

# **SWEP North Carolina, Triangle Chapter Bylaws**

(Last revisions, September 17, 2014)

## ARTICLE I NAME

The name of this organization shall be the Society of Women Environmental Professionals – North Carolina, Triangle Chapter, informally as SWEP NC Triangle.

## ARTICLE II PURPOSE

The mission of the SWEP NC Triangle Chapter is to encourage and promote the leadership, achievement, and development of women in environmental professions; provide opportunities for women to meet, exchange substantive ideas, information and work experiences; educate members on current trends and new developments in the environmental field; promote the development of business relationships; and encourage and promote public service for North Carolina's environment.

## ARTICLE III MEMBERSHIP

Membership in the Chapter is open to all people – regardless of gender, age, ethnicity, and environmental discipline – who support the mission of SWEP.

## ARTICLE IV FINANCES

Section 1. Dues shall be set by the Chapter's Board at the time of preparation of the annual budget. Any change from the previous year's dues must be approved by a vote of the Chapter members at the last business meeting of the preceding year.

Section 2. For planning purposes, the fiscal year shall begin January 1 and end the last day of December. The budget for the year shall be prepared by the treasurer and presented to the Board by the Treasurer for approval prior to the first business meeting of the year. It shall be presented to the Chapter members for approval at the first business meeting of the calendar year.

## ARTICLE V MEETINGS

A minimum of one general business meeting and three Board meetings must be held each year.

## ARTICLE VI OFFICERS

Section 1. Elected officers shall be two (2) Co-Chairs, a Secretary, a Treasurer and chairpersons for all standing committees. Officer terms shall be for two years. Nominations will occur annually without term limits for elected officers, with the exception of the Board Chair or Co-Chairs, whose terms may be renewable if approved by the Board Officers.

Section 2. No member shall hold more than one elected office at a time unless approved by both the Co-Chairs.

Section 3. Any officer who cannot fulfill her full term must notify one of the Co-Chairs. After a solicitation of the membership for persons interested in completing a partial term, the Board will decide

whether a vote of the membership or an appointment by the Board shall be used to fill a vacancy in an elected office.

**Section 4. The board shall comprise elected officers and Committee Chairs.**

Section 5. Duties of the officers shall be:

- a) Co-Chair – Conduct business meetings, function as a spokesperson for the Chapter, represent the Chapter with the national organization and with other chapters and assist the other officers and committee chairs in planning, executing and resolving issues, and handle the Chapter’s incoming mail. The Chair also serves as a backup to the Treasurer.
- b) Recording Secretary – Record minutes of the general membership and Board meetings, maintain Chapter information for historical purposes (e.g. files, scrapbook, copy of all mailings.)
- c) Treasurer – Develop the annual budget, manage the Chapter’s finances, including collection of dues and payment of debts, and maintain a roster of dues-paying members (with their membership renewal dates.)
- d) Standing Committee Chairpersons – Convene and conduct the meetings of the committee so that the committee’s responsibilities are met.

**ARTICLE VII STANDING COMMITTEES**

The Board and Standing Committees shall be staffed by interested members. The responsibilities of the committees are as follows:

Section 1. Board – Guides the overall direction of the Chapter, approves the draft budget before it is presented to the general membership, authorizes payment of bills not included in the approved annual budget, ensures that all elected positions are filled, schedules the business and Board meetings, and creates and disbands ad hoc committees as needed.

Section 2. Communication Committee – With the assistance of other committees, develops and issues a regular newsletter to the membership; develops and maintains the Chapter’s website, LinkedIn page and other social media outlets.

Section 3. Program Committee – Responsible for all facets of program sessions, including securing the location, obtaining speakers, organizing refreshments, securing funds through corporate sponsorship, co-sponsorship with another organization or general funds to cover program costs, conducting the sessions, providing information on program sessions and speakers to the Public Relations and Communications committees and assisting with publicity.

Section 4. Community Service Committee – Organizes the Chapter’s community service events, facilitates volunteers to participate in community service and provides information on community events to the Communication and Public Relations Committee.

Section 5. Membership Committee – Maintains contact and professional information of the Chapter’s members, maintains a list of potential Chapter members (i.e. non-dues paying individuals or corporations), produces a membership directory (web-based) for members’ use, conducts new member

welcome events, solicits volunteers within SWEP to join committees and/or run for office, advises the Board of membership recruitment strategies.

Section 6. Campus Outreach Committee – Coordinates the Chapter’s outreach to, recruitment of and programs for collegiate and graduate level members.

#### ARTICLE VIII ELECTIONS, NOMINATIONS AND VOTING

Section 1. Election or nomination of officers shall be held in a timeframe that allows for installation of new officers at the end of their terms.

Section 2. For voting purposes, a quorum shall consist of those members present.

Section 3. Any election may be decided by a show of hands or balloting. Absentee ballots will be determined by the chapter’s Co-Chairs or an ad hoc Elections Committee. Voting may also occur electronically, should a decision need to be made in between Board meetings.

Section 4. Any votes taken within the Chapter shall be decided by a majority vote of the quorum.

#### ARTICLE IX PARLIAMENTARY AUTHORITY

Rules of common courtesy shall govern all matters not covered by these bylaws.

#### ARTICLE X AMENDMENT OF BYLAWS

Any member may propose a change to these bylaws at any time. These bylaws may be amended at any business meeting provided that the amendment had been discussed at the previous business meeting.

#### ARTICLE XI ADOPTION OF BYLAWS

These bylaws were adopted by the general membership on January 6, 2006 and amended by the SWEP Board of Directors on September 17, 2014.