

Society of Women Engineers Operational Procedures

In addition to the bylaws document, the H064, Michigan Technological University section (hereinafter called “the section”) of the Society of Women Engineers (hereinafter called “the Society” or “SWE”) shall be bound to the following procedures.

Section 1 – Section Goals

The goals of the section for this school year are enumerated below.

1. Increase Active membership by 50% (to 30 members).
2. Increase National memberships by 10% (to 40 members).
3. Retain 100% of returning active members.
4. Have at least 30% of active members be from the freshmen and sophomore classes.

Section 2 – Executive Council Additional Duties

In addition to the duties listed in the bylaws of this section, the members of the executive council shall perform the following duties.

A. President

1. Preside at committee chair meetings in the absence of the vice president;
and
2. Coordinate weekly executive council meetings.

B. Vice President

1. Preside at committee chair meetings;
2. Coordinate the spring committee chair/executive council retreat;
3. Coordinate office hour attendance and verify that all required timeslots have a designated office hour holder;
4. Be responsible for maintaining the swe email account and checking voicemail;
5. Maintain the swecheb-l and sweeb-l email lists; and
6. Be an authorized signatory on this section’s bank account.

C. Secretary

1. Maintain an up-to-date section calendar and forward all changes to the webmaster in a timely manner;
2. Be responsible for all communication outside of this section and SWE nationals, including obtaining speakers for general meetings; and
3. Record minutes at general, committee chair, and executive council meetings and forward them to the appropriate list.

D. Treasurer

1. Attend all budget meetings as requested by Undergraduate Student Government (USG); and

2. Prepare any documents pertaining to obtaining funds from USG or corporate sponsors.
- E. 2nd VP for Membership
1. Maintain the swe-l email list;
 2. Provide birthday gifts to all active members in designated months;
 3. Award active members with active membership certificates;
 4. Update membership information with USG; and
 5. Coordinate the spring banquet with the help of the executive council.

Section 3 – Standing Committees

The standing committees of the section shall consist of the following positions and perform the following duties.

A. Committee Directors

Committee Directors shall perform the following duties:

1. The director of each committee shall provide oversight and guidance to the committee and promote committee cohesion;
2. Keep the vice president and executive council up to date on committee activities; and
3. Be required to maintain a chair or co-chair position within the committee in addition to the duties as committee director.

B. Committee Chairpersons

In addition to their duties as a committee chairperson, all chairpersons shall perform the following duties. These duties, in addition to the duties required of the specific position, shall constitute the requirements for being considered an active committee chair or executive council member.

1. Hold a weekly office hour and arrange for a substitute when unable to attend (two free unexcused absences per semester);
2. Attend all committee chair meetings unless excused;
3. Attend all general meetings unless excused;
4. Participate in two activities per semester;
5. Submit weekly update forms to the vice president and respective committee director by 6pm on Sundays (two free missing submissions per semester);
6. Attend Committee Chair/EBoard retreats unless excused;
7. Complete five hours SWEish-kabob preparation, selling, or grill cleaning for Winter Carnival;
8. Email the vice president in advance of any meeting absences; and
9. Perform such other duties as may be assigned by the committee director or the executive council.

C. Communications Committee

The communications committee shall publicize the events of the section to the campus community, alumni, faculty, corporate sponsors, and any other individuals interested in the proceedings of the section. The communications committee shall consist of the following chair or co-chairpersons performing the following duties:

1. Historian
 - i. Responsible for taking pictures and/or video at all events of the section;
 - ii. Obtaining a volunteer to take pictures when unable to attend an event;
 - iii. Creating a yearly scrapbook of activities to be displayed at the spring banquet; and
 - iv. Uploading pictures to the section's website in a timely manner.
2. Newsletter
 - i. Responsible for compiling one newsletter per semester to be sent to alumni, corporate sponsors, and members.
3. Publicity
 - i. Responsible for advertising all SWE events to the campus community with table tents, posters, and the electronic display system; and
 - ii. Maintaining the pillar in the ME-EM.
4. Webmaster
 - i. Responsible for maintaining and expanding the section's website with current information; and
 - ii. Maintaining the SWE office computer.

D. Outreach Committee

The outreach committee shall coordinate all outreach activities and events within the section, campus and community implemented by the section. The outreach committee shall consist of the following chair or co-chairpersons performing the following duties:

1. Certificate of Merit
 - i. Responsible for implementing the certificate of merit program which awards female high school juniors and seniors with certificates of merit for achievement in math and science; and
 - ii. Implementing a letter writing activity in the fall for females who attended MTU summer youth programs.
2. Community and Campus
 - i. Responsible for completing one Big Mac program per semester;
 - ii. Completing one girl scout workshop per year;

- iii. Organizing outreach to the area senior community;
 - iv. Organizing the section's volunteers for MTU sponsored events including Get WiSE, Engineering Olympics, K-Day, Freshmen Move-In, and Student Involvement Fairs; and
 - v. Informing members of other volunteer activities.
3. Evening With Industry
 - i. Responsible for planning the annual Evening With Industry event beginning in the spring semester before the event.
 4. Fundraising
 - i. Responsible for organizing Winter Carnival SWesh-kabob sales;
 - ii. Organizing Spring Fling SWEenie Weenie sales; and
 - iii. Organizing one additional charity fundraiser in the fall semester.
 5. Social
 - i. Responsible for reserving rooms for all general meetings;
 - ii. Obtaining food for all of this section's events;
 - iii. Organizing at least one social event per semester; and
 - iv. Organizing Winter Carnival events and IM sports teams.

Section 4 – Ad-Hoc Committees

Ad-Hoc committees may be created as needed by the executive council. Ad-Hoc committee chairs shall have the same general duties as standing committees.

Section 5 – General Meetings

There shall be a minimum of seven general meetings per semester, held from 6-7pm on even week Wednesdays. In the event that a general meeting falls on an inconvenient day such as Winter Carnival, the meeting shall be made up on an odd week Wednesday during the semester.

Section 6 – Conferences

1. This section shall distribute at least 30% of the yearly budget to conferences.
2. All active members shall have to ability to attend conferences with the section at their own expense.
3. All active executive council members and committee chairs shall be able to attend the Region H conference with conference dues paid by the section.
4. Active members shall receive full sponsorship (conference and travel costs) in the following order:
 - a. Executive council members
 - b. Committee directors
 - c. Committee chairpersons
 - d. General members (including committee chairs not meeting committee chair active requirements)
5. Once a group has filled all available sponsored positions the opportunity will be available to those in the following group on a first come, first serve basis.

Sponsorship shall continue to all interested active members until the predetermined amount of money has been used. Only active members shall be sponsored by this section to attend SWE conferences, regardless of conference location. Alternatively, any leftover money after conference dues are paid shall be used for conference travel costs and will be distributed evenly amongst all members attending the conference.

Section 7 – Active Membership Policy

In order to be considered an active member in good standing with the section for the purposes of voting, attending conferences, or receiving any member benefits, members must adhere to the active membership requirements. Members receive active membership benefits for the entire semester following a semester of meeting the requirements.

A. Active Membership Requirements

1. Be a registered SWE member for the current fiscal year;
2. Must attend at least five general meetings per semester (excused absences sent to the 2nd VP for Membership count toward attended meetings);
3. Participate in at least one additional section activity or social event per semester;
4. Complete at least two hours of SWesh-kabob preparation, selling, or clean up during spring semester; and
5. Helping out with a committee is strongly encouraged.

B. Active Membership Benefits

Members earning active membership status shall receive the following benefits:

1. Receive a birthday present during their birthday or half-birthday month;
2. Ability to post their resume on the section's website;
3. Free admission to the spring banquet;
4. Ability to travel with the section to any SWE conferences;
5. Be eligible for sponsorship to attend SWE conferences per the conference section of this document; and
6. Discounted admission to Evening With Industry.

C. Active Executive Council and Committee Chair Benefits

Active executive council members and committee chairs shall receive the following additional benefits:

1. Ability to attend the annual holiday potluck and receive a gift from the section during the gift exchange;
2. Ability to attend the Region H conference with at least conference fees sponsored by the section;
3. One free door prize from the section's stock per year on a first-come, first-serve basis;
4. Free admission to Evening With Industry;

D. Active Membership Decision

In the case of a dispute over active membership, the member can appeal to the executive council. The executive council shall review and decide the case with a simple majority vote.

Section 8 – Revision and Duration

- A. This document shall be reviewed and revised by the executive council and committee directors on a yearly basis prior to the first committee chair meeting of the school year.

- B. After review, a two-thirds vote of the executive council and directors of the standing committees shall approve this document.

Section 9 – Ratification

The undersigned hereby approve this document on Wednesday, September 3rd for the duration of SWE fiscal year 20_08_.

Megan Cook
President

Katrina Sanders
Vice President

Pamela Wolting
Secretary

Elizabeth Haibel
Treasurer

Melanie McQueen
2nd VP for Membership

Kaitlyn Reed
Director of Communications

Amy Palmgren
Director of Outreach