

Society of Women Engineers

Senate Procedure

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1.00 Composition of the Senate

- 1.01 Each region must submit their proposed slate for professional senators to headquarters by March 1 of each year in order to be included on the Society election ballot. Regions are encouraged to use the Society election process, but if they choose to hold their own elections, they must submit the list of their elected candidates to headquarters by May 15 of each year.
- 1.02 International members must submit their list of elected senators and alternates to headquarters by May 15 of each year. International members may elect one or more alternate senators. Alternate senators must be elected at the same time as senators and using the same election process. The election of an alternate senator may be a separate position on the election ballot, or international member procedures may provide that the candidate receiving the next highest number of votes for senator shall be elected alternate(s).

2.00 Senators

- 2.01 Senators are the voice of the Society and, as such, are expected to have an understanding of and ability to articulate the Society bylaws, organization, committee responsibilities, [strategic plan](#), budget, headquarters operations and membership requirements. Senators shall serve as representatives of their constituent members, but may not be compelled to vote a particular way by their constituents.
- 2.02 It is the responsibility of each senator to ensure that her/his constituent members are represented at every meeting of the senate. Each senator or alternate attending a senate meeting shall determine the position of her/his constituent members with respect to each item on the agenda and any additional items they may wish to have considered during the senate meeting.
- 2.03 The speaker shall provide the following to each senator and alternate, who in turn shall make available to their respective constituent members:
 - a. Senate meeting agendas;
 - b. Senate meeting motions and motion results;
 - c. Senate meeting minutes;
 - d. Strategic Initiatives white papers;
 - e. Strategic Initiatives dialogue reports;
 - f. Code of Leadership Service;
- 2.04 Each senator is responsible for accessing, reviewing, and referencing the following documents from the SWE website. Each senator will direct any duly elected successor to the same location/repository for document review in addition to any requirements imposed by the region/international bylaws or procedures:
 - a. An up-to-date copy of the senate procedure;
 - b. File containing at least two years of senate (meeting agenda and minutes for the first two years of new senate body) meeting agenda and minutes;
 - c. File containing at least two years of motions voted on by the senate (for the first two years of new senate body) and notification of the results of each;
 - d. File containing at least three years of required reports;
 - e. File containing at least two years of board meeting minutes;
 - f. File containing at least two years of Society's budgets, treasurer's financial statements, and audits;

- g. File containing at least two years of essential correspondence, e.g. white papers and dialogue reports, etc.
 - h. Senate communications procedure containing links to pertinent templates and documents as posted on the SWE Resources webpage.
- 2.05 Senators are responsible for reporting to their respective constituents on senate meetings.
- 2.06 To complete senator duties and receive reports, a variety of communication tools will be used including periodic e-mails to all senators, conference calls and the senate communication platform. The senate communications procedure is posted on the SWE Resources webpage that includes a detailed list of the communication tools being used.

2.07 Senators are responsible for serving on at least one senate sub-team or taskforce for each year of their term. Senators may switch from one group to another each year during the course of their term as needed and appropriate.

3.00 Senate Leadership

- 3.01 The primary focus of the speaker and deputy speaker shall be to provide direction for the senate members in addressing Society level issues related to strategic planning, implementation and completion, including assigning senators to at least one sub-team or taskforce within the senate. The speaker, deputy speaker, and senate will work with the membership on topics that have a wide reaching impact.
- 3.02 The speaker and deputy speaker shall collaborate on duties assigned to the two positions. When appropriate, the speaker may delegate certain duties to other senate members.
- 3.03 The speaker shall have the authority to design the work process associated with handling of items assigned as duties to the senate. The speaker may determine which of the following methods is best suited for handling issues:
- a. To assemble a taskforce to review;
 - b. Delegate to an existing Society committee;
 - c. Delegate to an existing senate sub-team;
 - ~~d.~~ Have the entire senate review;
 - ~~e.~~ Decide to complete by herself/himself; ~~or~~
 - ~~f.~~ Delegate to the deputy speaker to complete; ~~or~~
 - g. -Delegate to a senate sub-team lead.
- 3.04 In addition to duties outlined in the Society bylaws, the speaker shall be responsible for the following:
- Solicit candidates for the special senator positions.
 - Assess the senate composition to identify any missing qualities and characteristics,
 - Ensure that new senate members are provided training and continue to educate all senators on their responsibilities,
 - Ensure that the senate regularly engages in self-assessment.
 - Appoint sub-team leads, with the exception of the Annual Strategic Planning Process sub-team.

- Oversee sub-team operations and solicit updates from each sub-team at least three times per year.
 - In conjunction with the deputy speaker, assign each senator to at least one sub-team or taskforce within the senate, taking into account both needed skills and competencies for each group and the preferences of senators, to the extent possible.
- 3.05 The deputy speaker shall have the following duties:
- Lead the Annual Strategic Planning Process sub-team,
 - Assist with oversight of~~Oversee other sub-team~~committee operations as directed by the speaker,
 - Communicate with ~~committees~~ sub-teams and task forces and report progress, concerns, and issues to the speaker as required for board/senate action,
 - Provide training as needed.
- 3.06 The senate secretary shall have the following duties:
- ~~Oversee the communications subcommittee and governance subcommittee, as needed.~~
 - Enhance senate communication through the senate communication platform and coordinate senate messages for monthly SWE news publications and leadership updates,
 - Post all documents for the senate meeting,
 - Assist HQ with logistical requirements, e.g., registration, seating, A/V requirements, meals,
 - Assist with agenda for Strategic Initiatives Committee sub-team discussions and senate business meeting,
 - Ensure that senate meeting minutes are taken, reviewed and submitted to the speaker within 45 days of the close of the meeting, and
 - Conduct surveys after the meeting to assess performance and obtain recommendations for future. ~~Appoint a governance subcommittee with responsibility to review the senate procedure every other year (odd years) and any motions that are submitted to the senate secretary. Additionally, at the request of the senate secretary, the subcommittee shall review any questions on other procedures or bylaws changes before the senate.~~
 - Coordinate communications and interactions between sub-teams, including communicating periodic updates or materials from each sub-team to the rest of the senate.
- 3.07 Nominations for speaker, deputy speaker, and senate secretary shall be requested as part of the Society election process.
- 3.08 If a vacancy in the speaker, deputy speaker, or senate secretary position occurs before February 1, a special election shall be held as follows: Within 7 days a call for nominations will be issued by the council designated nominating committee. The 21 days following the call will be open for nominations. Within 7 days following the close of nominations, the ballot will be issued electronically to senate members. Voting will be allowed for 14 days. There will be no petition candidates, but write-ins will be allowed.
- 3.09 If a vacancy in the speaker, deputy speaker, or senate secretary position occurs after February 1, the elections for FYx+1 will occur as regularly scheduled. The newly elected leaders will take office as soon as the election is validated, unless they are serving in

another SWE elected position. To provide senate leadership, the Society president may appoint an interim speaker, deputy speaker and/or senate secretary to serve until the newly elected speaker, deputy speaker, and senate secretary take office.

3.10 If a vacancy in a sub-team or task force lead, with the exception of the Annual Strategic Planning Process sub-team, occurs at any point during a fiscal year, a replacement shall be appointed by the speaker to serve for the remainder of that fiscal year. No senator can lead an individual sub-team for more than 3 consecutive years.

4.00 Senate Meetings

4.01 Annual senate meeting activities shall include:

- Discussion on 5-10 year view update (assumptions about the future will be discussed by the senate to develop proposed additions/deletions/modifications to the strategic plan of the Society).
- Strategic Initiatives Committee-sub-team update and dialogue(s) conducted.
- Annual Strategic Planning Committee-Process sub-team update and dialogue(s) updates conducted.
- Committee Strategic Planning sub-team update and dialogue(s) conducted.
- If needed, Special Projects sub-team update and dialogue(s) conducted.
- If needed, 5-year Strategic Plan task force update and dialogue(s) conducted.
- Motion(s) crafted from dialogue, as needed.

4.02 All motions for the senate are to be submitted to the speaker six weeks prior to the face-to-face senate meeting. Both voting and non-voting members of the senate may submit motions using the senate motion template found in the senate communications procedure.

How to submit a motion:

1. Fill out the senate motion template
2. Get another senate member to second the motion
3. Submit a draft of the motion to the senate secretary 6 weeks prior to the vote.
4. Senate secretary will send a copy to the parliamentarian, the speaker and the deputy speaker
5. Senate secretary will put it on the senate agenda and send a copy to the motion maker within 3 business days.
6. Motion maker shall work with the parliamentarian to finalize wording.

4.03 The speaker, deputy speaker, and senate secretary shall collaborate on planning meetings, including the agendas, reports, strategic plan update/materials, bylaws, and staff support. The meeting agenda shall be distributed a minimum of thirty days before the meeting.

4.04 If a motion is submitted less than thirty days prior to a face-to-face senate meeting, the proposer must bring enough copies of the motion and its supporting documentation for all meeting attendees. A two-thirds vote shall be required to consider the motion.

4.05 Motions requiring action on funding within the senate areas of responsibility shall be sent to the Society finance committee to review and provide analysis no less than 4 weeks prior to a senate motion vote.

- 4.06 Proposed changes to Society bylaws shall be provided to the bylaws committee chair at least ninety days prior to the senate meeting using the bylaws proposal change form. The bylaws committee shall work with the submitters, committee members and the Society parliamentarian on the appropriate wording and background information.
- 4.07 The senate secretary shall distribute the minutes and ~~Strategic Initiatives Committee~~sub-team and task force reports or updates to the senate within 60 days of the meeting. Each senator or alternate shall review the senate meeting minutes for corrections. If no corrections are received within 60 days of distribution, the meeting minutes will be considered to be approved. If corrections are received, the minutes shall be submitted to the senate for vote by electronic vote.
- 4.08 Senate meeting rules:
- Members of the senate who wish to debate must speak from the microphone.
 - Speakers must state name and position before speaking. (Please speak clearly so your name can be recorded in the minutes and repeat information each time when speaking.)
 - Speakers may speak once to each debatable motion, and must yield to anyone who has not yet spoken before speaking a second time.
 - Speakers may speak for up to two minutes when recognized.
 - There will be fifteen minutes debate time allotted for each main motion.
 - At the end of the fifteen minutes the votes will be taken unless debate is extended by a two-thirds vote.
 - Members shall refrain from side conversations or other distractions (such as cell phones and using computers for other than senate business) during the meeting.

~~5.00 Strategic Initiatives Committee Development~~

~~5.01 In order to fulfill its Strategic Plan the senate will leverage the Strategic Initiatives Committee to provide an opportunity for members to provide ideas to achieve our mission. This "bottom up" strategic committee will gather input from members and annually assess the ideas to provide a short list of potential initiatives. The Strategic Initiatives Committee will support the engagement of members, gathering of ideas, voting on ideas, delegation of selected ideas to task force committees, and delegation of ideas for existing committees when needed.~~

~~5.02 The Strategic Initiatives Committee shall, with the assistance of the speaker and deputy speaker, review the prioritized list of strategic initiatives. They shall also facilitate and support task force committees to perform the research and develop white papers as necessary to implement the selected initiatives for implementation. Final recommendations will be shared and voted through the senate for final implementation in the Society.~~

~~5.03 Each senator or alternate attending a senate meeting shall become familiar with the Strategic Initiatives Committee topics for that fiscal year. Strategic Initiatives Committee white papers will be distributed a minimum of 60 days prior to the meeting to allow adequate time to discuss issues with her/his constituents.~~

~~56.0 CommitteesSub-teams, and, Task Forces, and Other Groups and Subcommittees~~

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56.0 ~~The speaker shall appoint chairs for all committees and task forces as necessary each~~
1 ~~fiscal year, and shall determine its charges in consultation with the deputy speaker.~~
Subcommittees-Sub-teams of the senate are formed on an annual basis. Task forces are established as needed and during the fiscal year. These subcommittees may change from year-to-year at the discretion of the speaker. All sub-teams and task forces report to the speaker as their Board of Directors liaison.

56.0 Each ~~committee chairs~~sub-team lead shall work with the senate secretary or deputy
2 speaker as defined in this procedure, or by the speaker, to ensure that the ~~committee~~
sub-team is completing its assigned tasks and shall report as required by the speaker.
Except where noted, the membership of sub-teams and task forces shall be composed of senators.

The standing ~~committees-sub-teams~~ for the senate are;
Annual Strategic Planning Process sub-team
Committee Strategic Planning sub-team
Strategic Initiatives sub-teamCommittee
Special Projects sub-teamCommittee

The following task force will be established once every 5 years, beginning in FY18:
5-year Strategic Plan task force

56.0 The Annual Strategic Planning Process Sub-team
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1. The Annual Strategic Planning Process sub-team is responsible for facilitating the annual strategic planning process and maintaining the Strategic Plan for the Society. In conjunction with this, the sub-team is also responsible for overseeing the annual Environmental Scanning process. The objectives of this sub-team are:

- Ensure the Strategic Plan is moving the Society towards fulfilling its mission.
- Align programs & services to SWE Strategic Plan goals.

2. This sub-team is responsible for:

- Gathering feedback from Society leaders on the effectiveness of SWE's programs and services.
- Conducting the annual review of the Society Strategic Plan.
- Facilitating strategic planning activities as requested by the Board of Directors
- Identifying potential opportunities, gaps, and deficiencies in the Strategic Plan, and reporting on these items for consideration by the Strategic Initiatives sub-team.
- Working with the Strategic Initiatives sub-team to review research on potential opportunities, gaps, and deficiencies in the Strategic Plan.

3. The composition of the Annual Strategic Planning Process sub-team shall be as follows:

- Deputy speaker, who leads this sub-team
- At least 4 senators
- At least 5 members of the Board of Directors, including the President-Elect, President, and CEO
- Finance Committee Chair and Chair-Elect

- Up to 2 SWE members not currently serving on the Board of Directors or in the senate, as needed and approved by the Deputy Speaker

4. The meetings of the Annual Strategic Planning Process sub-team shall be:

- Strategic Performance Assessment (SPA): The goal of the SPA meeting is a review of SWE programs and services for performance and continued strategic alignment. The in-person meeting is typically held in conjunction with the annual conference each fall. Meeting inputs include: Environmental Scan, SWE leadership survey on programs and services, available metrics on programs & services, and other material that serves the goals of the meeting. Meeting outputs include: List of programs and services to continue, invest in, study, and/or discontinue, list of current strategic planning gaps, and any needed modification to strategic goals (typically discussed in years 3 and 5 of a 5-year Strategic Plan). Following the SPA meeting, the senate and Board of Directors must receive a summary report of the findings and conclusions.
- Annual Strategic Plan Review (ASPR): The goal of the ASPR meeting is to update the 3-year rolling operations plan to progress the strategic objectives. This in-person meeting is typically held in the first two months of the calendar year and can be held in conjunction with a full senate meeting. Meeting inputs include: Outcomes from the SPA meeting, available metrics on current programs and services, updates on identified strategic plan gaps from the Strategic Initiatives sub-team, 3-year rolling operations plan, and other material that serves the goals of the meeting. Outputs of the meeting include: Adjustments to programs and services (including a summary of budget and operations impacts) and any modifications to the Strategic Plan. Following this meeting, the senate and Board of Directors must receive a summary report of the findings and conclusions.
- Additional meetings as needed, which can be in-person or virtual.

56.0 The Committee Strategic Planning Sub-team

4 1. The Committee Strategic Planning sub-team is responsible for working with standing SWE committees, coordinators, and task forces and their Board of Directors liaison to ensure that they:

- Understand their group's role in the SWE Strategic Plan
- Develop their own strategy for how to align with SWE strategic plan
- Work with others outside of their group, as needed, to communicate that strategy

2. This sub-team will be responsible for:

- Developing and maintaining a strategic planning template for committees, coordinators, and task forces.
- Developing and maintaining training and guidance for committees, coordinators, and task forces related to strategic planning.
- Coordinating the strategic planning work in the senate with relevant committees, coordinators, and task forces, as needed.

3. This sub-team will include 4 to 8 senators, who will each be assigned up to three committees, coordinators or task forces.

4. The meetings for this sub-team will be as follows:

- At least one meeting per year that includes the entire sub-team and all committee, coordinator and task force leadership. This meeting should occur in the first few months of the fiscal year, can be virtual or in-person, and should include training and guidance on strategic planning for committees.
- At least three meetings per year of the sub-team, which can be in-person or virtual and can be held in conjunction with full senate meetings.
- At least two meetings per year between a senator on the sub-team, the leadership of the committee, coordinator, or task force that are coordinating with, and the corresponding Board of Directors liaison for that group. These meeting can be in-person or virtual and should focus on the strategic planning for these groups.

56.0 The Strategic Initiatives Sub-team

5 1. In order to inform the Society's Strategic Plan, the senate will leverage the Strategic Initiatives sub-team to identify longer term gaps and strategic needs. Addressing these gaps will help achieve the Society's mission.

2. The Strategic Initiatives sSub-team shall, with the assistance of the speaker and deputy speaker, work with the Senate, its sub-teams, the Board of Directors, and the SWE membership to develop and refine longer term strategic initiatives that further the society's goals.

3. For each strategic initiative identified, they shall:

- Perform research and produce white papers as necessary to develop and support selected initiatives for potential implementation.
- Present the results of these efforts to the senate for review and comment, ideally no more than 1 year from the start of a new strategic initiative.
- Following review by the senate, present any recommendations for Society operational changes to the Board of Directors for approval.
- Final recommendations will be shared and voted through the senate for final implementation in the Society.

4. The Strategic Initiatives sub-team shall have between 5 and 10 members and meet at least four times per year outside of full Senate meeting. These meetings can be in person or virtual. At least one member of the Board of Directors will serve on this sub-team alongside the Senators. If more than one strategic initiative topic is being researched in a given fiscal year, this sub-team may be split into two or more groups, with each group focusing on a separate strategic initiative and having its own lead.

5. Each senator attending a senate meeting shall become familiar with the Strategic Initiatives sub-team topics for that fiscal year. Strategic Initiatives sub-team white papers or other materials will be distributed a minimum of 15 days prior to a full senate meeting to allow adequate time to review the materials.

56.0 The Special Projects ~~Committee~~ Sub-team

64 1. A ~~committee sub-team~~ shall be formed at the beginning of each fiscal year and shall remain in place for the entire fiscal year in order to:

- Review of the SWE Reserves Fund document – once every 5 years commencing on 2016.

- Review proposals and provide feedback prior to withdrawals from the Emergency Fund
- Review proposals and provide feedback, in conjunction with the Finance Committee, any withdrawals from the Special Projects Reserve Fund.

~~2. The deputy speaker shall preside over the committee.~~

~~3. The committee members shall be determined on a volunteer basis or appointed by the speaker if needed~~

~~24. The sub-team committee shall be composed of 4 to 6 senators from at least 3 different regions (international included).~~

~~35. See Addendum for more information~~

56.0 Subcommittees-5-Year Strategic Plan Task Force

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Standard subcommittees of the senate include:

- ~~Governance~~

~~1. Communications~~ Every 5 years, the senate will include a special task force that is charged with performing research and development of the next Society 5-year Strategic Plan. The task force year should coincide with the final fiscal year of the current 5-year Strategic Plan's duration. For example, for the Strategic Plan that includes FY14-FY18, the task force would be formed in FY18 to assist with development of the FY19-FY23 5-year Strategic Plan.

~~2. This task force should review and consider:~~

- ~~SWE leadership feedback on strengths, opportunities, gaps, and deficiencies, of the current 5-year Strategic Plan and current SWE programs & services.~~
- ~~Membership feedback on SWE and its ability to meet its mission and goals.~~
- ~~Strategic Initiatives sub-team focus areas from the previous several years and the results of those analyses.~~
- ~~Annual Strategic Planning Process sub-team outcomes and data.~~

~~3. The task force will present its preliminary results to the senate no later than March 31st of the fiscal year of its operation and will present final results to senate no later than June 15th of the fiscal year of its operation. Both the Board of Directors and the senate must vote and approve of a new Society Strategic Plan.~~

~~4. The task force will include between 6 and 10 members, including at least four senators and at least two members of the Board of Directors.~~

6.08 Governance subcommittee

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~~1. The governance subcommittee is chaired by the Secretary, and includes two other senate members. Members may be communication committee members at the discretion of the senate secretary. The subcommittee will review any motions that are submitted to the senate secretary. Additionally, at the request of the senate secretary the subcommittee shall review any questions on other procedures or bylaws changes.~~

6.09 Communications subcommittee

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~~Reports to the senate secretary
Carries out responsibilities as directed by the senate secretary or the speaker.~~

5.08 The speaker shall appoint lead for any additional task forces as necessary each fiscal year, and shall determine its charges in consultation with the deputy speaker.

67.0 Addenda

- 67.0
0 Senate motions and results
- 67.0
1 Senate community resources: minutes, white papers, and dialogue reports
- 67.0
2 Leadership Code of Conduct
- 67.0
3 Special Projects Fund Request
- 67.0
4

7.01 Senate motions and results

FY10 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1001	FY10 CRF Withdrawl Motion	Approved	07/22/09
S-1002	Qualifications for Region Governor	Approved	10/17/09
S-1003	Qualifications for Elected Positions on BOD	Approved	10/17/09
S-1004	Qualifications for Speaker & Deputy Speaker	Approved	10/17/09
S-1005	Add Senators as Nonvoting Members of Region Councils	Approved	10/17/09
S-1006	Ballot Use for Collegiate Senators	Approved	10/17/09
S-1007	Collegiate Representatives	Approved	10/17/09
S-1008	Who Can Make Bylaws Amendments	Approved	10/17/09
S-1009	Nomination Committee Developing Procedures	Approved	10/17/09
S-1010	Remove Secretary Duty-Senate Membership Roster	Approved	10/17/09
S-1011	Email Collection of Signatures	Approved	10/17/09
S-1012	Removal of Region Governor	Approved	10/17/09
S-1013	Removal of Senator	Approved	10/17/09
S-1014	Electorate for Collegiate Senators	Approved	10/17/09
S-1015	International Members Reporting Senator Elections on Time	Approved	10/17/09
S-1016	Required Number for Petition Candidate Speaker & Deputy	Approved	10/17/09
S-1017	EOAA Motion	Approved	10/17/09
S-1018	Approval of 10/17/09 minutes	Approved	01/23/10
S-1019	Voting Rights of Collegiate Members	Approved	01/23/10
S-1020	Alternate Senator Term of Office	Approved	01/23/10
S-1021	Senate Procedure Approval	Approved	01/23/10
S-1022	Senate Motion for Oath of Office & Code of Conduct	Approved	01/23/10
S-1023	Task Force for Clarification of Oath/Code Document	Approved	01/23/10
S-1024	Review of Member Conduct	Approved	01/23/10
S-1025	Senate Nominating Committee	Approved	06/08/10
S-1026	Adoption of Revised Strategic Plan	Approved	06/08/10
S-1027	FY10 Mega Issue Recommendations	Approved	06/30/10

FY11 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1101	Member Voting Rights	Passed	11/06/10
S-1102	Region officer voting rights on region council	Failed	11/06/10
S-1103	Collegiate candidates for region positions	Passed	11/06/10
S-1104	Collegiate candidates for Professional Section positions	Passed	11/06/10
S-1105	Collegiate Candidates for MAL positions	Passed	11/06/10
S-1106	Collegiate Director position on Board of Directors	Passed	11/06/10
S-1107	Disbanding a Committee by the Board of Directors	Failed	11/06/10
S-1108	Senate speaker eligibility	Passed	11/06/10
S-1109	Board eligibilty	Passed	11/06/10
S-1110	Code of conduct	Passed	11/06/10
S-1111	Senate Procedure Update v1.0	Passed	02/12/11
S-1112	Editorial Changes by Bylaws Committee	Passed	11/06/10
S-1113A	Special Senator election -Omer	Passed	11/06/10
S-1113B	Special Senator election -Gerken	Passed	11/06/10
S-1114	Senate Secretary	Passed	02/12/11
S-1115	FY11 Mega Issues Recommendations	Passed	05/23/11
S-1116	Strategic Plan & Environmental Scan Report Adoption	Passed	05/23/11

FY12 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1201	Delegate FY13 Slate to Society Nominating Committee	Passed	26-Aug
S-1202	Revisions to CRF document	Passed	15-Oct
S-1203	Updated procedure for review of member conduct	Passed	15-Oct
S-1204	Professional Section standing criteria	Passed	15-Oct
S-1205	Collegiate Section standing criteria	Passed	15-Oct
S-1206	Committee Charters	Passed	15-Oct
S-1207	DDR Vacancy	Passed	15-Oct
S-1208	International Member Rate Change	Passed	15-Oct
S-1209	Financial Updates to Senate	Passed	11-Feb
S-1210	RCR quantities per region	Passed	11-Feb
S-1211	update to senate communications procedure	Passed	11-Feb
S-1212	update to senate procedure	Passed	11-Feb
S-1213	strategic plan update	Passed	26-Jan
S-1214	CRF non-repayment	Postponed Indefinitely	11-Feb
S-1215	CRF change to Reserves in bylaws	Passed	11-Feb
S-1216	Delegate FY14 Slate to Society Nominating Committee	Passed	21-Jun
S-1217	FY12 Mega Issue 116 Recommendations	Passed	21-Jun
S-1218	FY12 Mega Issue 121 & Volunteer Engagement Recommendations	Passed	21-Jun

FY13 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1301	Update to Roberts Rules of Order 11th Edition	Adopted	11/2/12
S-1302	Define date to determine representative count for next FY	Adopted	11/2/12
S-1303	Delete alternate senators	Adopted	11/2/12
S-1304	Change petition process requirements	Adopted	11/2/12
S-1305	Change collegiate director election method	Postponed	11/2/12
S-1306	Change nominating committte chair eligibility requirements	Failed	11/2/12
S-1307	Employer Sponsored Membership Program	Withdrawn	11/2/12
S-1308	Employer Sponsored Membership Program	Adopted	11/2/12
S-1309	Adoption the new Long-Range Strategic Plan	Adopted	5/15/13
S-1310	Delegation of the Senate Leadership Slate to Nominating Committee	Adopted	5/15/13
S-1311	Approval of MI116 Recommendations	Adopted	5/15/13

FY14 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1401	Chair of Nominating Committee	Adopted as Amended	10/26/13
S-1402	Collegiate Director Nomination & Election	Adopted as Proposed	10/26/13
S-1403	International Member Coordinator	Adopted as Proposed	2/1/14
S-1404	RCR & RCCE on Region Council	Postponed Indefinitely	10/26/13
S-1405	Voting on Bylaws Electronically	Failed	2/1/14
S-1406	Collegiate Representatives to Region Council	Failed	2/1/14
S-1407	Board Electing the Nominating Committee Chair	Failed	2/1/14
S-1408	Deputy Chair of Nominating Committee	Adopted as Proposed	2/1/14
S-1409	Senate Procedures	TBD	TBD

FY15 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1501	Member Removal	Adopted as Proposed	1/31/15
S-1502	Emblem Approval	Failed	1/31/15
S-1503	Emblem Approval	Adopted as Proposed	5/8/15

FY16 Senate Motion Log

<u>Motion Number</u>	<u>Title</u>	<u>Status</u>	<u>Date</u>
S-1601	FY16 Special Senator	Adopted as Proposed	7/27/15
S-1602	Bylaws Amendments by Electronic Ballot	Adopted as Proposed	10/24/15
S-1603	SWE-EFI Amendments	Adopted as Proposed	10/24/15
S-1604	Strategic Initiatives Small Business Recommendations	Withdrawn	10/24/15
S-1605	Special Directors	Adopted as Proposed	2/13/16
S-1606	Society Nominating Committee Composition	Withdrawn	4/8/16
S-1607	BOD Director eligibility criteria	Withdrawn	4/8/16
S-1608	Collegiate Director Eligibility	Failed	6/27/16
S-1609	Director of Regions Eligibility	Failed	6/27/16
S-1610	Collegiate Director Term	Failed	6/27/16
S-1611	Vacancies	Failed	6/27/16
S-1612	Collegiate Voting Rights	Withdrawn	4/6/16
S-1613	Honorary Members	Failed	6/27/16
S-1614	Move authority for the reserve fund to BOD	Withdrawn	4/6/16
S-1615	Dues	Failed	6/27/16
S-1616	External Policy Responsibility	Failed	6/27/16
S-1617	Trademarks and Emblems	Failed	6/27/16
S-1618	Employee Sponsored Membership	Failed	6/27/16

7.03 Leadership Code of Conduct

Society of Women Engineers (SWE) Oath of Office and Code of Conduct

1.0 Board and Leadership Oath of Office – SWE Leadership (including all elected and appointed positions) agrees to an Oath of Office. Such agreement will include acceptance of the provisions included in this document.

By signing this document each leader declares that, in carrying out my duties I will:

1.1 Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interest of SWE. Exercise these fiduciary responsibilities listed below. If a SWE leader or member breaches these duties or acts in a way inconsistent with these duties, SWE or its members may hold the individual personally responsible. And subject to disciplinary action by SWE including censure, suspension or termination from the leadership position and termination of membership.

- duty of loyalty – including acting on the best interest of SWE and avoiding conflicts of interest,
- duty of obedience – including obligation to pursue SWE’s missions and objectives, and obey the law, and
- duty of care – including exercise ordinary and reasonable care in duties to SWE, and acting in good faith.

1.2 Respect and support SWE Bylaws, Policies, Code of Conduct, Core Values, and Strategic Vision.

1.3 Keep confidential all information that I learn about SWE members, employees and any other matters specially determined by Board motion to be matters of confidence.

1.4 Demonstrate due diligence and dedication in preparation for, participation in and attendance at meetings, special events, and in all other leadership activities on behalf of SWE.

1.5 Ensure that financial affairs of SWE are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship.

1.6 Conduct myself in a spirit of collegiality and respect the collective decisions of the voting leadership body once debate has been concluded

1.7 Immediately declare any personal conflict of interest that may come to my attention.

1.8 Immediately resign my position if I have breached this Oath of Office and Code of Conduct.

2. Member’s Code of Conduct – The Membership of SWE commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and decorum at the highest level when acting on behalf of SWE including the following:

- 2.1 Consistently fulfill the purposes set forth in SWE's Bylaws, Policies, Code of Conduct, Core Values, and Strategic Vision.
- 2.2 Bring credibility and good will for SWE, and take no action nor create any perception that may bring discredit to the good name and credibility of SWE.
- 2.3. Demonstrate due diligence and dedication in preparation for and attendance at the meetings, special events and in all other activities on behalf of the SWE.
- 2.4 Respect principles of fair play and due process.

3. *Policy against Harassment* - Adopt a zero-tolerance policy toward intentional or unintentional discrimination and all forms of unlawful harassment. SWE is committed to enforce this policy at all levels within the SWE. Any person within SWE Membership, when engaged in prohibited discrimination will be subject to discipline up to and including immediate discharge from their position or removal from their leadership position for a first offence and/or termination of his/her membership.

3.1 Sexual harassment may take many forms, including offensive and unwelcome sexual invitations, conduct and or physical contact.

3.2 All types of harassment include and are not limited to sex, age, disability, perceived disability, family choices, personal appearance, sexual orientation, race, color, national origin, experiences, economic situations, occupation, veteran status or any other legally protected characteristic.

3.3 Computer, Text Messaging, and Information Systems should be used appropriately. SWE Membership is particularly cautioned that the use of email, voice mail, text messaging, or any other electronic messaging system, or the Internet, may give rise to liability for harassment. SWE Membership may not generate, welcome, or forward any message or graphic that might be taken offensively based on sex, gender, or other protected characteristics listed in section 3.2.

3.4 Online Communities SWE is not responsible for screening communications in advance and will not actively monitor SWE's Online Communities. For this reason is it essential that the users on the Online Communities, network, website, or other suitable term, determine that a user's participation does not create a liability for SWE or that the user has violated the policies established in this document. SWE reserves the right to expel a community user that violates these policies.

4. *Conflicts of Interest* – SWE Membership shall act at all times in the best interest of SWE rather than particular special interests or constituencies. The following provides guidance regarding real, perceived, and/or potential conflicts of interest.

4.1 SWE Membership is considered to be in “conflict of interest” whenever they themselves, or member of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise.

4.2 Whether a conflict of interest may be “real”, “potential”, or “maybe perceived by oneself or others,” the same duty to disclose applies. If at any time a SWE Member has, appears to have, or believes that s/he has any conflict of interest, or that s/he is unable, or may appear to be unable to maintain professional objectivity, or to not act in the best interests of SWE on any issue because of a personal situation, employment, conflicting interest, or other reason, that member shall recuse her/himself from any position, discussion, or vote on that issue.

4.3 Full disclosure in itself does not remove a conflict of interest. On disclosure of a conflict, the presiding SWE Member has the right to ask a member to recuse her/himself from voting, from

participating in discussion, or from being present in the meeting. This right extends up to and including asking for the individual's resignation.

4.4 SWE Members must discuss any possible conflict of interest with their chain of command, SWE Board Member, SWE President, or President Elect. Recusing her/himself shall not prevent a SWE Member from participating in other activities or discussion where no conflict of interest exists.

5. ***Disposition of Complaints and Disputes involving SWE Members*** - Complaints or disputes should be discussed immediately with your SWE Leader or skip level officer. If your SWE Leader is party to the complaint or dispute or discussions have not satisfactorily resolved the issue, the issue may be brought forward to SWE's Ethics Committee. All issues will be handled based on the **Procedures for Review of SWE Member Conduct**.

6. ***External Voice of SWE*** - It is the responsibility of the SWE President, or Executive Director to speak for or provide written or computer generated material to media, associations, corporations, and government for SWE's Policy and Position. All other SWE members must be expressly authorized by the SWE President or Executive Director to represent SWE, and present or explain approved SWE statements or positions. Without this authorization, any statement by a member must be identified as providing a personal viewpoint.

*I have read and am aware of the policies stated in this document including the **Procedures for Review of SWE Member Conduct**. As a SWE Leader, I hereby agree to abide by the policies in all matters dealing with my responsibilities toward the Society of Women Engineers.*

Agreed and accepted:

By: _____

(print name)

Signature: _____

Position with SWE: _____

Date: _____

**SPECIAL FUND REQUEST SENATE ~~COMMITTEE~~ SUB-TEAM
PROCEDURE**

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I. COMMITTEE-SUB-TEAM PURPOSE

This procedure identifies the process to review Special Projects Reserve withdrawal requests.

As stated in the SWE Reserve Fund Document, section 3c:

Withdrawals from the Special Projects Reserve must be reviewed by a committee-sub-team of the Senate and the SWE Finance Committee. This committee-sub-team shall review and make their opinion known, and may inform and/or solicit feedback from the entire Senate on a case-by-case basis.

II. COMMITTEE-SUB-TEAM PROCEDURE

A. **Structure of the Sub-teamCommittee**

~~The Deputy Speaker of the Senate shall lead and provide direction to the committee.~~
The committee sub-team shall be comprised of ~~the Deputy Speaker of the Senate,~~ 4 to 6 senators from at least 3 different regions (international included), and 2 to 3 members from the Finance Committee. At the beginning of each FY, the committee sub-team members shall be selected from volunteers or appointed by the speaker, if needed.

B. **Board of Directors (BOD) Contact**

The BOD contact for the sub-teamcommittee is the Speaker of the Senate, who is responsible for providing requested withdrawals to the committeesub-team, and to communicate to the BOD the work of the committeesub-team.

C. **Duties and Responsibilities of Committee-Sub-team Lead**

1. Solicit for volunteers from the Senate and Finance Committee, ensuring the membership requirements are met.
2. Convene the committee-sub-team to conduct a review of any withdrawal requests brought forward.
3. Gather any additional information requested by the committee sub-team.
4. Present final opinion of the committee-sub-team to the BOD and Senate.
5. Any other relevant duties assigned by the Speaker of the Senate.

D. **Duties and Responsibilities of Committee-Sub-team Members**

1. Review any proposal brought forward.
2. Provide opinion on whether the request should be funded or not as it was written and presented to the committeesub-team. The BOD has final approval of proposals.

E. **Files**

Files to be maintained include:

1. This document
2. A roster of current members
3. Special Fund Request Form

Applicable References:

1. Society of Women Engineers Reserve Fund Document
2. SWE Senate Procedures

F. Distribution of This Procedure

1. Board of Directors
2. Senate
3. Reserve Fund committee
4. SWE HQ, for posting to SWE Governance Documents

III. Operating Procedures

This procedure discusses the review and subtasks performed by the committee-sub-team when needed. This committee-sub-team will be assembled every FY, and put into action as needed by the BOD and Speaker of the Senate. A timeline, which acts as a guideline for the timing of this review, is included at the end of the document.

A. Review Procedure

1. Gather committee-sub-team members based on requirements listed above.
2. Distribute proposal and any appendices to the committee-sub-team for review.
3. Hold a kickoff discussion. The following parties shall be included:
 - ~~a. The Deputy Speaker of the Senate~~
 - ~~b.a. Committee Sub-team lead and~~ members
 - ~~b.~~ Proposal submitter
4. Gather any additional information needed based on the kickoff discussion.
5. Hold second call to discuss any new information or review proposal one more time before rating.

Committee Sub-team will rate proposal based on all provided information and input from the requestors. Rating can be done by Survey Monkey, Google Forms, over the phone, etc. depending on the need to the committeesub-team, but each proposal shall be rated on following items:

 - a. Fit with Strategic Plan
 - b. Impact to Reserve Fund Balance
 - c. Other Financial Impacts (Operating Cost, recurring expenses, etc)
 - d. Immediate Need
 - e. Members impacted
 - f. Ease/Timing of execution
6. Provide formal statement with the opinion of the committee-sub-team on whether to approve the proposal or not.

B. Timeline

Proposals can be submitted at any time. Timeline will begin once a proposal has been distributed to the committeesub-team.

Timing	Tasks
August	Solicit volunteers and gather <u>committeesub-team</u> .
Day 1	Proposal provided to <u>committee-sub-team</u> by Speaker of the Senate.
by Day 6	Plan kickoff discussion with required parties.
by Day 14	Hold kickoff discussion

- by Day 21 Ask for any additional information from Requestors
- by Day 35 Hold second discussion call
- by Day 42 Rate proposal and form final opinion
- by Day 60 Provide statement to Requestors and BOD on ~~committee's~~ sub-team's opinion

IV. RECORD OF REVISION

DESCRIPTION	
Initial creation of document	March 17, 2014

V. Appendix

SWE Special Project Funding Request

Title:		Amount Requested:	
Submitted By:		Date:	

VI. Please be as detailed as possible when filling out this request form. Deliverables and metrics should be clearly laid out.

1. PROGRAM DESCRIPTION

1.1. DESCRIPTION

1.2. BACKGROUND (attached additional documentation if needed)

1.3. PRIMARY GOALS

1.4. DELIVERABLES

1.5. WHO IS RESPONSIBLE FOR WHAT

1.6. LENGTH OF PROGRAM

2. PROJECT TIMELINE

<i>Milestone</i>	<i>Duration</i>	<i>Start Date</i>	<i>End Date</i>
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3. FINANCIAL CONSIDERATIONS

3.1. COST ESTIMATE

3.2. IMPACT TO RESERVE FUND (to include ongoing special projects)

3.3. IMPACT TO OPERATING BUDGET

3.4. RECURRING EXPENSES

4. STRATEGIC PLAN ALIGNMENT

4.1. HOW THIS PROGRAM FITS INTO CURRENT STRATEGIC PLAN (GOAL/OBJ)

4.2. FUTURE CONSIDERATIONS / STRATEGY FOR SOCIETY

5. TARGET AUDIENCE

5.1. MEMBER GROUPS TARGETED

5.2. LOCATION BASED (U.S, LOCAL SECTION, GLOBAL, ETC)

6. STAFFING / VOLUNTEER NEEDS

6.1. STAKEHOLDERS

6.2. STAFFING NEEDS

6.3. VOLUNTEER NEEDS

7. DETERMINING PROGRAM SUCCESS

7.1. METRICS (be specific)

7.2. WHO IS SUCCESS REPORTED TO

8. COMMUNICATION CHANGE NEEDED / ANTICIPATED QUESTIONS

9. ALTERNATIVES CONSIDERED