, and Cheryl Manning on behalf of the bylaws committee.		
Discussion: There is no provision for notifying HQ of the name of the elected representatives to the council. It has been standard procedure to request that sections send to HQ the names of all section officers after elections, but failure to do so did not have any significant consequences as related to the council. However, as the quorum is determined based on the number of elected reps, it is now important.		

Proposal 5: Collegiate Member		
To amend Article II, Section 1.D.1. by changing “student member” to “collegiate member.” All subsequent references of “student member(s)” would be changed to “collegiate member(s)”, including the heading for this section.		
Current Wording	Proposed Change	Wording if Adopted
A person who meets one of the following requirements is eligible for the grade of student member...	A person who meets one of the following requirements is eligible for the grade of student member collegiate member ...	A person who meets one of the following requirements is eligible for the grade of collegiate member...
Subsequent References		
Article II, Section 1.D.2	Article VII, Section 2.A.	
Article II, Section 1.D.3	Article VII, Section 2.D.	
Proposed by:		
Stacey Culver, Celesta White, Kristin Brandenburg, Sandra Mandawe, Sarah Winnacker, Katy Wright, Anna Salguero, Ronna Robertson, Angela Howard, and Christine Cathcart, on behalf of the Student Transition Team.		
Discussion:		
This change reflects a need to distinguish between pre-college students and activities and the students and activities of our student members and student sections. The Corporate Partnership Council supports this change.		

Proposal 6: Collegiate Representative		
To amend Article II, Section 1.D.3. by changing “student representative” to “collegiate representative.” All subsequent references of “student representative(s)” would be changed to “collegiate representative(s)”		
Current Wording	Proposed Change	Wording if Adopted
Student members shall be nonvoting members of the Society, except for the election of region student representatives...	Student members shall be nonvoting members of the Society, except for the election of region student representatives collegiate representatives ...	Student members shall be nonvoting members of the Society, except for the election of region collegiate representatives...
Subsequent References		
Article IV, Section 4.A.2.	Article VI, Section 2.B.3	
Article V, Section 1.A.	Article VII, Section 2.D	
Article V, Section 1.B.4.	Article XIII, Section B.	
Article V, Section 4.B.2	Article XIII, Section C.	
Proposed by:		
Stacey Culver, Celesta White, Kristin Brandenburg, Sandra Mandawe, Sarah Winnacker, Katy Wright, Anna Salguero, Ronna Robertson, Angela Howard, and Christine Cathcart, on behalf of the Student Transition Team.		
Discussion: This proposal is presented for consistency with Proposal 5.		

Proposal 7: Collegiate Section		
To amend Article II, Section 1.D.2. by changing “student section” to “collegiate section” All subsequent references of “student section(s)” would be changed to “collegiate section(s)”		
Current Wording	Proposed Change	Wording if Adopted
Student members shall have the right to attend all membership meetings, receive official publications, and participate in student section...	Student members shall have the right to attend all membership meetings, receive official publications, and participate in student section collegiate section ...	Student members shall have the right to attend all membership meetings, receive official publications, and participate in collegiate section...
Subsequent References		
Article II, Section 1.D.4.	Article VII, Section 2.	
Article VII, Section 2. (Heading)	Article VII, Section 3.	
Proposed by:		
Stacey Culver, Celesta White, Kristin Brandenburg, Sandra Mandawe, Sarah Winnacker, Katy Wright, Anna Salguero, Ronna Robertson, Angela Howard, and Christine Cathcart, on behalf of the Student Transition Team.		
Discussion: This proposal is presented for consistency with Proposal 5,		
NOTE: The text in the SWE Magazine had a typo in the “Proposed Change” and “Wording if Adopted”; the corrected text is shown here.		

Proposal 8: SWE Counselor		
To amend Article VII, Sections 2.B. and 2.C. as follows:		
Current Wording	Proposed Change	Wording if Adopted
<p>B. The student section shall operate under the guidance of a SWE counselor, who shall be chosen as follows:</p> <p>1. The SWE counselor of a student section shall be elected by the student section and shall be considered a nonvoting member of the student section.</p> <p>2. The SWE counselor must be a member in good standing of the Society. While it is desirable that the counselor be a voting member, should a voting member not be available, the board of directors may approve a qualified associate to be counselor.</p> <p>3. The counselor shall be responsible to the board of directors for the student section's compliance with these bylaws and other rules and policies of the Society.</p> <p>C. Student sections shall have control over activities and projects within the student section, provided that no student section activity may be in conflict with the established policies of the Society. The SWE counselor shall provide interpretations where needed, subject to review by the board of directors. Student sections may not assess dues or fees.</p>	<p>B. <u>The student section shall elect a non-student member in good standing of the Society as a counselor to the section. The counselor shall be considered a nonvoting member of the collegiate section.</u> The student section shall operate under the guidance of a SWE counselor, who shall be chosen as follows:</p> <p>1. The SWE counselor of a student section shall be elected by the student section and shall be considered a nonvoting member of the student section.</p> <p>2. The SWE counselor must be a member in good standing of the Society. While it is desirable that the counselor be a voting member, should a voting member not be available, the board of directors may approve a qualified associate to be counselor.</p> <p>3. The counselor shall be responsible to the board of directors for the student section's compliance with these bylaws and other rules and policies of the Society.</p> <p>C. Student sections shall have control over activities and projects within the student section, provided that no student section activity may be in conflict with the established policies of the board of directors Society. The SWE counselor shall provide interpretations where needed, subject to review by the board of directors. Student sections may not assess dues or fees.</p>	<p>B. The student section shall elect a non-student member in good standing of the Society as a counselor to the section. The counselor shall be considered a nonvoting member of the student section.</p> <p>C. Student sections shall have control over activities and projects within the student section, provided that no student section activity may be in conflict with the established policies of the board of directors. Student sections may not assess dues or fees.</p>
If Proposals 5 is adopted, the references to student member and student sections would be changed accordingly.		
Proposed by: Stacey Culver, Celesta White, Kristin Brandenburg, Sandra Mandawe, Sarah Winnacker, Katy Wright, Anna Salguero, Ronna Robertson, Angela Howard, and Christine Cathcart, on behalf of the Student Transition Team.		
Discussions: The board of directors should not be responsible for finding counselors for student sections, nor should the counselor be responsible to the board of directors for the section's compliance. These issues should be included in the appropriate procedures. The applicable policies for the operations of a section are those of the board of directors.		

Proposal 9: Notice of Proposed Amendments

To amend Article XIII, Section C. as follows:

Current Wording	Proposed Change	Wording if Adopted
<p>C. The exact text of the amendment shall be sent to each voting member and the student representatives on the Council at least thirty days before the council meeting at which the vote will be taken.</p>	<p>C. The exact text of the amendment shall be sent to each voting member and the student representatives on the Council <u>made available to the membership by posting on the Society's website</u> at least thirty <u>forty-five</u> days before the council meeting at which the vote will be taken. <u>Copies of the proposed amendments shall be sent to voting members upon request. The members of the council of representatives shall be notified when proposed amendments are posted.</u></p>	<p>C. The exact text of the amendment shall be made available to the membership by posting on the Society's website at least forty-five days before the council meeting at which the vote will be taken. Copies of the proposed amendments shall be sent to voting members upon request. The members of the council of representatives shall be notified when proposed amendments are posted.</p>
<p>Proposed by: Susan Best, Sandra Hyland, Betty Leonhard, Joy Bell, Jenn Harris, Carole Stowell, Sue Parsons, Lynn Daniels, Diana Joch, and Cheryl Manning, on behalf of the bylaws committee.</p>		
<p>Discussion: In the past, we have used publication in the SWE Magazine as the vehicle for sending proposed bylaws amendments to the voting members. It would be better to not be tied to the publication schedule for the magazine, particularly as the date of the council meeting is more variable than in the past. The website and the monthly SWE News electronic newsletter are more flexible means of communication, and can be used by most of our members. Provision is being made for those members who don't have access to the website, and notification of the council representatives is being added. It is intended that SWE Magazine and SWE News will carry announcements that proposed amendments will be available on the website on a specified date and provide instructions on how to request the text. However, it would no longer be necessary to print the exact text of the amendments in the SWE Magazine.</p>		

Proposed Amendments to the Society Bylaws Additional Information

The September issue of the SWE Magazine will include the publication of the text of proposed amendments to the Society bylaws, as presented above. These proposals will be on the agenda at the council of representatives meeting in November. The following provides additional information. If you have any questions on these proposals, please contact Susan Best at slbest@urbanengineers.com.

Proposals 1 and 2 – Region and Section Bylaws Templates

Article IV, Section 2.A.6 of the Society bylaws gives the board of directors the duty to “create policies with regard to and be the final authority on region, section, and members at large bylaws.” When the bylaws were being revised in 2003, the form of these policies had not been determined. Since then, it has been determined that the appropriate format is to create bylaws templates for regions, professional sections, and student sections. These templates can be used by regions and sections to create their own bylaws. They were developed with the assistance of the Society's parliamentarian to provide the proper parliamentary language and consistency in language where necessary, while at the same time allowing flexibility to meet the needs of individual regions and sections. There are instructions and endnotes that provide information and options that allow the regions and sections to use them almost as is or to customize as appropriate for their own circumstances. This change will bring the language of the bylaws inline with the board's policies on bylaws.

Proposal 3 – Removal of Governors

Provisions for the removal of governors were not included in the bylaws revision. As the governors and their election are provided in the Society bylaws, provisions for their removal should also be in the Society bylaws.

Proposal 4 – Notification of Elected Representatives

When the Society bylaws were revised in 2003, the basis for a quorum for a meeting of the council of representatives was changed from “voting membership of the Council” to “number of representatives who have been duly elected to serve as voting members.” In the past, the quorum was based on the total possible number of representatives, even if a section had not elected the maximum number of representatives allowed. As the basis is now the number of members elected, it is important to know that number. It is also important to have the council members reported by July 1, so that the governors and speaker of the council can communicate with the members.

The quorum is the minimum number of representatives needed for the council to do business. Representatives reported after July 1 would still be part of voting membership of the council.

Proposals 5, 6, and 7– Change of “Student” to “Collegiate”

SWE provides programs for K-12 students, as well as for students at colleges and universities. There can be (and has been) confusion as to what is meant by a "student program." By changing the title to "collegiate" when referring to this latter group, there is a clear distinction between the two. In addition, "collegiate" impresses upon all SWE members that both professional and collegiate members are becoming more equal in the Society. At the Milwaukee national conference, the Student Transition Team asked several student members, as well as headquarters and Corporate Partnership Council members for their thoughts. All responses were very positive for the change. Specifically, “student” was too broad of a descriptor for all of our K-12 outreach programs and our college programs like scholarships and section management. It was also confusing to our corporate partners who thought of "student" as K-12 only. Using the word "collegiate" allows us to separate the two initiatives and make it clearer which programs we are talking about both internally and externally.

While we realize that this change will not be easy since all documentation related to collegiate members must be changed as well, the STT feels that this change will make a positive impact to the Society.

Proposal 8 – SWE Counselor

When the Society bylaws were revised in 2003, the sections related to student sections were generally not revised, awaiting further input from the Student Transition Team. It's now time to eliminate unnecessary and inappropriate provisions. The board of directors should not be responsible for finding counselors for student sections, nor should the counselor be responsible to the board of directors for the section's compliance. These issues should be included in the appropriate procedures. The applicable policies for the operations of a section are those of the board of directors.

Proposal 9 – Revise Form of Notice for Proposed Amendments to Society Bylaws

Currently, the exact text of proposed amendments to the Society's bylaws “shall be sent to each voting member and the student representatives on the Council at least thirty days before the council meeting at which the vote will be taken.” Historically, this notice has been published in the SWE Magazine.

This reliance on the publishing schedule for the magazine can create problems. In 2003, a separate mailing had to be made as the disruption caused by the major power outage in New York resulted in concern that the magazine might not be mailed in time. In 2004, the proposed amendments needed to be to the editor by mid-June (for an October meeting) to guarantee that they would be published. Even at that, it was close as far as publication date.

This type of requirement can not only cause problems with deadlines, it forces the language to be “set” so far in advance of the meeting that subsequent great ideas have to be treated as amendments. While we don't want to change the bylaws on a moments notice, this type of

schedule becomes difficult. The website and the monthly SWE News electronic newsletter are more flexible means of communication, and can be used by most of our members.

This proposal was prepared with a goal of not marginalizing those members who do not have internet access, or who don't use it regularly. The Society elections have been conducted on the web for the past two years, with a paper ballot available to any who requested one. In the most recent election, nine paper ballots were requested. Based on this, it appears that few interested members do not have internet access.

SWE Magazine and SWE News will carry announcements that proposed amendments will be available on the website on a specified date and provide instructions on how to request a hard copy if needed. As these announcements would not require the exact text of the proposals, they could be published months in advance of the date of posting. Council members, who will receive notification of the posting, can also assist in getting the word out to their constituents.