



# Society of Women Engineers

Baltimore - Washington Section

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## **P3 MANUAL POLICIES, PROCESSES, AND PROCEDURES**

**Adopted  
August 30, 2006**

**SOCIETY OF WOMEN ENGINEERS  
BALTIMORE-WASHINGTON SECTION  
POLICIES AND PROCEDURES MANUAL**

**TABLE OF CONTENTS**

<b>1.0</b>	<b>PURPOSE</b> .....	5
<b>2.0</b>	<b>EXECUTIVE COUNCIL</b> .....	5
<b>3.0</b>	<b>FISCAL POLICY</b> .....	5
3.1	Annual Budget.....	5
3.1.1	Budget Guidelines.....	5
3.1.2	Project Implementation Proposal.....	5
3.1.3	Reimbursement of Budgeted Expenses.....	6
3.2	Operating Funds.....	6
3.2.1	Purpose.....	6
3.2.2	Sources of Income.....	6
3.3	Project Funds.....	6
3.3.1	Purpose.....	6
3.3.2	Sources of Income.....	6
3.4	Contingency Reserve Funds.....	6
3.4.1	Purpose.....	6
3.4.2	Level of Funds.....	6
3.4.3	Requirements for Coverage.....	7
3.5	Accounting Procedures.....	7
3.5.1	Financial Reporting.....	7
3.5.2	Audit.....	7
<b>4.0</b>	<b>INVESTMENT POLICY</b> .....	7
4.1	Purpose.....	7
4.2	Objective.....	7
4.3	Eligible Securities.....	7
4.4	Maturity Constraints.....	8
4.5	Reporting.....	8
4.5.1	Financial Investment Committee.....	8
4.6	Decision Authority.....	8
4.7	Section Investment Policy Review.....	8
4.8	Financial Consultant Review.....	8
<b>5.0</b>	<b>PROGRAM PLAN</b> .....	8
5.1	Purpose.....	8
5.2	Reserve Funds.....	9
5.3	Spending Plan.....	9
5.4	Approval Process.....	9
5.5	Section Program Plan Review.....	9
<b>6.0</b>	<b>ANNUAL BUDGET PROCESS</b> .....	9
6.1	Budget Input Procedures.....	9
6.2	Purchasing Procedures.....	10
6.3	Reimbursement Procedures.....	10
<b>7.0</b>	<b>MEMBERSHIP</b> .....	11
7.1	Membership Numbers.....	11
7.2	Member Grades and Definitions.....	11
7.3	Voting Rights.....	12
7.3.1	National Membership Grades and Voting Information.....	12
7.3.2	Region and Section Membership Grades and Voting Information.....	12
<b>8.0</b>	<b>NEWSLETTER</b> .....	13
8.1	Publication Timeline/Protocol.....	13
<b>9.0</b>	<b>ELECTRONIC COMMUNICATIONS</b> .....	14
9.1	Executive Council.....	14
9.1.1	Electronic Voting Procedures.....	14

9.2	Membership .....	15
<b>10.0</b>	<b>WEBSITE .....</b>	<b>15</b>
<b>11.0</b>	<b>EVENT PLANNING PROCESS .....</b>	<b>16</b>
11.1	Event Types.....	16
11.2	Event Planning .....	17
11.2.1	Member Survey .....	17
11.2.2	Venue.....	18
11.2.3	Speaker .....	18
11.2.4	Date .....	18
11.2.5	Registration.....	19
11.3	Event Pricing.....	19
11.3.1	Direct and Indirect Expenses .....	19
11.3.2	Attendee Cost .....	19
11.4	Event Attendance .....	20
11.4.1	Attendee Definitions.....	20
11.4.2	Membership Verification.....	21
11.4.3	Event Attendance Tracking .....	21
11.5	Event Policies.....	21
11.5.1	Registration Policy .....	21
11.5.2	Cancellation Policy.....	22
11.5.3	Returned Check Fees .....	22
<b>12.0</b>	<b>SCHOLARSHIP PROCEDURES .....</b>	<b>23</b>
12.1	Science Fair Campership.....	23
12.2	ImagiNations University Design Competition .....	24
<b>13.0</b>	<b>FUND DEVELOPMENT .....</b>	<b>24</b>
13.1	Income .....	24
13.2	Income Sources .....	24
13.3	Donation Types .....	25
13.4	Solicitation Guidelines .....	25
13.5	Fund Development Timeline .....	26
13.6	Advertising .....	26
<b>14.0</b>	<b>PUBLIC RELATIONS .....</b>	<b>26</b>
<b>15.0</b>	<b>NOMINATING PROCESS .....</b>	<b>27</b>
15.1	Nominating Committee .....	27
15.2	Soliciting Candidates.....	27
15.2.1	Candidate Requirements .....	27
15.2.2	Committee Interest .....	27
15.2.3	Vacancies.....	28
15.3	Officer Slate Notification .....	28
15.4	Ballot Process.....	28
<b>16.0</b>	<b>BYLAWS AMENDMENTS .....</b>	<b>29</b>
<b>17.0</b>	<b>ACRONYMS .....</b>	<b>31</b>
<b>APPENDIX A – Executive Council Organization Chart .....</b>		<b>32</b>
<b>APPENDIX B – Position Descriptions .....</b>		<b>33</b>
Officers.....		33
Committees.....		33
<b>APPENDIX C – Project Implementation Proposal .....</b>		<b>36</b>
Project Implementation Proposal Guidelines .....		36
Sample PIP #1 .....		37
Sample PIP #2 .....		40
<b>APPENDIX D – Sample Budget.....</b>		<b>44</b>
Sample Budget .....		44
Sample Budget Input #1 .....		48
Sample Budget Input #2 .....		48
<b>APPENDIX E – Tax Exempt Certificates .....</b>		<b>49</b>
MD Sales and Use Tax Exemption Certificate .....		49
VA Retail Sales and Use Tax Certificate of Exemption.....		50
Vendor Tax Exempt Accounts .....		51
<b>APPENDIX F – Expense Reimbursement Form .....</b>		<b>52</b>

Expense Reimbursement Form.....	52
<b>APPENDIX G – Electronic Communications Guidelines .....</b>	<b>53</b>
Executive Council Distribution List .....	53
Sample E-mail Motion #1.....	53
Sample Motion #2 .....	54
Membership Distribution List .....	55
Announcement Submission Guidelines .....	56
Sample E-mail .....	57
<b>APPENDIX H – Website Update Request Form .....</b>	<b>60</b>
<b>APPENDIX I - Membership Meetings Responsibilities .....</b>	<b>61</b>
Venue .....	61
Speaker.....	61
Attendance.....	62
Sample Event Policy Wordings.....	62
<b>APPENDIX J – Member Involvement Forms.....</b>	<b>63</b>
Committee Interest Form.....	63
Member Spotlight Form .....	64
<b>APPENDIX K – Event Attendance Forms.....</b>	<b>65</b>
Meeting Attendance, Income, and Expense Form.....	65
Networking Lunch Attendance Form .....	66
Activity Attendance Form .....	67
<b>APPENDIX L – Sample Ballots .....</b>	<b>68</b>
Sample Election Ballot.....	68
Sample Bylaws Ballot .....	70

**EXTERNAL REFERNCE DOCUMENTS**

- A. Society Bylaws
- B. Region E Bylaws
- C. E001, Baltimore-Washington Section Bylaws
- D. Robert’s Rules of Order Newly Revised (tenth edition)

**Document History:**

DATE	REVISION	REVISION/CHANGE DESCRIPTION	PAGES AFFECTED
August 30, 2006	N/A	Initial Issue	

## **1.0 PURPOSE**

The purpose of this document is to provide detailed information on processes, policies and procedures of the Society of Women Engineers (SWE) - E001, Baltimore-Washington Section (BWS or Section). This document is maintained by the Section's internal communications secretary (ICS). This document should be reviewed yearly by the Section executive council (EC). Any updates should be discussed at the annual Section planning meeting and a new version of the document adopted by the September EC meeting.

## **2.0 EXECUTIVE COUNCIL**

The EC is the governing body of the Section. The EC is comprised of the officers and chairs of committees. An organization chart and is available in *Appendix A*. Position descriptions for officers and committees are available in *Appendix B*.

The EC meets regularly throughout the fiscal year (FY) to conduct the business of the Section, including event planning, preparing and approving a budget, and determining and updating Section goals. Meetings are conducted using Robert's Rules of Order.

Although most business is conducted in person at meetings, the EC may also conduct Section business via teleconference, e-mail and other electronic means. Procedures for conducting business via e-mail and other electronic means, including submission of and voting on motions electronically, are outlined in *Section 9*.

Officers of the Section are expected to attend each EC meeting. Committee chairs are encouraged to attend each meeting. Officers, committee chairs and committee members are also encouraged to participate in and attend Section events such as monthly membership meetings, networking lunches and student outreach events.

## **3.0 FISCAL POLICY**

The fiscal year (FY) for the Section corresponds to that of the Society, currently July 1<sup>st</sup> to June 30<sup>th</sup>. The Section has a number of income sources: the SWE rebate, corporate donations, awards, program income, newsletter income, interest income, member donations, and region conference overages. The Section expenses include operating expenses and programmatic expenses. There are three categories of funds in the Section treasury: operating funds, project funds, and contingency reserve funds.

### **3.1 Annual Budget**

The Section president and treasurer will submit a draft Section budget at the annual Section planning retreat held at the beginning of each new FY, typically in July. The draft budget will be an agenda item for the retreat. If necessary, a revised budget will be presented and approved at the September EC meeting. Specific budget line items may be approved in the interim of the final annual budget being approved, so that events and activities may be take place. All efforts should be taken to create and approve a balanced budget. All budget amendments must be approved by the EC.

#### **3.1.1 Budget Guidelines**

All budget items must be reviewed by the EC to ensure that they are consistent with the Society's and the Section's goals and objectives. In addition, all budget items must comply with regulations for nonprofit organizations and federal income tax exemption. The EC must determine how the expenses included in the budget will be financed and whether or not the Section has or is likely to receive sufficient funds to cover the expenses of budgeted activities in a timely manner.

#### **3.1.2 Project Implementation Proposal**

All budget requests for new projects must be accompanied by a Project Implementation Proposal (PIP) form, a sample of which is available in *Appendix C*. All projects having expenses of \$500 or more must have a budget approved in advance of the project the EC. Recurring budget items must be approved each year, following the same time schedule as the draft and final budget. If the recurring line item is for a project, the EC will consider how the project was operated and if it met its objectives prior to releasing additional funds.

### **3.1.3 Reimbursement of Budgeted Expenses**

Requests for reimbursement of budgeted expenses must correspond to a line item in the approved annual budget. These requests should be sent to the Section treasurer using the expense reimbursement form. Receipts for the full amount requested must accompany the reimbursement form.

Any expenditure that will exceed its budgeted line item amount by ten (10) percent or more must be approved in advance of purchase of the item by the EC. Advanced funds must be accounted for exactly with receipts for all expenses. For an expense for which it is not possible to obtain receipts (such as parking meter costs) a detailed log with reasonable amounts may be substituted.

## **3.2 Operating Funds**

### **3.2.1 Purpose**

The operating funds are intended for the general operations of the Section. Currently, these operations include the officers' administrative expenses, Section newsletter expenses, meeting expenses, student outreach expenses, collegiate liaison expenses, and program expenses. In addition, Section committee chairs can request reimbursement of expenses related to their position, in accordance with the approved budget. If a committee chair believes that she will not be able to obtain employer support for these expenses, an estimated budget line item request should be provided to the Section treasurer at the time the annual budget is drafted.

### **3.2.2 Sources of Income**

The sources of income for the operating funds are the SWE rebate, interest income, program income, and newsletter income. The balance of the operating funds at the end of the FY should be no more than \$25,000. Any funds in excess of \$25,000 should be transferred to the project funds.

## **3.3 Project Funds**

### **3.3.1 Purpose**

The project funds are intended for the programmatic activities of the Section. An estimated budget line item request must be provided for each project when the new FY's annual budget is being drafted.

### **3.3.2 Sources of Income**

The sources of income for the project funds are corporate donations, awards, membership donations, and region conference overages. In addition, the project fund may receive transfers of excess funds from the operating funds.

## **3.4 Contingency Reserve Funds**

### **3.4.1 Purpose**

The primary function of this fund is to cover losses incurred as part of the Section's activities. However, it is not reasonable to expect the Section to cover losses that have been caused by gross fiscal irresponsibility or neglect. Therefore, the oversight procedures described in this section must be followed before the Section will cover the losses.

### **3.4.2 Level of Funds**

The contingency reserve funds should be maintained at a level sufficient to cover the potential losses for one FY, approximately \$10,000. This amount should be reviewed annually following the planning retreat and budget discussion. Changes in the required amount must be approved by the EC.

The amount in the contingency reserve funds can drop below the designated requirement in one of two ways: an increase in the required amount or an expenditure to cover a loss. Both of these cases require a vote of the EC. At the same time, a method and time frame for replenishing the funds should be designated. Possible methods include: transferring the required amount from the project funds, if available; designating regional conference overages to the contingency reserve fund; transferring the required amount from the operating fund.

### **3.4.3 Requirements for Coverage**

For losses to be covered, the expenditure in question must have been reviewed and approved by the EC. The approval can stipulate that losses caused by a particular function or activity are not covered. As soon as it appears that a loss may be incurred, the EC should be informed. The individuals chairing the activities must work with the EC as needed and take appropriate actions to adjust expenses or generate additional income to minimize losses.

If an activity does result in a loss, and these procedures have been followed, the individuals chairing the activity must prepare a report to present to the EC monthly meeting requesting that the Section cover the losses. The EC should review whether the activity chair(s) acted appropriately and the losses are justifiable. A vote of the EC is required for the losses to be covered. If the EC determines that the activity chair(s) inappropriately contributed to the losses, the EC can decide to cover none or only a portion of the losses. This policy applies to all Section activities.

## **3.5 Accounting Procedures**

As directed by the Section bylaws, the Section treasurer will collect, safely keep, and distribute the funds of the Section. The Section president and treasurer will sign checks for the Section.

### **3.5.1 Financial Reporting**

The Section treasurer will keep an exact account of all receipts and expenditures. She will present a financial report at monthly EC meetings and at meetings of the membership, as required, and will answer inquiries on financial matters. This financial report will be based on the approved Section budget. The Section treasurer will prepare and sign a year-end financial report for the Section and submit this report, along with an account of all receipts and expenditures for the year, to the Society treasurer. The Section president will review and sign the year-end financial report.

### **3.5.2 Audit**

The audit committee ensures that the Baltimore-Washington Section conducts a review of its accounting each year. The review or formal audit for each fiscal year (July 1 – June 30) is to be completed by January 31 of the following calendar year. The yearly audit will consist of a review of the Section financial books to ensure receipts match expenses and balances are accurate. A full audit of the Section's accounting shall be conducted every 5 years. The Audit Committee should consist of the auditor (Section member or external firm) and the current treasurer. If the current treasurer also served as treasurer the previous year, a Section member will be appointed to review the books for that year or act as the liaison between the Section and the external firm conducting the audit.

## **4.0 INVESTMENT POLICY**

### **4.1 Purpose**

The purpose of this statement is to set forth the policy and operations factors governing the investment management of various operating and reserve balances of cash belonging to the Section, herein referred to as the "portfolio."

### **4.2 Objective**

The investment objective of the portfolio is to:

1. First and foremost, insure the safety of the investment principal,
2. Provide for a reasonable amount of portfolio liquidity, and
3. Maximize the income yield for the total portfolio.

A secondary objective of the portfolio is to structure maturities so that known cash needs are met on a periodic basis as requested by the Section.

### **4.3 Eligible Securities**

The following securities are eligible investments for the Portfolio:

1. The following bonds:
  - a) Certificates of Deposits (CDs) -- issued by a bank with varying maturity dates including Callable CDs.



- b) Treasury Bills (T-Bills) -- issued by the U.S. Government with maturity dates of one year or less
  - c) Treasury Notes (T-Notes) -- issued by the U.S. Government with maturity dates of 2 to 10 years including Callable Treasury Notes.
  - d) Agency Securities -- issued by U.S. Federal Agencies with varying maturity dates including Callable Agency Securities.
  - e) Investment Grade Corporate Bonds – AAA, AA, A (Cat, GM, Ford, AT&T)
2. Money Market Funds for temporary cash flow needs.

#### **4.4 Maturity Constraints**

Investments shall be made for the Portfolio which have a final maturity of not more than ten (10) years from the date of purchase. Investment maturities shall be structured, i.e. "laddered", to provide liquidity of at least one quarter or \$10,000 of the account balance every six months, whichever is less.

The current SWE BWS MBNA CD shall, upon maturity, be reinvested. Staggering maturity dates should be chosen if the money is placed into smaller denomination CDs.

No more than \$25,000 (\$15,000 Operating Expenses, and \$10,000 Contingency Reserve) of the Section net assets shall be maintained in money market (financial management) and/or savings accounts. The balance of the assets shall be invested in the eligible securities listed above.

#### **4.5 Reporting**

Investment status of the Section portfolio shall be reported monthly to the Section EC, as part of the treasurer's report, and at the annual Section planning retreat.

##### **4.5.1 Financial Investment Committee**

The financial investment committee is responsible for reviewing current and proposing future financial investments of Section, reviewing the Section investment policy and evaluating the performance of the Section financial consultant. The financial investment committee may follow the guidance of the financial consultant. This committee is chaired by the treasurer. Committee members should have background in financial investment and/or personal investment experience.

#### **4.6 Decision Authority**

All investments (changes and additions) recommendations will be determined by the financial investment committee. These investment recommendations shall be discussed and approved by the Section EC prior to being administered by one of the account owners (Section president or treasurer) of the Smith Barney financial management account.

#### **4.7 Section Investment Policy Review**

The Section investment policy should be reviewed every three (3) years, at a minimum, by the financial investment committee and any recommendations presented at the annual Section planning retreat and EC meetings. Any changes to the policy shall be discussed and approved by the Section EC.

#### **4.8 Financial Consultant Review**

The performance of the Section's chosen financial consultant shall be reviewed once a year, at a minimum, by the financial investment committee, and any recommendations presented at the annual Section planning retreat and EC meetings. Any decisions to select a new financial consultant shall be discussed and approved by the Section EC.

## **5.0 PROGRAM PLAN**

### **5.1 Purpose**

The purpose of this plan is to describe the Section's goals for use of the Section's reserve funds. This plan will be used for the Section's internal planning purposes, and may be used as supporting documentation when soliciting financial support from industry. Reliance on the Section's reserve funds should not be in lieu of financial support that can be

solicited from industry.

## **5.2 Reserve Funds**

As referenced herein, the Section's reserve funds consist of the overage received by the Section for hosting the 2000 SWE National Conference, as well any other undesignated funds invested on behalf of the Section. Refer to the Investment Policy section of this document for investment objectives.

## **5.3 Spending Plan**

It is the Section's intent to maintain the reserve funds as a source for future interest income. The principal may be used with the express approval of the Section's EC. Interest income and principal may be spent as follows:

- Interest income up to \$3000 or 50% of the expected interest income for the year, whichever is greater, may be used for routine Section operating expenses and programs each year, where those expenses cannot be covered by other sources. Routine operating expenses include such items as copying, postage, and officer supplies. Routine programs include monthly meetings and career guidance activities such as science fairs and student outreach events.
- The remaining interest income, and any use of the principal, will be requested on a case-by-case basis through the PIP process. Examples of programs requiring a PIP include seminars, Science and Engineering Education Development program (or similar), scholarships and special member or corporate recruiting events. Refer to the PIP guidelines included in *Appendix C* for details of the process.
- Principal may only be used with the express approval of the EC.
- Interest income not allocated during a FY will be added to the reserve funds.

## **5.4 Approval Process**

Use of the identified percentage for routine Section operating expenses and programs does not require a PIP. It does, however, require the EC to approve the use of the funds through the Section's normal budget approval process.

BWS members interested in using a portion of the interest income or principal must prepare a PIP and submit it to the EC for approval. A PIP covers funding for a single FY, unless otherwise specified in the proposal and approved by the EC. The EC may require a financial report of the project once completed, or interim financial reports for multi-year projects.

The criteria to be used by the EC in reviewing PIPs include, but are not limited to:

- Thoroughness of the proposal,
- Other potential sources of funding for the project,
- Competing requests for reserve funds,
- Consistency of the project with Society goals,
- Overall impact (e.g. number of people reached, potential to influence young women, visibility), and
- Repeatability of the project, as appropriate.

The review and approval of a PIP will be according to the Section's current policies governing EC voting and approval. Documentation of PIPs reviewed and approved will be maintained per the Section's current record retention policy.

## **5.5 Section Program Plan Review**

The Section Program Plan will be reviewed once a year at the annual Section Planning Retreat. Any changes to the plan will be discussed and approved by a majority of the Section EC.

# **6.0 ANNUAL BUDGET PROCESS**

## **6.1 Budget Input Procedures**

All officers and committee chairs are required to submit budget line item estimates to the treasurer prior to the annual Section planning retreat. The amount desired for each line item should consider all aspects of supplies, etc. needed for the line item. A spreadsheet of the line item breakdown should be made available for review by the EC prior to

approval. At the planning retreat, each line item will be reviewed. A sample budget and examples of line item breakdowns are available in *Appendix D*.

Once the yearly budget has been approved, any changes to the budget require approval by a majority of the EC. Requests for new line items must include a cost breakdown. Requests to increase a line item must include justification as to why additional funds are necessary.

## **6.2 Purchasing Procedures**

1. When possible, a sponsor should be solicited for all item costs prior to purchase.
2. Prior to purchase, at least two vendors should be contacted regarding price for the items needed. When possible, the vendor with the lower price should be used.
3. Purchases not requiring EC approval are those items that are within the approved budget and do not exceed \$100.00 in cost, except for those items noted in procedure 4.
  - All purchases exceeding the approved budget shall require EC approval in advance.
  - All purchases made for a particular committee, regardless of the purchaser's position, require approval by their respective EC representative with concurrence from the committee chair. If the EC representative is the purchaser or is unavailable, the treasurer is to be contacted for approval.
4. All software/computer purchases require board approval. All purchases of non-disposable items greater in cost than \$50.00 require board approval.
  - Non-disposable items include any items that will be transferred from year to year, e.g., projector, screen and display board.
  - Disposable items include reams of paper, notebooks, envelopes, stamps, staples, tape, labels, etc. and do not require board approval provided that the purchases are within the approved budget and do not exceed \$100.00 in cost.
5. Receipts are required for reimbursement. For any purchase accompanied by a contract, forward the contract to the treasurer for approval and signature prior to purchase.
6. The Section has a tax exemption certificate which is valid for use in the States of Maryland and Virginia. If possible, purchase all supplies using these certificates. Copies of the Section's tax exempt certificates as well as vendor tax-exempt account numbers are provided in *Appendix E*. Additional copies are available from the treasurer.
7. Prior to purchase, verify expenses against the current amount remaining in that budget line item. Any expenditure that will exceed its budgeted line item amount by ten (10) percent or more must be approved in advance of the purchase by a majority of the EC.

## **6.3 Reimbursement Procedures**

Requests for reimbursement of budgeted expenses must correspond to a line item in the approved annual budget. These requests should be sent to the Section treasurer using the expense reimbursement form. Receipts for the full amount requested must accompany the reimbursement form, and taped to a sheet of 8.5" x 11" paper. Requests for reimbursement must be submitted within thirty (30) days of purchase or date of event. An example expense reimbursement form is available in *Appendix F*.

Advanced funds must be accounted for exactly with receipts for all expenses. For an expense for which it is not possible to obtain receipts (such as parking meter costs) a detailed log with reasonable amounts may be substituted.

All expenses must be submitted and received by the treasurer by June 20<sup>th</sup> so that the FY books can be completed and closed.

## **7.0 MEMBERSHIP**

SWE, founded in 1950, is a not-for-profit educational and service organization. SWE stimulates women to achieve full potential in careers as engineers and leaders, expands the image of the engineering profession as a positive force in the quality of life, and demonstrates the value of diversity. SWE membership provides the vehicle for you to give back to the community through outreach programs that encourage young girls to find and follow their dreams as future engineers. SWE currently has over 18,000 members. The benefits of SWE membership come in many forms - from the empowerment of finding the right mentor to the satisfaction of seeing the look on the face of a 12-year-old girl successfully completing a science project and “getting it” for the first time.

### **7.1 Membership Numbers**

Each SWE member is assigned a membership number. The membership number is a six-digit number. This is not the same as the login id used to access the SWE directory, membership services, or other areas of the SWE website.

SWE members that joined the Society prior to 2003 had a different membership number, which consisted of member grade letter, two-digit year of joining, and four numbers (i.e. S923378). Those numbers are no longer valid.

Members can look up their individual membership number by viewing their profile in the SWE directory.

### **7.2 Member Grades and Definitions**

SWE membership grade is assigned at the time of membership and is determined by the number of years of engineering experience. Once a member of the Society, an individual can submit a request for membership upgrade provided they qualify for the higher grade and submit the necessary information online via the Member Services Center, <http://www.swe.org/memberservices>.

There are six grades of membership in the Society open to individuals: Collegiate (T), Affiliate (B), Associate (A), Member (M), Senior (S), Fellow (F) and Honorary (H). Collegiate member grade refers to students in college that are not employed full-time in engineering. The qualifications for the four applicable grades are summarized in Table I.

Fellow Grade and Honorary Members are elected by the Society and require letters of recommendation.

Life membership is available to all grades for a \$2000 donation to the Society. Annual dues are waived for Life Members. In order to identify life members, the letter ‘L’ is added as part of the membership designation. The use of the letter ‘L’ in no way designates membership status.

In addition to individual memberships, corporations wishing to join the Society may do so, and are referred to as corporate members. Each corporate member received ten (10) individual Society memberships each year. Those utilizing the memberships from the corporation are assigned membership grades per the individual’s engineering experience. In order to identify those members utilizing the memberships from a corporate member, the letter ‘C’ is added as part of the membership designation. The use of the letter ‘C’ in no way designates membership status.

Members that are unemployed receive a discount on their annual membership dues. In order to identify members that have designated their employment status as unemployed, the letter ‘U’ is added as part of the membership designation. The use of the letter ‘U’ in no way designates membership status.

For up to two (2) years after graduation, recent graduates are eligible for a reduced fee for annual Society dues while acclimating to professional life. The use of the combination of ‘MT’ or ‘M2’ indicates a member that has recently graduated – ‘MT’ referring to graduation within the past twelve (12) months; ‘M2’ referring to graduation within the past twenty-four (24) months. Members with this designation are professional members of the Society and have the same rights and privileges as those with the sole designation of ‘M.’

Those members qualifying for an upgrade to the Senior ‘S’ membership designation can complete the necessary information on-line at the Society Member Services website, <http://www.swe.org/memberservices>.

EDUCATIONAL REQUIREMENT			ENGINEERING EXPERIENCE REQUIRED FOR GRADE <sup>2,3</sup>			
Degree	School <sup>1</sup>	Points	B=Affiliate	A=Associate	M=Member	S=Senior Member
Engineering Engineering Tech P.E. License	ABET or SWE Approved or Recognized	5	(not applicable)	(not applicable)	less than 6 years	6 or more years
Computer Science Mathematics Physics Physical Science	ABET or SWE Approved or Recognized	3	(not applicable)	less than 2 years	2 to 8 years	8 or more years
Computer Science Mathematics Physics Physical Science	Non ABET or Non Recognized	0	(not applicable)	less than 5 years	5 to 11 years	11 or more years
Other, BA, No Degree	ABET or Non ABET	0				
None Required	None Required		Sponsored by COR Member Section Pres or Governor	(not applicable)	(not applicable)	(not applicable)
Total Points Required for Grade			0	0 - 5 points	5 - 11 points	11 or more points
Notes: <sup>1</sup> Bachelors of Science or Advanced Degree of Science <sup>2</sup> One year of experience equals one point. Experience must be of increasing importance. <sup>3</sup> Masters Degree in Engineering equals one year. Ph.D. in Engineering equals two additional years.						

Table I. Membership Grade Requirements

### 7.3 Voting Rights

Not all members of the Society have voting rights. The member grade assigned indicates a member's voting rights. Corporate members (actual corporations) do not have voting rights. Individuals utilizing memberships allotted to their corporations have voting rights based upon the member grade assigned to their account.

#### 7.3.1 National Membership Grades and Voting Information

Professional Members (M) - full voting rights; may not run for office of the Society's president-elect or president

Senior Members (S) - full voting rights; may run for any office

Fellows (F) - full voting rights; may run for any office

Associate (A), Affiliate (B) - no voting rights; may not run for region governor or any office on the Board of Directors (BOD)

Honorary (H), and Collegiate (T) Members - no professional voting rights; may not run for professional office

#### 7.3.2 Region and Section Membership Grades and Voting Information

Section bylaws follow the national bylaws regarding membership grades. National bylaws stipulate that only members with full voting rights can run for the office of President, Treasurer or Section Representative. Section bylaws add that only voting members of the Section can run for office (all offices are listed).

Professional (M) - full voting rights; may run for any section or region office

Senior Members (S) - full voting rights; may run for any section or region office

Fellows (F) - full voting rights; may run for any section or region office

Associate (A) and Affiliate (B)\*\* - voting rights for section reps only; may not run for section or region office

Collegiate (T) - may not run for professional office; may vote for collegiate positions, such as region collegiate representative, and local collegiate section officers

Honorary (H) - no voting rights; may not run for section or region office

\*\*The number of associate and affiliate members of the Section is statistically low and those members have not been active in planning or attendance at Section activities for many years. Although eligible to vote for section representative(s), the rarity of having a contested election for that office, the limited number of members of those grades, and the low participation rate of those grades, result in the Section not expending the time or money to produce separate section representative-only ballots for those member grades.

## **8.0 NEWSLETTER**

A Section newsletter, like the SWE Magazine is a key benefit to Section members. The newsletter keeps members informed of various Section activities, but also provides information on region and national events, Society policies, and technical information such as papers, websites and workshops. The Section publishes a newsletter to the membership between the months of September and June. Based upon the amount of information available or publication costs, the EC may decide to alter the publication schedule.

The newsletter is eight (8) pages in length. Regular feature articles are to be included in each edition, as outlined in the newsletter award criteria. Additional articles and information can be included where space allows.

The newsletter is published in both paper and electronic format. Paper newsletters are only sent to current members of the Section (dues paid for the current FY). An copy of the newsletter is posted on the Section website and is viewable by anyone. Membership subscribing to the electronic communications distribution list will be notified when the electronic version of the newsletter is posted.

If the EC determines that the publication of a paper newsletter is no longer of benefit to the membership, resulting in only an electronic copy created, efforts must be made to ensure that all members of the Section still have access to the information in the newsletters so as to not do them a disservice; some members do not have electronic access, have not provided their e-mail address, or have requested not to receive e-mails from the Section.

### **8.1 Publication Timeline/Protocol**

Submissions to the newsletter are due by the 1<sup>st</sup> of the month prior to publication (i.e. September 1<sup>st</sup> for the October newsletter). Due to the timing of the annual planning retreat, submissions for the September newsletter are accepted until August 10<sup>th</sup>. When a June newsletter is published, the submission deadline may be extended as late as May 31<sup>st</sup> in order to include election result information; the June newsletter would then be published mid-to-late June. Table II outlines all of the established Section newsletter deadlines.

At least two (2) other members of the EC should review the format and content of the newsletter each month, prior to publication, typically the ICS and one other officer. Once approved, the newsletter file is sent for publication. For paper distribution, the newsletter file should be sent by the 15<sup>th</sup> of the month, with the 20<sup>th</sup> of the month being the absolute latest send date.

Minuteman is the company utilized for publishing (printing, folding, sealing, stamping, etc.) and mailing the Section newsletters. At the same time the newsletter file is sent for publishing, the mailing coordinator emails a spreadsheet with member addresses to the publishing company so that labels can be created. Member addresses should also be delivered to the publishing company by the 20<sup>th</sup> of the month so that the newsletters can be printed and mailed to the members as soon as possible. Delivery of the newsletter should occur by the 1<sup>st</sup> of the month, with the 5<sup>th</sup> of the month as the absolute latest delivery date (with the exception of the June newsletter). The return address printed on the back of the newsletter should contain the mailing coordinator's contact information. Returned newsletters to the mailing coordinator should be recorded. It is the responsibility of the mailing coordinator to notify the membership chair to



request the member to update their membership information and address in the SWE database.

<u>Submission Deadline</u>	<u>Newsletter Creation Deadline</u>	<u>Internal Newsletter Review/Approval</u>	<u>Publication Submission</u>	<u>Newsletter Delivery</u>
August 10	August 15	August 18	August 20	September 1
September 1	September 10	September 13	September 15	October 1
October 1	October 10	October 13	October 15	November 1
November 1	November 10	November 13	November 15	December 1
December 1	December 10	December 13	December 15	January 1
January 1	January 10	January 13	January 15	February 1
February 1	February 10	February 13	February 15	March 1
March 1	March 10	March 13	March 15	April 1
April 1	April 10	April 13	April 15	May 1
May 31	June 5	June 7	June 10	June 20

Table II. Newsletter Publication Deadlines

Within a week of the paper newsletter delivery, an Adobe PDF version of the newsletter should be submitted to the webmaster for posting on the Section website.

Given the publication schedule for the newsletter, any additional information regarding an event, including a change in date, location or resource needs, should be sent to the membership via electronic communications and posting on the Section website. A note should be made that the information is different from that published in the newsletter.

## ***9.0 ELECTRONIC COMMUNICATIONS***

### ***9.1 Executive Council***

As email access has spread, it has become a significant means of communication within the Section leadership. EC reports, meeting agendas, motions, and other information are frequently distributed via the [bws-ec@swe-bws.org](mailto:bws-ec@swe-bws.org) electronic distribution list. Each FY the electronic distribution list alias should be updated by the Section president so that all members of the section EC are subscribers (officer, committee chair, committee members). Section members that are not official council members may be added to the alias if requested. Additional information on the EC distribution list is available in *Appendix G*.

Some EC members may not have access to email, or cannot receive attachments. In such cases, the EC member should work with the ICS to develop a mutually agreeable method of communication. This could be via US mail, fax, phone, posting on the section website, or another SWE member with email who could relay information to/from the EC member.

The ICS shall track all motions and action items made via e-mail the same as those made via EC meetings, distributing the lists to the EC for review monthly.

#### **9.1.1 Electronic Voting Procedures**

The bylaws permit voting by email. This procedure provides a method for distributing motions, discussions, and votes via email.

The person initiating the motion must prepare the motion and discussion and have a previously arranged "seconders," who will be cited in the e-mail. The initiator sends the motion and discussion/background to the ICS, who will distribute the motion. The motion is sent to all EC members, which includes the section officers, committee chairs, and committee members.

Depending upon the time frame required for a decision, the ICS will define how much time is permitted for discussion (usually one to two days), the date when voting will begin, and the date when voting will be completed. One week should normally be provided for voting. The ICS will indicate that all comments and responses to the motion should be

sent to everyone via the [bws-ec@swe-bws.org](mailto:bws-ec@swe-bws.org) alias. The actual vote on the motion should be sent directly to the ICS and be specified in the body of the e-mail. All members of the EC may participate in the discussion, however only officers may vote.

The ICS will request the section officers immediately send a reply to her indicating they have received the motion.

Votes are to be sent to the ICS, who will tally them, send out reminders as necessary, and announce the passage/failure of the motion. The ICS will record and retain the votes.

If the ICS is unavailable during the timeframe a motion and discussion needs to occur, the Section president should conduct the vote, forwarding the votes and results to the ICS once the vote has been completed.

Sample e-mail motions are available in *Appendix G*.

## 9.2 Membership

As email access has spread, it has become a significant means of communication within the Section membership. Event announcements, call for volunteers, and Society news are frequently distributed via the [bws-communications@swe-bws.org](mailto:bws-communications@swe-bws.org) electronic distribution list. Additional information on the member distribution list is available in *Appendix G*.

Subscriptions to the [bws-communications@swe-bws.org](mailto:bws-communications@swe-bws.org) distribution list are open to both members and non-members. Although notification of a vote can occur over e-mail, conducting elections or approving motions via the [bws-communications@swe-bws.org](mailto:bws-communications@swe-bws.org) e-mail distribution list is not a viable option due to the effort to verify those responding are in-deed current voting members of the Section. Instead, other paper or electronic voting methods should be utilized.

Each month new members to the Section should be invited to join the email distribution list to ensure they receive up-to-date information on Section activities. Where possible, members should be identified in the distribution list as a means to identify the percentage of members that are subscribed.

At least once a year a 'scrub' on the distribution list should occur. Those subscribed that are not members should be contacted to verify their desire to continue to receive information on Section activities. Those interested in remaining on the list should also be contacted by the membership committee as potential members.

All announcements and other information to be sent to the membership must be sent to the electronic communications committee for approval prior to sending. Announcements and other information included in emails to the membership should be formatted per the specified guidelines and sent to the [ecomunications@swe-bws.org](mailto:ecomunications@swe-bws.org) account. Only key information about events will be sent via email; the Section website will be used to provide additional information about the event. Sample announcements are available in *Appendix G*.

Announcements regarding call for volunteers for events not currently on the BWS calendar should be sent to the appropriate officer for review first (i.e. DOE Science Bowl, Career Fairs, Computer Mania Day, Speaker Requests, etc.). Announcements for large job fairs may be approved for distribution based upon the event. Announcements for individual company job openings or job fairs **MAY NOT** be sent via e-mail. These should be directed to the SWE Career Resource Center or to the treasurer as a possible newsletter advertisement. Complete guidelines for e-mail announcement submissions to the membership distribution list are available in *Appendix G*.

Emails to the membership should be limited to once per week. If a second email is needed, contents should be split so that Section news and announcements are sent out on one day, with region and national information sent out separately one another day. No more than six (6) announcements should be sent in one e-mail.

## 10.0 WEBSITE

The Section website is located at <http://www.swe-bws.org>. The Section website was developed to provide information to Section members and non-members regarding past and upcoming events, Section points of contact, and Section documentation. Historical EC documentation such as meeting notices and minutes should also be posted on the Section website.

In addition to Section news and information, the Section website should also contain direct links to SWE Region and



National websites, as well as other pertinent information as determined by the EC.

Submissions to the website should be sent to the webmaster and include the following information: submitter name and title, date requested, date to be removed/archived, page to be updated and specific update. Five (5) days should be allowed for postings to be completed. A copy of the website update request form is available in *Appendix H*.

Access to the Section website should be open to everyone; however, restricted areas may be incorporated to protect identities and key Section information.

## **11.0 EVENT PLANNING PROCESS**

### **11.1 Event Types**

*Membership meeting* – Also referred to as programs, a membership meeting is an event at which members of the Section gather for networking and to listen to a particular professional development topic. A speaker or speakers conduct a 20-30 minutes session on the particular topic, followed by questions. Information on Section events is also provided. The meeting is accompanied by a meal or hors d'oeuvre and is typically 2-3 hours in total length. A list of membership meeting responsibilities is available in *Appendix I*.

*Official membership meeting* – A membership meeting during which business of the Section is conducted. Although suggested, the Section bylaws no longer require an official membership meeting to occur every year. Utilization of the annual section planning retreat as an official membership meeting is one suggestion, as the number of attendees typically meets quorum requirements. When an official meeting of the membership is desired, notification to the membership must still occur at least thirty (30) days in advance of the meeting and a quorum of voting members in attendance.

*Networking lunch* – Networking lunches are a way in which small groups of members can meet and network with each other in an informal setting. Networking lunches were developed as a way for those members that are geographically dispersed or can not attend membership meetings to meet and network with other Section members. The lunches are set up in various locations throughout the Section boundaries. Whether two (2) or twenty (20) members get together, it is great way to meet other Section members.

*Scholarship banquet* – The scholarship banquet is a membership meeting whose focus is on recognizing the recipients of Section scholarships for the year. If a speaker is desired for this meeting, the speaker should be someone of prominence within SWE or the Section; the speech should be related to SWE and its impacts on the speaker and should be limited to 10-15 minutes.

*Member involvement lunch* – Member involvement lunches were developed as a way to welcome new members to the Section and provide them with information about Section activities. An additional goal is to get those new members interested in participate in or planning future Section activities – leadership recruiting. The program was expanded in FY05 in order to entice existing members in getting back involved with the Section. New Society members (within 12 months), existing members new to the Section boundaries (within 12 months) and existing members that have not participated in a Section event for two (2) years are invited to attend the networking and informational lunch at no cost. Members of the EC also attend the lunch to provide information on the various offices, committees and events of the Section. The member involvement committee chair and up to two (2) other EC members also attend the lunch at no cost. All other attendees are asked to pay for their lunch. An organization chart and is available in *Appendix A*. Position descriptions for officers and committees are available in *Appendix B*. Committee interest and member spotlight forms are available in *Appendix J*.

*Social event* – Social events are informal gatherings of members, families and friends. These events include happy hours, holiday parties, tours, sporting events, theatre productions, etc. Attendees at these events pay their own way or are asked to bring a dish to share. For events such as tours, games and movies, collection of payment ahead of time may be done in order to obtain a group discount.

*Seminar* – Seminars are a way to present additional detail on a particular topic or present related topics in one forum. They can be for personal or professional develop and should appeal to both Section members and non-members. Depending on the topic, the seminar will last between three (3) hours and all-day. Some seminars are conducted in a

series of sessions over a period of time.

*Officer and committee training* – At the beginning of each FY, the previous and new EC members meet to go over the Section organization and responsibilities of each office and committee. Information on the region and Society structure is also provided. After an overview of the Section, each office and overall responsibilities, past and new EC members meet to review additional details about the office and/or committee. Holding this training provides a smoother transition of Section leadership and allows time for the new EC to ask questions and begin planning events for the upcoming year. This meeting is typically held in mid-to-late June and lasts up to half a day.

*Planning retreat* – The annual Section planning retreat is the most important event of the year. At this meeting, all officers and committee chairs present their plans for Section events for the upcoming year. Additional training on processes, policies and procedures is also conducted. At the end of the meeting, the EC has established goals for the year, developed a calendar of events, and created a budget for the Section for the year.

*Student outreach* – Student outreach events consist of one or more members of the Section visiting a school, class, or other student organization for the purpose of providing knowledge about engineering, women engineers, and SWE. Depending on the outreach event, hands-on activities with the students may occur to show a particular engineering principle or property. These events also include attending school fairs in which the Section has an informational booth. The two (2) largest student outreach events held each year are E-week family day and Celebrate Fairfax.

*Community outreach* – Community outreach/relations events provide publicity for the Section. They also help the community and various charitable organizations. These types of events include taking pledges for local Public Broadcasting System (PBS) stations, collecting toys, clothing or food for various local charities, and participating in community events.

*Membership recruiting event* – Membership recruiting events are conducted in an effort to increase membership numbers. Many times this is a brown-bag lunch session at companies or facility offices. The events target a specific group of attendees and provide them with information on the Society and our Section in order to get attendees to join the Society. Careful attention should be paid to more elaborate events or ones requiring Section funds to conduct, as the return on investment is typically poor.

*Fundraising event* – Fundraising events are a way of soliciting additional funds to the Section. These events typically have a specified recipient of any funds, such as the scholarship fund. The event can be a seminar, but is typically a social event such as bowling, car wash, bake sale, catalog sale, or a dining experience. Raffles and golf tournaments also make good fundraisers. Holding an event that is open to the public is more difficult to plan, but does result in more money raised and also additional publicity.

*Industry reception* – An industry reception is similar to a member recruiting event. Local industry representatives are invited to a social gathering to learn more about the Society and our Section, with the intent to build corporate relationships and solicit donations. Again, care should be taken if planning an event of this type. In many cases time is needed to develop the SWE-organization relationship and the cost of putting on the event far exceeds any donations received in return. This type of event is best suited to solicit support for a larger event, such as a region conference, in which the opportunity for the company to conduct recruiting is also available.

## **11.2 Event Planning**

All events held should be in line with Society objectives and Section goals. Before committing to an event, research should be conducted on the particular event type, topic and/or speaker(s) to ensure interest by the membership and public.

When planning any Section event, you should first determine the purpose, intended audience and goal of the event. The answers to those questions will then drive the length, time and location.

The cost to the Section to plan and hold the event, as well as potential sponsors to offset the costs, should always be considered. The event venue, menu options, speaker costs and proposed dates are key factors in planning an event.

### **11.2.1 Member Survey**

As with any event, member interest is a key factor. A survey to the membership should be conducted periodically in

order to determine the types of events members are interested in participating in as well as their availability to attend events (weeknights, weekends, etc). The survey may also be used to solicit interest by members in planning events, and to identify venues and speakers.

## **11.2.2 Venue**

The Section covers a very large geographic area. The metro area covers two (2) states, the District of Columbia, and has one of the longest commute times in the United States. Section events need to be planned so that members living or working in all areas of the boundaries have the opportunity to attend an event close to them. Social and networking events typically lend themselves to be held in more of the outlying areas of the Section, however, membership meetings should also be considered to be held outside of the Tysons-to-Columbia corridor, especially when there are clear population centers based upon work and/or home location. Based upon the topic or speaker, population centers of work or home should also be considered as event locations. Access to the Washington, DC Metro system should also be considered.

Access to the facility during the desired timeframe is also a factor, especially when looking into corporate facilities or public venues such as libraries and auditoriums. Be aware of any restrictions on access as well as additional fees for security.

Additional things to consider when choosing a venue include: availability of private room; audiovisual equipment availability and costs; minimums for either attendance or total money spent, room charges, restrictions on food or bringing in outside food, and cancellation fees. The availability of public or other alternate transportation should also be considered.

### **11.2.2.1 Menu**

Dinner meetings typically accompany a full meal or heavy hors d'oeuvres. The meal usually includes coffee and tea; some venues may also include soft drinks in the cost. A cash bar available during the networking portion of the evening should be considered. Social events may or may not include food or drinks of any kind. Seminars three (3) hours in length are usually held in the morning and provide a continental breakfast. All-day seminars include both breakfast and lunch, with a possible mid-afternoon snack.

For an event such as a seminar, utilizing the vendor to provide the food can be easier, but may also increase costs. In that case, outside vendors should be considered. If choosing a vendor separate from the venue to provide the food, be aware of delivery and clean-up charges that may be charged.

## **11.2.3 Speaker**

Speakers chosen for events should be knowledgeable and engaging to the audience. Whether or not a speaker charges an appearance fee needs to be taken into consideration.

For membership meetings, speakers are not compensated for their attendance, other than a small thank you gift and letter. For seminars, speakers may be selected that charge a fee, provided the fee is deemed reasonable and the cost covered by minimum attendance. The Section does not pay for a speaker's travel expenses.

It is the responsibility of the professional development vice president to purchase the speaker gifts presented at membership meetings and seminars. The ICS is responsible for crafting the thank you letters and mailing them to the speakers within one week of the event; the programs chair is responsible for providing the speaker contact info to the ICS.

When booking a prominent speaker in the community, or someone with a very tight or ever-changing schedule, a contingency speaker should be coordinated ahead of time in case the speaker is unable to attend on short notice or the event date needs to be moved due to weather or other factors.

## **11.2.4 Date**

The date and time for the event is just as important as the venue and speaker. And, in many cases, drives the location and speaker chosen for the event. As with the venue, the geographic size of the Section poses unique challenges on the days and times events can be held.

Key questions when choosing a date and time for an event include the following: When is the intended audience available to attend (time of year, day of week, day or evening)? Are there any holidays in the timeframe being looked at? Are there any other SWE events being held during the desired timeframe?

When planning a large event such as a seminar, a 'rain date' should be considered ahead of time.

## 11.2.5 Registration

All details regarding the event should be completed prior to announcing the event, including the registration process.

Key questions to consider when determining the registration for an event include the following: Will registration be done via e-mail, phone or electronically? Who will be responsible for collecting and answering questions regarding the event and registration? What are the registration deadlines? Will there be an early registration deadline combined with a discount? Is payment expected at the time of registration? Will late registration be accepted?

Cancellation and refund policies should always be included as part of the registration information.

## 11.3 Event Pricing

The income necessary to cover the cost for each event must be identified ahead of time as part of the committee or other proposal. Regardless of the cost to the attendee, the cost of the event must be covered either by minimum attendance, sponsorship/donations or Section funds.

### 11.3.1 Direct and Indirect Expenses

For membership meetings, expenses are broken into two (2) categories: direct and indirect. Direct expenses include the cost of the food, non-alcoholic beverages such as coffee and tea included with the meal, tax and gratuity. The total amount per person, rounded to the dollar, of these costs is the member price to attend the meeting.

Indirect costs for a membership meeting include room fees, the cost of the meal for the speaker(s), the cost to subsidize collegiate, unemployed and retired member attendance, and any appreciation gifts for the speaker(s). These costs are not passed along to attendees directly; although the additional fee for a non-member to attend does go towards these expenses.

Indirect costs for the annual scholarship banquet also include the cost for each recipient and one (1) guest to attend. As this is considered a special event, the cost for these attendees is tracked under a separate line item in the budget, as coverage of these costs are considered part of the administrative costs for the scholarship committee.

### 11.3.2 Attendee Cost

Section training (officer training, planning retreat), member recruiting, and outreach events typically do not have a cost for an individual attending. The cost is covered by other income to the Section.

Social and networking events (such as networking lunches) are typically 'pay for your own' events. Attendees pay for the actual cost of the event – there is no overage to the Section, nor does the Section record income or expenses in the budget.

For social events that require tickets, the Section may create a line item in the budget to pre-pay for the tickets in order to obtain a group discount. That discount is then passed on to the attendees, who reimburse the Section for the ticket costs. For events such as these, the income and expense should balance out to \$0.00.

For networking lunches and other social events that involve food, attendees pay for the food and drink that they eat. When possible separate checks should be asked for; if separate checks are not possible, attendees will be asked to contribute to the bill based upon the food or drink consumed.

Membership meetings are not planned to provide a source of income to the Section. In fact, most membership meetings result in a loss due to indirect costs such as room fees, speaker meals, ½ price meals, and gifts. For a membership meeting, members, as defined below, are charged what the Society is charged, rounded up to the next dollar. Society members that hold collegiate membership, or are retired or unemployed are charged ½ of the cost charged to members. All other attendees are charged the Section cost plus an additional \$10 fee. If a membership meeting is fully sponsored

by a company (location, food, speaker, etc.), all members are allowed to attend at not cost. All other attendees should still be charged a \$5 or \$10 fee to attend; the amount may be determined in conjunction with feedback from the host company.

Seminars are a way to provide additional income for the Section to fund activities and to offset administrative expenses. Regardless of the Section cost, all attendees should be charged a fee; even if the event expenses are fully sponsored by a company, a fee should be charged to all attendees. Any overage shall be used to offset Section operating expenses or fund a particular activity. The use of any seminar overage should be identified as part of the seminar's planning. As attendance at seminars is not only about topic, but perceived value, the amount charged should reflect the cost to attend a similar seminar not sponsored by the Section; pricing the seminar too low will result in many no shows or cancellations. Seminar attendees should be charged no less than \$50 for a 3-hour seminar and no less than \$75 for a full-day seminar. The fee charged to non-members should be at least \$15 more than that charged to members. If desired, an at-the-door price may be offered; however, this price should be significantly higher to both members and non-members to encourage registration ahead of time. When estimating costs to charge attendees, the minimum attendance should cover the expenses to hold the seminar. Maximum attendance should provide an overage to be used to fund other Section activities.

The additional charge for non-members of the Society to attend an event is three-fold: 1) provide benefit to our members; 2) entice non-members to join; 3) offset costs of Section activities and event indirect costs.

### **11.3.2.1 Exceptions**

The speaker(s) for any event is not charged for their meal. If the speaker intends to bring a guest, that attendee will be asked to pay the member price in order to cover Section costs.

Members of SWE that are collegiate members, or are retired or unemployed, are charged ½ of the member price, provided their membership is current.

Scholarship recipients and one guest attend the scholarship banquet at no cost. Additional guests of the recipient are welcome and are only charged member price.

Member involvement lunch attendees attend at no cost if they are new members to the Section (either new SWE members within the past 12 months or existing members new to the BWS area within the past 12 months) attending their first lunch or are members that have not attended a Section event in two (2) years. The member involvement committee chair and up to two (2) other EC members also attend the lunch at no cost. All other attendees are asked to pay for their lunch.

The year-end meeting is not considered one where a speaker is present.

## **11.4 Event Attendance**

Sample event attendance forms are available in *Appendix K*.

### **11.4.1 Attendee Definitions**

*Member* – professional member of the Society in good standing (dues current); current members of professional sections/Members at Large (MALs) outside of Section are considered members with regards to cost to attend an event

- For a joint meeting with another society, member also applies to members of both societies
- For a meeting or seminar fully sponsored by a company, any employee of that company is considered a member for that event, regardless of SWE membership status
- For the special event of the scholarship banquet, additional guests

*Collegiate member* – collegiate member of the Society in good standing (dues current)

*Retired member* – professional member of the Society that is retired

*Unemployed member* – professional member of the Society that is currently unemployed but seeking work

*Guest/non-member* – attendee that is not currently a member of the Society



## 11.4.2 Membership Verification

As members, students and guests are charged different amounts to attend many events, verification of membership status must be completed at time of payment or prior to the day of the event, whichever comes first.

All Section members have access to the SWE membership directory. For those collecting registrations for paid events, a quick search against the SWE membership directory will reveal if the attendee is a current member of Society. A current member of the Society is defined as those members that are current in their Society dues; membership expiration date should reflect June 30 of the FY (i.e. June 30, 2007 for FY07). Past members of the Society and those not current in their dues may only attend an event at the member cost if their membership is current as of the registration deadline for the event.

For events where an electronic payment option is offered, verification of membership status must be done prior to accepting payment.

For ease of membership tracking, the responsibility to verify membership may be given to one or more Section members, who will complete the verification for all Section events. Verification of membership should be done as RSVPs are received, so attendees whose memberships have expired can be notified in advance and provided an opportunity to renew their membership prior to the registration deadline.

## 11.4.3 Event Attendance Tracking

All Section events are open to both members and non-members. A record of attendance for each event shall be maintained by the Section. For each event, the attendee name and membership status (BWS member, other SWE member, collegiate member, or guest) and email address should be recorded by the event host.

After the event, a copy of the final attendance sheet should be sent by the event host to the member tracking/maintaining the Section's event attendance. The information from the event is then input into a Microsoft Excel spreadsheet or other tool. The event host also sends a copy of the final attendance sheet to the membership and electronic communications committees so that non-members (guests) attending an event can be contacted about SWE and Section membership and be invited to join the Section e-mail distribution list. Information collected from event attendance, in conjunction with the results of periodic membership surveys, will also be used as a measure of success for a particular event, based upon topic, location, etc, and will be used to assist in the future planning of Section events.

## 11.5 Event Policies

Registration, cancellation, and returned check policies are established for all Section events to clearly state deadlines and to cover any expenses incurred by the Section for last-minute cancellations and no-shows.

All policies should be clearly posted on the Section website as well as at the bottom of individual event announcements. Sample event wording policies are available in *Appendix I*.

### 11.5.1 Registration Policy

#### **Membership Meeting Registration Policy Wording:**

*RSVP to <POC name, e-mail address, phone number> by <day of week and date> with name, [company, for facility security,] email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member).*

*For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing. Current members may attend the program portion of the evening at not cost. However, a reservation must still be made to ensure adequate seating.*

*Payment can be made by cash or check (written to SWE-BWS) and will be collected the evening of the meeting.*

#### **Event Registration Policy Wording:**

*RSVP to <POC name, e-mail address, phone number> by <day of week and date> with name, [company, for facility security,] email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member).*

*For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing.*

**Special Event Registration Policy Wording:**

*RSVP to <POC name, e-mail address, phone number> by <day of week and date> with name, [company, for facility security,] email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member).*

*For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing.*

*Payment is expected at the time of registration. <registration and payment links>.*

## **11.5.2 Cancellation Policy**

All events hosted or sponsored by the Section should be held when possible. If an event cannot occur on its scheduled date due to severe weather conditions or other significant event, all efforts should be made to reschedule the event as opposed to cancellation. When planning a large event such as a seminar, a 'rain date' should be considered ahead of time. Notification to all registered attendees and an announcement via electronic communications should be sent out as soon as possible.

If an event cannot be rescheduled, all money collected by the registrants should be refunded. If the Section is charged any fees by a vendor for the cancellation, those costs should not be passed on.

Registration deadlines are established for all Section events. Any person registered for an event where money is exchanged is expected to give notice if they are no longer able to attend. Registrants making a cancellation prior to the registration deadline will receive no penalty; any money collected will be reimbursed or no money collected.

For events such as membership meetings, cancellation by a registrant after the registration deadline results in a charge to the individual only when the Section is charged for their attendance. The order in which cancellations occur after the registration deadline should be recorded. In the event a replacement attendee is found, those that cancelled first would no longer be responsible for the event cost.

For events such as seminars, payment should be required at time of registration. No money will be refunded after the registration deadline.

For an event in which tickets are purchased ahead of time (ball game, theatre production, etc), it is the responsibility of the attendee to find another party to purchase their tickets; the Section is not responsible for refunding the ticket cost to the attendee. The Section may, however, be of assistance by advertising the availability of the tickets due to participant cancellation.

**Event Cancellation Policy Wording:**

*Cancellations not received by the registration deadline of <insert date> will result in you being charged for the cost of the meal, if the Society is charged.*

**Special Event Cancellation Policy Wording:**

*Cancellations made prior to the registration deadline of <insert date> are entitled to a refund of the registration fee. No refunds will be provided after the registration deadline of <insert date>.*

**Additional Wording Involving Tickets:**

*All ticket purchases for special events such as games, theatre productions, etc. are non-refundable.*

## **11.5.3 Returned Check Fees**

**Returned Check Policy Wording:**

*In the event that payment for an event can not be processed by the bank due to insufficient funds or other reason, the individual/company is responsible for making payment to the Section via alternate means. The individual/company is also responsible for reimbursing the Section for any administrative fees incurred by the Section by the bank for reprocessing of the payment.*

## **12.0 SCHOLARSHIP PROCEDURES**

In FY05, the Section endowed a scholarship. The Society Board of Trustees maintains and manages the distribution of the funds. However, the Section chooses the recipient, based upon scholarship application submissions. The endowed scholarship is designated for a college student attending school within the Section boundaries. There is only one recipient per year. With the current funds, the chosen recipient receives up to \$1000. The scholarship is a memorial to Section members, and may be given out in honor of a specific member. No endowed scholarship will be given out in a year in which no applications meet the criteria or the candidates do not meet the criteria. The scholarship committee may decide to award less than the \$1000 based upon the applicant's qualifications.

If enough additional funds are raised by the Section, the yearly amount given to the endowed scholarship recipient may be increased. Additional funds raised by the Section may also result in the endowment of additional Section scholarships.

In addition to the endowed scholarship, the Section also works to provide additional scholarship money, through corporate donations and the use of Section funds.

All Section scholarships are one-time amounts. Candidates must meet all of the application requirements in order to be considered.

The maximum dollar amount of scholarships to be given out by the Section each year is determined by vote of the EC at the March meeting. That amount, inclusive of the endowed scholarship, is then provided to the scholarship committee. The scholarship committee determines how to split the money between the applicants, based upon the number and quality of entries. However, the applications should be evaluated and ranked as part of the review by the scholarship committee, with the money distributed accordingly; the money should not just be divided equally among the applicants. Based upon the number and quality of entries, the scholarship committee may determine not to award the full amount available.

Section scholarship applications should be sent to all high schools and colleges with the Section boundaries by January 1<sup>st</sup>. Information on the Society's scholarships should also be included, as should information on the SWE Science Fair Campership Program. The deadline for submissions for the Section scholarships is March 1<sup>st</sup>. Recipients of the Section scholarships should be chosen by the scholarship committee by March 31<sup>st</sup>.

All scholarship applications received should be kept for one (1) year. Applications that do not meet the specified criteria should also be kept, although they are not judged.

In addition to determining the scholarship recipients, the scholarship committee also invites the recipients and guest(s) to the banquet held in their honor. The scholarship committee should include the details on the banquet in the letter of congratulations to the recipients and also provides recipient and guest RSVPs to the programs committee.

For the scholarship banquet, a short program is generated, including a picture and brief biography of each recipient, along with information on the speaker and agenda for the evening. Assistance on the creation and/or printing of the program should be coordinated with the programs committee. Certificates are also generated and framed for each recipient, signed by both the scholarship committee chair and the Section president.

### **12.1 Science Fair Campership**

The SWE Science Fair Campership Program offers an opportunity for young minority women to attend Space Camp for one week, all expenses paid. The program is open to minority females whose ethnic background is African American, Hispanic, Native American, or Pacific Islander. Applicants must be students in grades 8-11, US citizens, and participate in a science fair or other similar science extra-curricular activities at the local school, district, city, region, state or national level – no ribbons or awards are necessary.

Each year, a Section point of contact should be identified for the Science Fair Campership program by the Section president. The point of contact can be any Section member, not necessarily a member of the scholarship committee.

Applications for and information on the Science Fair Campership program should be included with the scholarship application mailing to all high schools within the Section boundaries, with the Section point of contact and internal



submission deadline provided.

All applications are first submitted to a local SWE Section, where a designated member verifies and completes the application, along with a statement or letter of endorsement for the candidate. The application is then sent to the Society contact for processing. Completed applications are usually due to the Society by May 1<sup>st</sup>.

Information on the Science Fair Campership program should also be provided in the Section newsletter and links posted on the Section website.

## **12.2 *ImagiNations University Design Competition***

The Walt Disney Imagineering ImagiNations University Design Competition strives to provide opportunities for students who have a passion for integrating creative and innovative ideas into the “dreaming and doing” at Walt Disney Imagineering. In the unique competition, students show their creativity by using technical, artistic, or writing skills to design a ride, attraction, hotel, or perhaps a land within an existing Disney theme park or resort. Students may also create an entirely new experience; a theme park, resort, themed restaurant, or something wholly unique.

Individuals, or teams of no more than three members total, may enter the competition. All projects, regardless of how many people worked on them, will be judged against each other. Every student who participates must be qualified. Qualification includes membership in an invited association such as SWE or NSBE, or majoring in one of the following: Fine Arts, Digital Arts, Theatrical Design/Production, or Creative Writing. Each student must also be a full-time college student, in their Junior or Senior year as of June 1<sup>st</sup> of the submission year.

Finalists will present their ideas to a panel of Walt Disney Imagineering judges in person. The top three (3) will be awarded scholarships. Each finalist will also be reviewed for internship opportunities at Walt Disney Imagineering and elsewhere in the Walt Disney Company.

SWE is one of the invited associations. Information on the Imagineering ImagiNation University Design Competition (<http://www.disney.go.com/disneycareers/imaginations/>) should be provided to all collegiate members of the Section as well as all colleges and universities within the Section boundaries in the summer or fall. The submission deadline is January 31<sup>st</sup>. Information on the current year’s competition may be included with the scholarship applications to the colleges and universities so that students may get a head-start on the competition for next year.

Information on the ImagiNation University Design Competition should also be provided in the Section newsletter and links posted on the Section website.

## **13.0 *FUND DEVELOPMENT***

### **13.1 *Income***

The Section receives income from member rebates and interest income. A Section may also receive income from the Society for winning a Section award. Additional income can be received from advertisements in the Section newsletter or on the website, or from programs such as seminars. However, this income is not nearly enough to cover the administrative costs for Section events, let alone provide additional funds for items such as scholarships. Additional sources of income are necessary to allow the Section to provide professional development for its members and education for young women.

### **13.2 *Income Sources***

*Member rebates* – A portion of a member’s annual dues goes to the Section as income. The Section receives a check for membership rebates twice a year. The amount received can be calculated, as it is based on the number of members in the Section.

*Interest income* – Interest income is the money earned by CDs and other accounts in the Section’s Smith Barney portfolio.

*Section awards* – Section awards, such as for best program, newsletter, or increase in membership include a plaque/certificate and check for \$50, \$75 or \$100 for the Section.

*Advertising* – An individual or organization wishing to promote job listings, an upcoming job fair, or to provide information on a specific topic, may purchase advertising space in the Section newsletter.

*Individuals* – A donation to the Section received from an individual in the form of monetary or in-kind support. Individual donations include grant money received by an individual from their company or company's foundation in return for volunteer work.

*Corporations/Organizations* – A donation to the Section received from a company or other organization in the form of monetary or in-kind support.

*Region conference overage* – When hosting a region conference, any money collected that remains after all of the expenses are paid is referred to as an overage. The overage is split between the conference hosts, region professional fund and region collegiate fund on a 50%/25%/25% basis. If the conference hosts would then split their portion of the overage equally or based upon a predetermined percentage.

*Section program* – Although most Section programs break-even or result in a loss, a program such as a seminar, can be a source of income. Any overage from the program after expenses are paid is considered income to the Section.

### **13.3 Donation Types**

Donations received are either monetary or in-kind. A monetary donation is one in which money is provided to the Section in the form of a check or other payment. An in-kind donation is one in which no money is exchanged. The donation may be for the use of a facility, the use of paper and printers for Section material, or the direct payment by an individual or organization for an event.

Donations received are either restricted or unrestricted. Restricted funds are those ear-marked for a specific activity or series of events, such as scholarships, student outreach, newsletter, etc. The funds received may only be used to support the designated activity. Unrestricted funds have no specific rules for use attached by the donor. The Section executive committee determines how unrestricted funds are used based upon the need for the year; however, most unrestricted funds are used for scholarships and newsletter expenses. Unrestricted funds are preferred, as they can be used where needed and for the current year. Restricted funds, based upon the designation, may need to be tracked over a period of years.

Corporate donations are more likely to be marked for scholarship or career guidance use. Restrictions placed on donations should be read through carefully. A scholarship donation specific to a degree or minority type may be too restrictive to utilize, as could a donation for a specific outreach event.

### **13.4 Solicitation Guidelines**

Requests for donations should include coverage for the Section's administrative costs.

Solicitation for support can be for a specific amount or for a specific event. Requests for a specific amount typically state that for a donation of \$X, the recipient receives Y. One example may be the following: a donation of \$1250 would give a corporation a \$1000 scholarship in their name, 2 seats at the scholarship banquet, name recognition at the banquet and in the banquet program, and a ¼ page newsletter ad for month Z. The \$250 donated would cover the 2 seats at the banquet for the corporation (\$80), the 2 seats for the recipient and a guest (\$80), with the remaining \$90 going to the scholarship committee budget to cover printing, mailing, etc. Providing a ¼ page ad in the newsletter does not cost the Section money. Requests for a specific event typically state that event X costs \$Y to conduct. The donation of \$Y would also include recognition. Requests for a specific event also include the donor paying for all costs directly.

Details on what is needed and offerings, such as above, should be included as part of the solicitation letter.

General solicitation of funds from members is not effective. Solicitation of funds from members must include a fundraising goal (\$X to cover Y) and indicate the cost per person if each member of the section were to participate. Tracking of the funds received from Section members via the newsletter or website should be done in order to show progress and entice additional donations based upon progress.

The e-mail and mailing address of any corporate or non-member contact made by the corporate relations committee

should be sent to the mailing coordinator and electronic communications chair for inclusion in the Section newsletter and e-mail distribution lists.

### **13.5 Fund Development Timeline**

The Section’s fundraising needs and goals are determined at the annual planning retreat.

The corporate relations committee usually distributes requests for funds to local companies at the beginning of the FY. However, fund development should occur throughout the year. Many corporations follow a January-December or October-September FY. Requests for funds should be submitted at the beginning of a company’s FY, so it can be budgeted, although payment may not be received until later in the year. Some corporations prefer requests during the fourth quarter, when excess funds are known or more readily available. Establishing up-front the best time to solicit funds from a particular corporation or contact corporation will increase contributions received and lessen the number of requests made.

At the March Section EC meeting, the total amount of scholarships to be given out in the fall is determined. Therefore, the amount of donations for scholarships must be known and received by March 1<sup>st</sup>.

For other Section activities, donations must be received by June 1<sup>st</sup> in order to be used for the current FY.

### **13.6 Advertising**

An individual or organization wishing to promote job listings, an upcoming job fair, or to provide information on a specific topic, may purchase advertising space in the Section newsletter. Up to one full page of space will be made available in each newsletter for advertising. The submission deadline for advertisements in a newsletter is the same as for articles. The EC should review these fees yearly to confirm they are consistent with standard advertising rates.

<b>Size</b>	<b>Single Publication</b>	<b>Quarterly Publication (3-4)</b>	<b>Full Year Publication (8-10)</b>
Business card	\$25	\$100	\$200
1/4 page	\$50	\$225	\$450
1/3 page	\$75	\$350	\$700
1/2 page	\$100	\$450	\$900
Full page	\$150	\$700	\$1200

Table III. Newsletter Advertisement Rates

Advertising on the Section website is not currently done. However, a portion of the Section website is devoted to listing sponsors of the Section.

## **14.0 PUBLIC RELATIONS**

The public relations committee provides the face of the Section to the outside world via publicity for events and activities.

All Section events should be publicized both inside and outside of the Section. The newsletter, e-mail distribution list and website cover publication to the membership as well as others already familiar with the Society and Section activities. To adequately publicize events to non-members, event announcements should also be sent to local newspapers, other society e-mail distribution lists and company internal e-mail lists. A check list is available that can be used for each event, ensuring adequate publication has occurred.

The public relations committee is also responsible for publicizing Section events to the region and Society, via event recaps, photos and member article submissions to the region newsletter and SWE magazine.

## **15.0 NOMINATING PROCESS**

### **15.1 Nominating Committee**

The Section nominating committee consists of at least three (3) voting members of the Section. Members of the nominating committee are appointed by the Section EC. Nominating committee members should be appointed no later than January 1<sup>st</sup>. The nominating committee itself selects the committee chairperson as well as any additional committee members. **The chair of the nominating committee may not run for office.** All other committee members may run for office, if desired. Members of the nominating committee should include past, current, and potential officers and committee chairs. All members of the nominating committee should have knowledge of the Section organization and positions.

In addition to soliciting candidates for Section office, the nominating committee also prepares the election ballots. For each candidate, a biography (one page maximum) should be included containing information about the candidates' past SWE experience and goal for the office; summaries of education and employment can also be included. Preparation of the ballots should be done as part of the nomination process, so that the ballots are completed and ready for the election by May 1<sup>st</sup>.

### **15.2 Soliciting Candidates**

#### **15.2.1 Candidate Requirements**

Based upon current membership numbers, BWS has ten (10) officer positions (President, 2 Vice-Presidents, 2 Secretaries, Treasurer, and 4 Section Representatives\*). However, the bylaws do allow for consolidation of positions during lean times, with a minimum of five (5) officers (President, Vice-President, Secretary, Treasurer, and Section Representative). All members of the nominating committee should have knowledge of the Section organization and positions. An organization chart and is available in *Appendix A*. Position descriptions for officers and committees are available in *Appendix B*.

\*The number of section representatives for the next FY is determined by membership size as of March 31<sup>st</sup>. Each section is allotted one (1) representative per one hundred (100) voting members, or fraction thereof, not to exceed four (4).

The nominating committee must work to identify at least one (1) candidate for each officer position. Multiple candidates can and should be identified where possible, allowing the Section membership to ultimately decide their leadership.

Per Section bylaws, candidates for Section President, Section Vice President, and Section Representative must be current voting members of the Society; all other officer candidates must be current voting members of the Section. Candidates for Section office should, at a minimum, have previously been a committee member or committee chair. Additionally, the Section requires that candidates for Section President and Section Representative have held another officer position within BWS or another SWE Professional Section. Members that have held officer or chaired committees at the Region or National level may also be considered for Section Representative.

Candidates may run for and hold more than one office. However, no one person can hold the offices of Section President and Treasurer at the same time.

If no experienced candidates can be identified for a particular office, the slate of officers should be announced with any vacancies. The fifteen (15) day window for petition candidates may reveal additional member interest. If there is no additional interest, the elections should still proceed. After the election, the newly elected EC will determine how to proceed with office vacancies, based upon Section bylaws.

#### **15.2.2 Committee Interest**

The main task of the nominating committee is to solicit and propose a slate of officers for the Section. However, during this process, members interested in filling committee chair and committee member positions will also be identified. That information should be recorded and presented to the current Section president as well as any candidates for President-Elect.

With the exception of the nominating committee, all committee chairs are appointed by the Section President for that FY. Additional committee members are appointed by the individual committee.

All those interested in becoming committee chairs **MUST** be current members of the Section. Those interested in working on a committee are not required to be a Section member, although they should be solicited to become a member by the membership committee.

### **15.2.3 Vacancies**

The nominating committee is not responsible for identifying candidates for any open Section office, although committee members may be solicited for additional names based upon their work in identifying other candidates.

Section bylaws specify how a vacancy in a Section office shall be filled.

### **15.3 Officer Slate Notification**

Per Section bylaws, the initial slate of officers shall be presented to the Section by April 15<sup>th</sup>. Notification can be done electronically or by mail, however all members must be notified of when and where the slate will be presented. As an example, if the slate of officers is to be presented via the email distribution list or posted on the website, an announcement should be placed in the March newsletter so that those not on the email distribution will be notified of when and where to look. If the slate will be presented at a membership meeting, all members should be notified in the meeting announcement so that they may attend to hear the slate announced.

After notification of the slate of officers, members have fifteen (15) days, or until April 30<sup>th</sup> whichever is later, in which to submit petition candidates for any office. Requirements for submitting petition candidates are outlined in the Section bylaws.

### **15.4 Ballot Process**

The chair of the nominating committee shall arrange for the distribution of ballots to occur at least twenty-one (21) days prior to the required return date for the vote. Voting may be by mail, electronic mail or web-based provided that mail ballots are sent to those without electronic access. A sample election ballot is available in *Appendix L*.

The chair of the nominating committee shall select a tellers committee of two (2) or more Section members to receive and count the votes. Any Section member may be selected to be a teller, provided they are not on the ballot. The tellers committee shall record votes and report the election results to the Section president by June 15<sup>th</sup>.

Determination of how the ballot process will be conducted should be completed by the annual Section planning retreat, as it affects the budget. If conducted via mail, the cost of 2 sets of envelopes, ballot printing (double-sided), 3 sets of labels and the cost of postage should be calculated based upon membership size. The set of labels for the membership should contain the member's SWE membership number or information on how to find the number included as part of the ballot instructions. If conducted via the web or electronically, cost to set up the web or electronic vote needs to be identified, including any costs to set up individual passwords or verify that only current voting members cast ballots. Even with electronic or web voting, there may be a cost to send paper ballots to those without electronic access or send voting site access information and instructions to voting members via mail.

If the voting is conducted by mail, the mailing coordinator should be notified to generate labels. The ballots should include a return envelope addressed to one of the members of the tellers committee. The return address on the envelope sent to the membership should contain that same address, so that returns can be tracked. To save postage, postage on the return envelope should not be included. The membership committee and mailing coordinator should be notified of all ballots returned as undeliverable so that members can be requested to update their address information in the SWE database.

Regardless of how the ballot process is conducted, verification of the voter as a current voting member of the Section must be done, whether through signature, membership number, or other means. If voting is conducted via mail, the member verification (for instance member # and signature) should be included on the ballot itself, rather than outside on the envelope, in order to protect the identity of the member.

*Table IV* outlines the nominations and balloting timeline.

<b>Deadline</b>	<b>Task</b>
January 21	EC appoints nominating committee members (either at Jan EC meeting or via electronic vote)
April 15	notification of slate of officers to membership
April 30	deadline for petition candidates
May 1 -7	finalize and send out ballots
May 8 -31	voting window (at least 21 days)
June 5 -10	ballot tally by tellers committee
June 15	notification of election results sent to current Section president
June 30	new officer information sent to HQ (president, treasurer, section rep(s), data officer – membership committee chair) and region secretary (president and section reps)

Table IV. Nominations Timeline

## ***16.0 BYLAWS AMENDMENTS***

With the adoption and use of the Professional Section Bylaws template as the basis for the Section bylaws, few changes should be required to the bylaws over the life of the Section. However, there may be a need to change the bylaws due to a significant change in the Section structure or due to a change in the Society bylaws.

The Section bylaws 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. Requirements for submitting an amendment proposal are outlined in the current Section bylaws. All amendment proposals are submitted to the ICS. Prior to a vote by the Section membership, the amendments should be passed by the national bylaws committee for comment. Written notice, delivered either by mail or electronically, must be given to all voting members of the section at least thirty (30) days prior to the date of the meeting or the specified date for voting to be completed. After adoption by the Section, the amendments shall be sent to the national bylaws committee for review. Amendments shall become effective after approval by the Society secretary.

In a year during which bylaw amendments will be proposed, determination of how the notification and balloting will be conducted should be completed by the annual Section planning retreat, as it affects the budget.

If the voting is conducted via a meeting, voting member attendance must meet minimum quorum requirements per Section bylaws. Prior to the vote, a discussion of the proposed amendments should be conducted.

If conducted via mail, the cost of two (2) sets of envelopes, ballot printing (double-sided), three (3) sets of labels and the cost of postage should be calculated as part of the budget for this task based upon membership size. If conducted via the web or electronically, the cost to set up the web or electronic vote needs to be identified, including any costs to set up individual passwords or verify that only current voting members cast ballots. Even with electronic or web voting, there may be a cost to send paper ballots to those without electronic access or send voting site access information and instructions to voting members via mail.

If conducted by mail, the set of labels for the membership should contain the member's membership number or information on how to find the number included as part of the ballot instructions. The mailing coordinator should be notified to generate labels. The ballots should include a return envelope addressed to one of the members of the tellers committee. The return address on the envelope sent to the membership should contain that same address, so that returns can be tracked. To save postage, postage on the return envelope should not be included. The membership committee and mailing coordinator should be notified of all ballots returned as undeliverable so that members can be requested to update their address information in the SWE database.

Regardless of how the amendment process is conducted, verification of the voter as a current voting member of the Section must be done, whether through signature, membership number or other means. If voting is conducted via mail, the member verification (for instance member # and signature) should be included on the ballot itself, rather than outside on the envelope, in order to protect the identity of the member.

Regardless of how the amendment process is counted, the ICS shall select a tellers committee of two (2) or more



Section members to receive and count the votes. Any Section member may be selected to be a teller. The tellers committee shall record votes and report the results to the ICS.

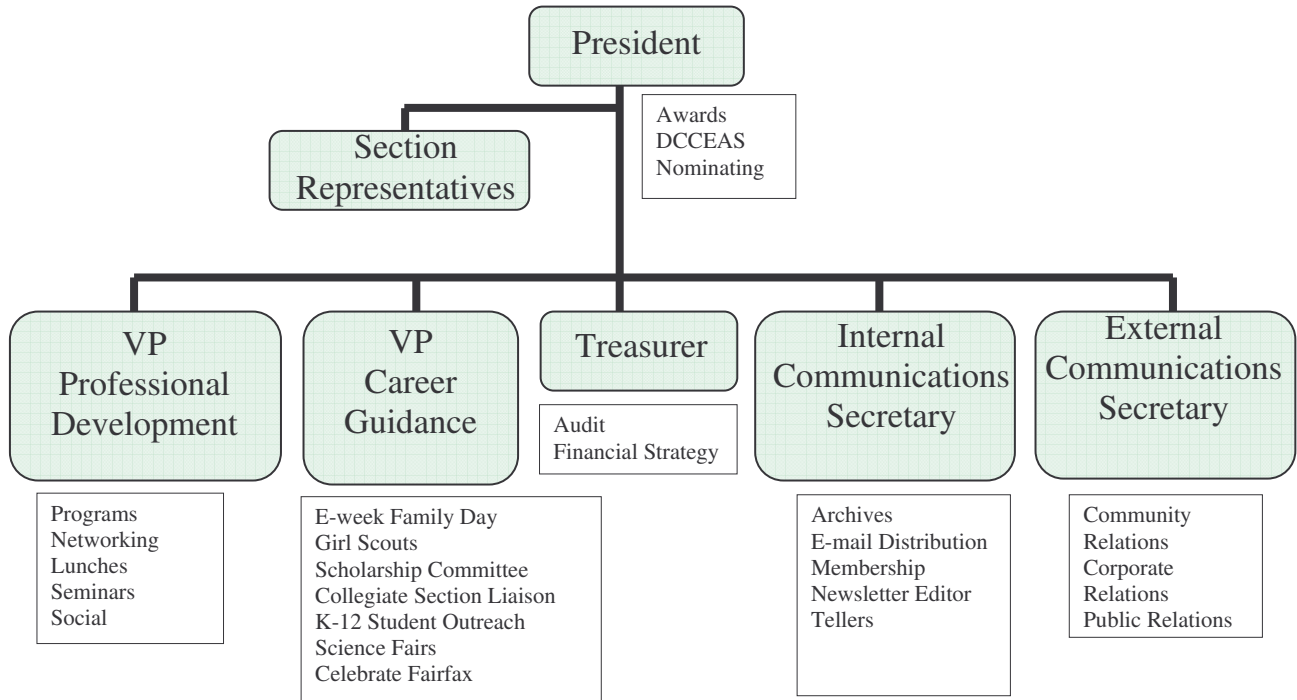
A sample bylaws ballot is available in *Appendix L*.

## ***17.0 ACRONYMS***

BOD	Board of Directors
BHAG	Big Hairy Audacious Goal
BWS	Baltimore-Washington Section
CGVP	Career Guidance Vice President
COR	Council of Representatives
EC	Executive Council
ECS	External Communications Secretary
E-week	Engineers Week
FIG	Focus Interest Group
FY	Fiscal Year
ICS	Internal Communications Secretary
MALs	Members at Large
PBS	Public Broadcasting System
PDVP	Professional Development Vice President
PIP	Project Implementation Proposal
Section	Baltimore-Washington Section
SEED	Science and Engineering Education Development
SR	Section Representative
SWE	Society of Women Engineers



# APPENDIX A – Executive Council Organization Chart



**The Section Executive Council** transacts the business of the Section, ensuring that the objectives and purposes of the Society and the Section are pursued. This includes providing programming for the Section members, providing outreach to students within the community, formulating and changing Section policy and procedures, and approving the Section budget. Officers of the Executive Council include the President, two Vice Presidents, two Secretaries, Treasurer, and Section Representative(s). The number of Section Representatives is determined by the size of the Section, and is between 1 and 4; in Fiscal Year 2005 BWS had three Section Representatives. Voting members of the Executive Council include the officers listed. Chairs of committees or activities are non-voting members of the Executive Council. The Executive Council appoints the nominating committee chairperson and approves the appointment of the other committee chairpersons, as recommended by the President.

### Standing BWS Committees

- Membership
- Public Relations
- Career Guidance
- Professional Development

### Coordinating Committees

The purpose of coordinating committees will be to exchange ideas, coordinate Section activities, and be a resource for the respective Society committee. The Coordinating Committees may include:

- Career Guidance
  - Scholarships
  - College Section Liaison
  - K-12 Student Outreach
- Professional Development
  - Monthly meetings (programs)
  - Networking events

Additional sub-committees can be identified and activities performed in support of Section goals, as determined by the Executive Council each year at the Annual Planning Retreat. Examples of these include Networking Lunches, Social Activities, and Corporate Relations.

# ***APPENDIX B – Position Descriptions***

## ***Officers***

***The President*** coordinates all activities and executes the business and policies of the Section. The President is the face of the Section in public, and executes the business and policies of the Section. The President is also responsible for appointing the chairperson of all committees, with the exception of the nominating committee chairperson, who is appointed by the Executive Council.

***The Section Representative(s)*** act as the official contact between the Board of Directors and the Section. Section Representatives vote for the Section on all matters before the Council of Representatives (COR) as well as before the Region, and report back to the Section on matters reported in the minutes of meetings of the COR and the Region. When necessary, Section Representatives assure authorized alternate(s) are selected to represent the Section at these meetings.

***The Vice Presidents*** act as officer contacts for those committees put under her supervision by the President, as well as perform the duties of the President in her absence or at her request. One Vice President focuses on the furtherance of the professional development of Section members, as approved by the membership. This includes providing activities and programs to encourage and assist members to establish goals for and to attain high levels of education and professional achievement, as well as readying themselves to return to active work after an extended absence. The second Vice President focuses on the Section's career guidance goals, including providing information and counseling on engineering careers for students in grade K-12, providing counseling and possible financial assistance to women engineering students, and to maintain and disseminate information on available engineering scholarships.

***The Treasurer*** collects, safely keeps and distributes the funds of the Section. The Treasurer keeps an exact account of all receipts and expenditures for submission to the Society Treasurer at the end of the fiscal year, and presents a financial report at meetings of the Executive Council and Section membership, as required. The Treasurer also answers inquiries on financial matters and makes recommendations to the Executive Council on financial strategy.

***The Internal Communications Secretary*** records, prepares, maintains and distributes minutes of each official meeting of the Section or Executive Council. The approved minutes are then submitted into the Section archives. The Internal Communications Secretary notifies the Section and Executive Council of meetings and activities, and sends out ballots for elections and for amendments to the Bylaws. This Secretary maintains the current official membership records of the Section, and also contacts and assists prospective members in applying for membership in the Society.

***The External Communications Secretary*** coordinates public relations efforts to ensure community knowledge of the Section, its purpose, and events. This includes providing publicity to advance the Society's objectives and Section goals, as well as to send news accounts of Section activities to SWE, other professional engineering organizations or affinity groups, and external publications.

## ***Committees***

***Awards (President)*** - Each year SWE provides recognition to its members on both the individual and Section basis. Individual awards include Distinguished New Engineer, Distinguished Engineering Educator, Achievement, Entrepreneur, Rodney Chipp, Upward Mobility, and Fellow. Section awards are given for educational and professional programs, communications (publicity, website, and newsletter), upward mobility (diversity), and membership. The Awards Committee is responsible for identifying members for the individual awards and submitting the applications on their behalf, as well as identifying the Section award applications to be submitted by the appropriate Section officers.

***DCCEAS Representatives (2) (President)*** - SWE-BWS is a member of the DC Council of Engineering and Architectural Sciences (DCCEAS). With the membership we have two representative positions. Those representatives attend meetings of DCCEAS, providing information to the member societies about BWS activities, and providing BWS with information about theirs.

***Nominating (President)*** - The Nominating Committee members select the best qualified candidates for each of the SWE-BWS Executive Council offices and prepares the ballot for the yearly election. One chair for this position is needed, with 2-3 committee members. The chair of this committee is appointed by the Executive Council and may not run for election while on this committee.

***Programs/Membership Meetings (VP Professional Development)*** – The Programs Committee coordinates the monthly membership meetings. The format of the meetings can be individual speakers or panel discussions, and include joint events with other engineering societies. Two co-chairs of this committee are needed: one for VA/DC and one for MD. The co-chairs create the meeting notice as well as oversee the speaker and location selection, meeting cost, and collection of RSVPs. Committee members can participate in the following ways:

- Be a speaker coordinator for one of our monthly meetings
- Be a location coordinator for one of our monthly meeting
- Work with your employer to host or sponsor a meeting

- Collect the RSVPs for a meeting
- Help at the registration table at a meeting

**Regional Networking Events** (VP Professional Development) - The Regional Networking Lunches coordinator focuses on organizing collective gatherings situated at the varying regions within the Metro area and those that focus on topics that help SWE members draw from the experiences of other members. These are informal gatherings where members gather to network with each other, exchange ideas, get industry advice, and share experiences. They are held at locations throughout the SWE-BWS membership area. These events include lunches and evening get-togethers.

**Regional Social Events** (VP Professional Development) - The Regional Social Events coordinator focuses on organizing collective gatherings situated at the varying regions within the Metro area and those that focus on meeting SWE members in a social atmosphere. These are informal gatherings where members gather to network with each other, learn more about each other. They are held at locations throughout the SWE-BWS membership area. These events include evening or weekend get-togethers and family events such as picnics, plays, tours, and seasonal gatherings.

**Seminars** (VP Professional Development) – The Seminar coordinator focuses on organizing the half-day seminar(s). The format of the seminars can be individual speakers or panel discussions, and include collaboration with other societies on a joint event. The coordinator is responsible for creating the seminar notice as well as overseeing the speaker(s) and location selection, seminar cost, and collection of RSVPs. Additional members can be added to this activity if desired by the coordinator, and can assist with the following:

- Be a speaker coordinator
- Be a location coordinator
- Work with your employer to host or sponsor the seminar
- Collect the RSVPs
- Help at the registration table

**Celebrate Fairfax** (VP Career Guidance) – This position coordinated our participation in the annual Celebrate Fairfax festival. The liaison’s main focus is on planning the SWE-BWS activity for the Sci-Tech area at the event. She may attend event planning meetings for coordination of logistics and experiments with other organizations.

**EWEEK Family Day** (VP Career Guidance) – This position coordinates our participation in the annual Engineers Week (E-week) Family Day event held at the National Building Museum in Washington, DC. The liaison’s main focus is on planning the SWE-BWS activity at the event. She may attend E-week Committee meetings for coordination of experiments with other organizations.

**Girl Scouts** (VP Career Guidance) – This position coordinates with the National Girl Scout Council and local troops to earn badges by participating in various hands-on experiments. Two badge days are usually held, one in the fall and one in the spring.

**Science Fairs** (VP Career Guidance) – This position coordinates our participation in the special judge category at area science fairs. The Baltimore-Washington Section usually supports four science fairs annually, two in Northern Virginia and two in the Maryland/Baltimore area. Typically student participation includes grades 7-12th with exhibits ranging from engineering and computer science to chemistry, physics, and environmental science. One of the greatest benefits to the student participants is the opportunity to discuss projects and topics of mutual interest with engineers and scientists from professional organizations. It is also a great opportunity for Section members to meet with local aspiring engineers and scientists.

**Scholarships** (VP Career Guidance) – The Scholarship committee coordinates the SWE-BWS yearly scholarships and identifies other scholarship programs, including judging the SWE National Scholarship Awards Program.

**Student Section Liaison** (VP Career Guidance) – This position coordinates communication between BWS-area student sections and SWE-BWS. The liaison ensures that all area schools are aware of SWE-BWS activities, promotes networking amongst the area’s student sections, and assists with SWE questions that may arise.

**K-12 Student Outreach** (VP Career Guidance) – This position coordinates site visits with local schools by BWS members. The visit is usually for a class or group, and incorporates speaking about engineering as well as a hands-on activity with the students. An outreach kit is available for use by those volunteering.

**Archives** (Internal Communications Secretary) – This position collects and maintains the Section archives, which include meeting minutes, Section and member publicity, and award packages. The BWS archives are currently located at the Historic Electronics Museum in Linthicum, MD. Periodic reprinting of archived articles in the Section newsletter may also be done.

**Email Distribution** (Internal Communications Secretary) – This position maintains the SWE-BWS distribution list and sends out weekly announcements regarding SWE, BWS, and/or other professional organization announcements. Invitations to new members to join the distribution list are also sent periodically. Estimated time commitment is 1-2 hours per week. An additional 2 hours is required quarterly to perform maintenance on the distribution list to identify members vs. non-members.

**Membership** (Internal Communications Secretary) - The Membership committee handles all tasks and sponsors programs associated

with the goals of member recruitment, retention, and services. These activities include membership administration, and preparing packets for new and potential members. One chair of the committee is needed. The membership committee chair is responsible for maintaining the SWE-BWS membership database and preparing labels for mailings. She also sends a welcome packet to new members. Committee members can participate in the following ways:

- provide member information packets at monthly meetings and networking events
- organize a lunch for new members to learn more about BWS
- contact new members, welcoming them to the Section and answering questions about the Section
- collect attendance information for BWS events

**Newsletter Editor** (Internal Communications Secretary) - The newsletter editor compiles all articles and advertisements for the monthly BWS newsletter, and then coordinates the printing with the chosen print vendor. The newsletter is published 10 times a year, from September through June. Estimated time commitment is 4-6 hours per month.

**Tellers** (Internal Communications) - The Tellers Committee is responsible for receiving and tabulating the ballots for Section elections. The tellers committee consists of at least two (2) members of the Section, in good standing. All members of the committee must be present when tabulating the votes of an election.

**Community Relations** (External Communications Secretary) - One of SWE's main objectives is to expand the image of the engineering profession as a positive force in improving the quality of life. To promote this objective, SWE-BWS actively encourages its members to perform community service. Community service is a great way to promote leadership, contribute to a worthy cause and have a great time. The Community Relations committee recognizes individual member involvement within the community at monthly meetings and in the BWS newsletter. She may also coordinate BWS member participation as a group at community events. Examples of BWS Community Relations activities include:

- PBS Pledge Drive
- Race for the Cure
- Toy for Tots Drive
- Dress for Success Clothing Drive
- High School Student Mentoring
- Career Day Speaker

**Corporate Relations** (Treasurer) – This position is the liaison to local companies as well as government agencies. The liaison solicits companies for corporate membership as well as financial support for BWS activities. She also coordinates brown bag lunches at businesses and government agencies to publicize SWE.

**Public Relations** (External Communications Secretary) – The public relations committee coordinates BWS and other SWE publicity to local newspapers, other engineering societies and local business SWE liaisons. The committee also publicizes BWS activities to SWE National via the SWE Magazine. One chair for the committee is needed.

**Webmaster** (External Communications Secretary) - The BWS Webmaster updates the site to include the latest information about upcoming SWE-BWS events as well as links to Region and National SWE events. The website is also updated periodically to ensure the site serves the SWE-BWS membership as a resource for women in engineering. Estimated time commitment is 1-2 hours per week.

**Audit** (Treasurer) – The audit committee ensures that the Baltimore-Washington Section conducts a review of its accounting each year. The review or formal audit for each fiscal year (July 1 – June 30) is to be completed by January 31 of the following calendar year. The yearly audit will consist of a review of the Section financial books, with a full audit being conducted every 5 years. The Audit Committee should consist of the auditor (member or external firm) and the current treasurer. If the current treasurer also served as treasurer during the year(s) to be audited/reviewed, an additional member will be appointed the liaison between the Section and the auditor.

**Financial Strategy** (Treasurer) – This committee convenes every five years to review the Section's financial policies and status. Recommendations for changes in the policies and handling of the Section's finances are then presented to the Executive Council for review.

# ***APPENDIX C – Project Implementation Proposal***

## ***Project Implementation Proposal Guidelines***

Recommended length for a Project Implementation Proposal (PIP) is 2 to 3 pages plus a cover sheet and budget. Each of the main categories must be addressed. Details within each category may include, but are not limited to, those identified below.

### Cover Sheet

#### Executive Summary

Project Name:

Proposal Author:

- A. Summarize the objective of and the need for the project.
- B. Which SWE strategic priority does the project address?
- C. How does this project differ from or significantly enhance similar SWE projects (both within and outside BWS)?
- D. Who is the audience or benefactor of the project?
- E. What is the expected completion date of the project?

#### Project Description

- A. What are the detailed objectives of the project?
- B. How does the project focus on girls or women?
- C. How is this project innovative?
- D. What are the activities planned to meet the objectives?
- E. What/where is the project venue?
- F. What is the project length and timeframe?
- G. If all details are not yet known, please identify what is needed and why the information is not provided at this time.

#### Project Benefits

- A. What are the tangible and intangible benefits of the project to the participants?
- B. What are the tangible and intangible benefits of the project to SWE, either locally or nationally?
- C. Are there other benefits?

#### Project Costs

- A. What is the total dollar cost?
- B. How much is being requested from BWS funds?
- C. Are there any other sources of funding?
- D. Are there expected in-kind contributions?
- E. What SWE HQ resources are needed?
- F. What Section resources are needed, including volunteer time?

#### Deliverables

- A. Can this project be replicated by other Sections?
- B. If so, what will be provided to facilitate replication? (for example, curriculum, videos, equipment lists, web pages, scripts, manuals)

#### Metrics

- A. How will the success of this project be measured? (e.g., number of participants, number of volunteers, requests for information or follow-up, publicity received, before and after surveys)
- B. How will the impact of this project on girls or women be measured? (e.g., was it successful in encouraging women and girls to pursue engineering, did it raise awareness of diversity, did it improve the effectiveness of SWE)

#### Project Life

- A. What is the date of this event, or timeframe during which it will take place?
- B. What are the project milestone dates?
- C. Is it anticipated that the project will be repeated or extended past the 12 months covered by this budget request?

#### Budget

- A. Contracted services (e.g., professional, clerical, consulting)
- B. Travel (bus, mileage, lodging)
- C. Food (meals, snacks)
- D. Supplies (consumable supplies, T-shirts, give-aways)



- E. Publications (printing, graphics/layout, distribution)
- F. Facilities (room rental, audio-visual equipment, insurance, security)
- G. Publicity (photography, advertisements)
- H. Income (corporate donations, admission/participant fees, BWS funds)

## **Sample PIP #1**

*Project Name: Conference Program Board (CPB) Strategic Planning Workshop Attendance*

**Proposal Author:** Diana Joch

### I. Executive Summary

The SWE Board of Directors (BOD) recently selected Baltimore as the site for the 2008 National Conference. The conference will take place November 6 - 8, 2008 at the Baltimore Convention Center. With this selection, a BWS representative will have the opportunity to have a role in the strategic planning of this conference and conferences leading up to 2008.

The Conference Program Board (CPB) is composed of a diverse mix of representatives from SWE Headquarters, corporate, professional member and student-interest, and out-year conference local section representatives. BWS will have a seat on this committee for a three-year term, beginning July 1, 2005 and extending through November 2008. The role of the local section representative is to participate in the activities of the CPB and to function as the representative/conduit for the 2008 Conference local section.

Although the BWS seat on the CPB does not officially begin until July 1, 2005, a BWS member has been invited to participate in the CPB meeting on February 4-5, 2005 in Anaheim, CA. This meeting is a two-day strategic planning session for future SWE Conferences. Although this meeting occurs prior to the BWS member's term on the CPB, attendance at the workshop will provide additional insight into the CPB position, as well as generate additional ideas with respect to future SWE Conferences, including the 2008 Conference in Baltimore. In order for BWS to take full advantage of this opportunity, a nominee for the seat is being identified early, so that she can attend the February CPB meeting.

As discussed at the November 13, 2004 BWS Executive Council Meeting, given the short timeframe for the nominee selection process prior to the CPB meeting, it was determined that BWS would provide financial assistance for travel expenses, if the selected person does not have full financial support from her employer for those expenses.

This proposal requests BWS commit to a one-time maximum of \$1000 to cover travel expenses for the BWS-nominated CPB member to attend the CPB strategic planning workshop on February 4-5, 2005.

### Background:

Four years ago, the BOD made a decision to move the planning and hosting of national conferences from SWE sections to SWE Headquarters, enabling sections to do what they do best - develop programs - and for SWE Headquarters to plan and execute the conferences. With this decision, we will see more professionally and efficiently planned and executed conferences, reduced risk, and better alignment with Society goals. The 2004 Conference in Milwaukee represented the first SWE Headquarters-run conference.

Conference planning and management is now composed of the following roles and responsibilities. HQ is the program manager for the conference and is responsible for conference planning, logistics, execution and financial success. The CPB, a highly visible national committee reporting to the Director of Professional Development, is responsible for the vision, strategic development, and programming content of the conference. The activities of the CPB include developing themes for the conferences, program content strategy, program assessment, Career Enhancement Series (CES) course strategy, keynote speaker selection, and outreach program strategy. The local section is responsible for providing local flavor; i.e., identifying local industry contacts, technical tour destinations, social tour destinations, venues for networking night, contacts for community outreach, and on-site volunteers.

### II. Project Objectives

The draft agenda for the workshop is as follows:

February 4, 2005

Opening Comments

	Welcome	Lead commitment
goal/objective)	Why we are here (broad overview of	Define Objectives for 2005 Annual Conference
	Planned networking opportunities	Things to be accomplished
	Introduce facilitator	Implementations steps
Workshop Agenda Review		Potential benefits
	Agenda and logistics	Lead commitment
	Facilitation process	Next Steps
Introductions and Expectations		
	Expectations listed on cards	
Workshop Ground Rules		
	Review blow-up of list	
Strategic Planning Overview		
	Review participants handout	
SWE CPB Systems Mapping		
	Workshop scope	
	Suppliers, inputs, outputs, customers	
SWE CPB Purpose		
SWE CPB Customer Requirements		
	Customer expectations	
Environmental Scan		
	Current and future potential change impacts	
	Strengths, weaknesses, opportunities	
Develop Mission Statement		
	Specific and measurable goal	
	What, for who, how and by when	
Vivid Description of the Future		
Identify Barriers to Achieving the Mission		
	Constraints and limitations	
Define Critical Success Factors/Objectives		
	Must have or to do	
	Specific and measurable	

## February 5, 2005

- Review of Day One Results
  - Relevant to agenda
  - Remaining agenda items
  - Process check
- Process Identification and Assessments
  - Process model
  - Capability and performance
- Development of Initiatives
  - Actions to achieve the mission
  - Importance
  - Targets and measures

### III. Project Costs

#### A. What expenses are being included?

The term “travel expenses” refers to the following: airfare, hotel accommodations, airport shuttle service/ground transportation, and airport parking. The SWE volunteer travel policy does not provide for reimbursement of food or beverage. (As breakfast and lunch will be provided each day at the meeting, the attendee need only pay for dinner.)

#### B. What is the total dollar cost?

The total dollar cost is between \$800 and \$1000, depending on airfare costs. The use of “low-cost” airlines with connecting flights at alternate airports will be strongly encouraged to reduce airfare costs.

#### C. How much is being requested from BWS funds?

A maximum of \$1000 is requested from BWS funds.

#### D. Are there any other sources of funding?

Given the short timeframe between choosing the BWS nominee for the CPB seat and the workshop, the opportunity for soliciting corporate support for travel expenses is not available. The BWS nominee is encouraged to ask for full or partial employer funding for her travel expenses.

#### E. What Section resources are needed, including volunteer time?

The BWS member nominated for the CPB seat would need to attend the two-day workshop. Additional time for travel to and from the workshop would also be necessary.

### IV. Project Life

This is a one-time request for the BWS-nominated CPB member to attend the CPB strategic planning workshop February 4-5, 2005. During her official term, the BWS CPB member will have her travel expenses for CPB meetings paid for through financial support from her employer or via the travel expense line items of the CPB budget.

### V. Budget

A. Airfare	\$250-\$400	Washington, DC Metro Area to Orange County, Los Angeles, or Long Beach Airport
B. Hotel	\$506.91	Embassy Suites Hotel-Anaheim South, Garden Grove, CA \$149.00 per night, plus 13% tax and \$0.60 per night 3 nights stay (Thursday – Saturday)
B. Shuttle	\$50.00	Round-trip shuttle service to/from hotel and airport \$20-\$35 from SNA (Green Van/Super Shuttle) \$40 from LGB (Karmel Shuttle) \$35-\$75 from LAX (Super Shuttle/Xpress Shuttle)
C. Parking	\$36.00	Economy Parking - \$8 for 24 hours at BWI \$9 for 24 hours at DCA, IAD

### V. Trip Report

The BWS member attending the CPB meeting will prepare a report summarizing the meeting events. This report will be presented to the BWS Executive Council on March 5, 2005.



## Sample PIP #2

*Project Name: 1999 Science and Engineering Education Development Program*

**Proposal Authors:** Andrea Stenberg and Diana Joch

### I. Executive Summary

This document proposes the continuation of the BWS Science and Engineering Education Program (SEED) program in order to assist and encourage minority and inter-city women to prepare for and choose careers in engineering, science, and technology. The program targets minority and inter-city eighth grade female students for a four-year program that provides one-week of hands-on science and engineering experiences each summer. By continuing to provide this program, the following strategic goals of the Society are addressed:

- *Education* Provides a program that encourages female students to enter an engineering or science education by exposing them to the various disciplines of engineering.
- *Diversity* Targets minority and inter-city women to provide a long-term intervention program that has proven to be effective in keeping female students interested in math and science during high school.
- *Visibility* Increases visibility of SWE and its programs to members, the technical community, and the general public.

Improving access to scientific and engineering careers for under-represented women and minorities is a major goal of American society evidenced by the recent House Science Committee Bill approved to determine why women are under-represented in the science and engineering workforce and examine the practices that have been successful in recruiting women. The SEED Program is unique in that it specifically targets minority women and follows the women through high school. The need for and importance of this type of program is further amplified by the fact that women represent less than 10% of the engineering workforce and minority women far less than 10%.

### II. Cost/Benefit Analysis

#### *Program Description*

The program targets minority and inter-city eighth grade women for a four-year program that provides one week of hands-on science and engineering experiences each summer with women engineers as mentors. Attendees of the program participate in lectures, laboratory experiments, and technical tours highlighting the various disciplines of engineering. The program is reinforced with apprentice days throughout the school year. The teaching modules, technical tours, speakers, seminars and design competitions provide the students with a sense of how exciting and beneficial the engineering profession is to oneself and society. The same students return each year to the SEED program until their senior year. In FY99, the students will enter the final year of the program.

The planned schedule for the FY99 program includes technical tours of testing laboratories, materials and fluids laboratory, and an aerospace push-through facility; and a behind-the-scenes technical tour of an amusement park. Special speakers have been arranged to discuss high school to college life transition and techniques on technical writing with assignments throughout the week. The young women will also learn to work in teams as a result of a design project during the week.

#### *A. Benefits*

*Education* - The program is designed to encourage and influence female students to enter a science or engineering profession by exposing them to a wide variety of opportunities offered in these professions.

Working through teaching modules and technical tours, students understand what it means to be an engineer.

*Diversity* - Traditionally, the lack of appropriate role models and the curriculum in schools have discouraged women from considering engineering as a career option. A priority for the BWS has been to assist more women to consider and choose engineering as a career. While women are still a small minority in the field of engineering, minority women are even more under represented. This long term intervention program targets minority and inter-city female students and has proven to be effective in keeping women in math and science during high school by providing them with positive role models and an understanding of the engineering profession.

*Visibility* - The program increases the visibility of SWE to the members by allowing them to participate in a worthwhile and important program. The local technical community and general public become more aware of SWE and our

educational services as a result of their participation in the SEED program.

**B. Costs**

The preliminary cost estimate for the program is \$11,500, which includes accommodations at a local college, food, activities, speakers, seminars, transportation, supplies and awards. A budget for the program is provided in Attachment I.

**C. Project Management**

The project manager contacts for the proposal are:

Andrea Stenberg, SEED Co-chair djoch@sybase.com	Diana Joch, SEED Co-chair andrea.bartoletti@cwi.cablew.com
19316 Ranworth Drive Germantown, MD 20874 (703) 760-3346 (W) (301) 601-2747 (H)	5728 Osprey Court Clifton, VA 20124 (301) 896-1277 (W) (703) 502-0590 (H)

**D. Project Life**

The SEED program was developed to provide guidance for four years to female students beginning with eighth grade and continuing with the same students until they become high school seniors. Funding is requested for FY99 only.

**III. Early Evaluation**

The SEED program was modeled after the Higher Education Outreach Program (HEOP) previously conducted by six SWE sections and largely funded by NASA. HEOP was extremely effective in encouraging female students to stay in math and science classes throughout high school and to pursue engineering, math, or science degrees in college. Preliminary data revealed that 17 of the 25 students that started in the BWS HEOP went on to college and 11 of those pursued an engineering or technical degree.

In FY96, the SEED program selected 25 high school freshman students to participate in the program. Twenty-one students accepted the invitation and attended the program in FY96. Twenty students returned to the program in FY97 and 21 students returned FY98. Those students will be followed during the coming years to determine the number of students that enter a technical major in college and throughout their college career to determine the completion rate and the ultimate success of the program.

**ATTACHMENT I**  
**FY99 Budget**  
**Science and Engineering Education Development (SEED) Program**

Insurance - Liability for Program	\$ 300.00
SEED Planning Meeting Pizzas for Volunteers	\$ 20.00
Room and Selected Meals at Campus Facility	
Singles (Chaperons)      4 @ 245.00	\$ 980.00
Double                      20 @ 210.00	\$4,200.00
Meals and Snacks (off campus lunches/dinners and Awards Banquet)	\$1,915.00
Transportation	
Buses for Technical Tours	\$2,500.00
Activity Fees/Costs	\$ 540.00
Awards and Participant Gifts	
Design Competition	\$ 50.00
Essay Contest	\$ 50.00
Engineering Jeopardy	\$ 50.00
Volunteer Gifts	\$ 200.00
Participant Gifts	\$ 350.00
Supplies	
Name Tags	\$ 40.00
Module Supplies	\$ 50.00
Office Supplies (Binders)	\$ 40.00
Postage	
Committee Mailings (35 members - 2 mailings)	\$ 30.00
Correspondence with Participants (25 - 2 mailings)	\$ 15.00
Miscellaneous Expenses	\$ 170.00
TOTAL	\$11,500.00

**ATTACHMENT II**  
**Volunteers for SEED Program**

**Chairpersons**

Diana Joch  
Andrea Stenberg

**Chaperones**

Carol Barnick  
Rachel Boone  
Kathy Butler  
Nora Davis  
Laura Downey  
Jill Ferratt  
Wendy Ingram  
Jana Kirkman  
Linda Mullen  
Susan Sachs  
Jody Schuh  
Pam Stearman  
Joan Sullivan  
Nancy Sumner  
Charlotte Wang  
Carolyn White  
Audrey Whyms

**Technical Tour Leaders**

Stephanie Blair  
Stephanie Shum  
Penny Wirsing  
Carrie Wirsing  
Christina Wu

**Awards**

Kristina Thompson  
Michelle Tortolani

**Module Teachers**

Karen Flack  
Kate Flaherty  
Mary Jones  
Rachel Larkin-Cooke  
Jackie Murdock  
Carole Womeldorf

**Speakers/Panel**

Sethanne Howard  
Dawne LeKang  
Cheryl Manning

**Design Project Coordinator**

Michelle Undercoffer

## APPENDIX D – Sample Budget

### Sample Budget

#	Budget Approved 9-10-05	Budget FY06	Actuals FY06	FY06 Budget Comments
1	<b>INCOME</b>			-
2	Membership Rebates	\$5,200.00	\$661.00	<u>dep 9-7-05</u>
3	Donations			-
4	Scholarships FY05	\$10,000.00		<u>\$\$ to be raised (not including \$1000 endowed)</u>
5	Student Outreach	\$0.00		-
6	Newsletter Printing	\$0.00		-
7	Other Donations (corporate and member)	\$2,000.00	\$7,500.00	<u>Rayethon check dep 7/6/05; \$500 XOM Peterson 7/31/05</u>
8	Professional Development Seminar	\$0.00		<u>Corporate sponsor donations</u>
9	Blank			-
10	Blank			-
11	Blank			-
12	Subtotal	\$12,000.00	\$7,500.00	-
13	Blank			-
14	Net from Sales			-
15	Newsletter Income	\$0.00		-
16	Blank			-
17	Other Income			-
18	Planning Retreat	\$0.00	\$0.00	-
19	PD Seminars	\$2,500.00		-
20	Social Committee Programs	\$500.00		-
21	Membership Meetings	\$3,000.00	\$91.42	<u>\$40 Sept Mtg; \$51.42 Member involvement 10/15</u>
22	Interest	\$2,300.00	\$1,180.76	<u>Interest (less \$1350 set aside in restricted assets below)</u>
23	Blank			-
24	Blank			-
25	Subtotal	\$8,300.00	\$1,272.18	-
26	<b>TOTAL INCOME</b>	<b>\$25,500.00</b>	<b>\$9,433.18</b>	-
27				-
28	<b>EXPENSES</b>			-
29	Career Guidance Activities			-
30	National Engineers Week	\$200.00		<u>Supplies for Eweek Family Day</u>
31	Student Mentor Program	\$0.00		-
32	School Outreach	\$450.00	\$50.00	<u>Student Outreach (Bright Ideas), SWE Stickers, \$50 8/19/05 for NCNW</u>
33	Science Fairs	\$500.00		<u>Science Fair Awards</u>
34	Girl Scouts Badge Days	\$800.00	\$40.97	<u>\$50 approved by EC 8/31 for "BIG EVENT"</u>
35	Scholarship Committee	\$600.00	\$7.35	<u>Mailing Supplies, Scholarship Banquet Programs, Certificates and Folders; \$7.35 to mail brochures to Sharon 9/25</u>

36	Scholarships FY05	\$4,000.00	\$4,000.00	Also have additional \$1000 endowed
37	Student Membership Promo	\$400.00		From FY04, due to two student sections; John's Hopkins & Naval Academy(?)
38	Student Section Liaison	\$100.00		-
39	Blank			-
40	Blank			-
41	Subtotal	\$7,050.00	\$4,098.32	-
42	Blank			-
43	Blank			-
44	Professional Development Activities			-
45	Programs			-
46	Direct Costs (Cost of meals)	\$2,500.00		-
47	Indirect Costs (Speaker dinner/gift, room deposit/rental fee/Paypal Fees)	\$800.00		-
48	Scholarship Recip/Guest meals	\$400.00		Winners + 1 guest
49	PD Seminars	\$2,500.00		-
50	Social Committee Programs	\$500.00		-
51	DCCEAS Banquet	\$240.00		-
52	Celebrate Fairfax	\$300.00		-
53	Subtotal	\$7,240.00	\$0.00	-
54	Scholarship Endowment			Have \$1000 to give out annually, included in scholarship budget but not line item
55	Blank			-
56	Dues to other societies			-
57	DCCEAS Society Dues	\$37.50		-
58	Subtotal	\$37.50	\$0.00	-
59	Fundraising			-
60	Corporate Relations	\$250.00		Thank you notecards
61	Industry Reception	\$0.00		-
62	Subtotal	\$250.00	\$0.00	-
63	Blank			-
64	Newsletter Expenses			-
65	Newsletter Printing and Assembly	\$4,850.00	\$556.60	Newsletter Printing and Assembly
66	Newsletter Postage	\$2,500.00	\$342.00	Newsletter Postage
67	Newsletter Supplies	\$250.00		-
68	Updated Software Purchase	\$200.00		-
69	Subtotal	\$7,800.00	\$898.60	-
70	Blank			-
71	Administrative Expenses			-
72	Officer Postage	\$175.00	\$37.00	Postage
73	Officer Supplies	\$150.00		Receipt Book, Stapler, mailing supplies, etc.
74	Bank Fees	\$25.00		Returned Check Fee
75	Website Expenses	\$210.00		Renewed for 2 yrs. : \$210 approved by EC 8/27
76	Blank			-
77	Subtotal	\$560.00	\$37.00	-

78				-
79	Other Expenses			-
80	Public Relations	\$150.00		-
81	Nominations Ballots	\$350.00		<u>Nomination Ballots</u>
82	Archives	\$200.00		<u>Historical Electronics Museum annual donation for archives, \$100 donation, \$100 supplies</u>
83	ADA Services	\$100.00		<u>Hearing Impaired</u>
84	Planning Retreat	\$300.00	\$280.57	<u>Planning Retreat Lunch, Retreat Supplies, Binder Copies; Voted &amp; passed for FY06 8/05</u>
85	Awards Member Recognition	\$250.00		<u>Gifts</u>
86	EC Petty Cash	\$50.00		-
87	Membership Recruiting	\$400.00	\$217.99	<u>M. O'Shaughnessy 9/25 brochures and supplies; 10/16 Staples brochures</u>
88	Member Involvement	\$350.00	\$259.28	<u>Member Involvement Lunch, Member Involvement Lunch Postcards - Diana pd 9-10-05, Diana pd 10-19-05; Lunch 10/15</u>
89	Audit Expense	\$3,600.00	\$3,500.00	<u>Payment to Burdette Smith Group FY02-04 pd 8-31-05</u>
90	Taxes	\$750.00		-
91	New accounting software	\$75.00	\$62.99	<u>Upgrade Quicken to 2006 version</u>
92	Pre-Retreat FY07	\$150.00		<u>Binders, Supplies, Lunch</u>
93	Blank			-
94	Blank			-
95	Subtotal	\$6,725.00	\$4,320.83	-
96	<b>TOTAL EXPENSES</b>	<b>\$29,662.50</b>	<b>\$9,354.75</b>	-
97	<b>NET INCOME</b>	<b>(\$4,162.50)</b>	<b>\$78.43</b>	-
98	<b>NET Investment Transfers for Year</b>			-
99	<b>ASSETS AS OF 8/31/05</b>			-
100	Cash	\$0.00	\$0.00	-
101	SB FMA	\$13,000.00	\$13,878.78	<u>Account balance as of Aug 31th Bank Statement</u>
102	Scholarship Receivables	\$0.00	\$0.00	<u>Owed to SWE but not yet received</u>
103	Newsletter Advertising	\$0.00	\$0.00	<u>\$\$ brought in by advertisers in newsletter</u>
104	SB Bond Investmests	\$155,000.00	\$155,000.00	<u>\$\$ Invested in bonds</u>
105	Other Assets (Dep, etc)	\$0.00	\$0.00	-
106	Subtotal (1)	\$168,000.00	\$168,878.78	-
107				-



108	<b>TEMPORARILY RESTRICTED ASSETS</b>			-
109	Interest Income	\$1,350.00	\$0.00	<u>Segregation of total income</u>
110	Student Outreach	\$610.34	\$560.34	<u>Check written to SWE for specific purpose, not additional funds</u>
111	Other Designated Funds	\$0.00	\$0.00	-
112	SB Bond Investment - 2.5 Year - 3.0%	\$30,000.00	\$30,000.00	-
113	SB Bond Investment - 2.5 Year - 4.0%	\$30,000.00	\$30,000.00	-
114	SB Bond Investment - 2.5 Year - 2.55%	\$30,000.00	\$30,000.00	-
115	SB Bond Investment - 2.5 Year - 2.35%	\$25,000.00	\$25,000.00	-
116	SB Bond Investment - 2 Year - 2.1%	\$25,000.00	\$25,000.00	-
117	SB Bond Investment - 5 Year - 3.5%	\$15,000.00	\$15,000.00	-
118	Blank			-
119	Subtotal (2)	\$156,960.34	\$155,560.34	-
120	<b>UNRESTRICTED ASSETS (1-2)</b>	\$11,039.66	\$13,318.44	-
121				-
122	<b>LIABILITIES (Designated Funds)</b>			-
123	Scholarships FY05	\$4,000.00	\$0.00	<u>FY05 Scholarships (without \$1,000 endowed scholarship) All sent 9/21/05</u>
124	Other Designated Funds	\$3,500.00	\$0.00	<u>Balance paid for Audit Fee (upon receipt of invoice) Aug 2005</u>
125	Blank			-
126	Blank			-
127	Subtotal (3)	\$7,500.00	\$0.00	-
128	<b>NET ASSETS (1-3)</b>	\$160,500.00	\$168,878.78	-

## Sample Budget Input #1

### Celebrate Fairfax Supplies

Item Description	Item Cost	Item SubTotal	Tax	Item Total	Purchase Location
4 case baby wipes (576 per case)	12.99	\$51.96	\$2.60	\$54.56	Costco
6 cases ziploc bags (500 per box)	6.29	\$37.74	\$1.89	\$39.63	Costco
1 case paper towels (12 rolls)	14.99	\$14.99	\$0.75	\$15.74	Costco
5 gallons Elmer's glue	11.75	\$58.75	\$2.94	\$61.69	Office Depot
2 boxes Borax	3.29	\$9.87	\$0.49	\$10.36	Food Lion
masking tape	1.77	\$1.77	\$0.09	\$1.86	Food Lion
1 plastic table roll	12.99	\$12.99	\$0.65	\$13.64	Party City
12 boxes food coloring	2.59	\$31.08	\$1.55	\$32.63	Food Lion
9 2.5 quart plastic paint buckets	0.96	\$8.64	\$0.43	\$9.07	Home Depot
6 1/8 cup ladles/coffee scoops	4.29	\$25.74	\$1.29	\$27.03	Target
1 box garbage bags (30 gallon)	3.69	\$3.69	\$0.18	\$3.87	Food Lion
<b>Total Cost Estimate (conducted June 2005)</b>				<b>\$270.08</b>	

## Sample Budget Input #2

### Cost Breakdown:

1. Mailing #1 – postcard notification
  - Use of USPS automated mailing system
  - Cost for 4x6 postcard, including creation and postage is 28.6 cents per postcard
  - Notification to membership to be made prior to June 30; therefore approximately 450-470 postcards are necessary, costing \$150.00
2. Mailing #2 –
  - Mailing can not occur until 30 days after notification; therefore will not be until July
    - a. FY07 current numbers will be significantly less in July, as many have not yet renewed membership – as of 6/30/05, we had 182 members current in dues for FY06, vs. 456 members on the books; anticipate the same this year
  - Contents:
    - a. Mailing envelopes, 200
    - b. One-page ballot, 200
    - c. Return envelope, 200
    - d. Mailing labels – membership and return labels, total of 600
  - Box of 500 envelopes, \$10.00
  - Paper and print costs, \$0.00
  - Box of 750 labels, \$25.00
  - Postage for 200 envelopes, \$80.00

Overall estimative costs: \$265.00 +- due to exact membership numbers

## ***APPENDIX E – Tax Exempt Certificates***

### ***MD Sales and Use Tax Exemption Certificate***

Due to privacy and concerns over unauthorized use, please contact the Section treasurer for a copy of the tax exempt certificate.

## ***VA Retail Sales and Use Tax Certificate of Exemption***

Due to privacy and concerns over unauthorized use, please contact the Section treasurer for a copy of the tax exempt certificate.

### ***Restrictions***

Can not be used on meals and lodging

Payment must be directly from Section funds (checking account or credit card paid directly attached to account) (can not present own check, credit card, etc for reimbursement by Section)

## ***Vendor Tax Exempt Accounts***

Due to privacy and concerns over unauthorized use, please contact the Section treasurer for a copy of the tax exempt vendor numbers.

### ***STAPLES***

For use in MD only; on-line purchases MUST be delivered to MD address for tax exemption

### ***OFFICE DEPOT***

For use in all states

# APPENDIX F – Expense Reimbursement Form

## Expense Reimbursement Form

### SWE-BWS FY 2007 EXPENSE REIMBURSEMENT FORM

This form is to be used to request reimbursement for authorized SWE-BWS expenditures. Reimbursement is contingent upon adequate funds remaining in the specified budget line. Please complete the information requested and return it with accompanying original receipts taped to a sheet of 8.5" x 11" paper no later than 30 days after the event to the SWE-BWS Treasurer at:

Gretchen Holtzer  
FY07 SWE-BWS Treasurer  
1559 Onyx Drive  
Apartment 303  
McLean, VA 22102

Name:		Date:	
Address:			
Description of Expense:	Date:	Amount:	Budget Line Item*:
		\$	
<b>TOTAL TO BE REIMBURSED:</b>		\$	

\* Code to be filled out by Treasurer



# ***APPENDIX G – Electronic Communications Guidelines***

## ***Executive Council Distribution List***

The Section maintains a list of e-mail addresses of EC members. This e-mail distribution list is used to distribute information and announcements to the EC. The email addresses of all members are hidden to ensure that the distribution is not provided with the e-mail, and thus keeps the list private. **The list is not distributed to anyone.**

**All e-mail submissions are held for moderator review prior to being sent to the distribution list.**

The list alias is [bws-es@swe-bws.org](mailto:bws-es@swe-bws.org)

The following describes eligibility for inclusion on the distributions list:

- Members of the Section EC
- Members of the Section, with approval

E-mail Distributions:

- Subscribers to the list can send posts directly
- Non-subscribers should send the post to the Section president
- Non-subscribers can request that information be distributed. The information must be related to the EC. The Section president approvals or rejects the posting.

Distribution List Administration:

- The list is maintained by the Section president.
- As a list server is used, members have the ability to subscribe, modify their subscriptions, and unsubscribe themselves.
- Details and instructions regarding the distribution list is available at:  
[http://chick.nocdns.com/mailman/listinfo/bws-communications\\_swe-bws.org](http://chick.nocdns.com/mailman/listinfo/bws-communications_swe-bws.org)

## **Sample E-mail Motion #1**

Below is a motion for consideration. Anyone is welcome to comment, however only elected/appointed officers may vote.

The following schedule has been established for review of this motion:

May 5 - 6	Receipt and Acknowledgement of Motion
May 6 - 9	Discussion on Motion
May 10 - 11	Voting

All officers need to reply to this message, indicating receipt.

Please hit REPLY-ALL for any discussion, however acknowledgement of motion receipt and voting should be sent directly to me at <e-mail address>.

Please do not cast your vote until the end of the discussion period. I will send out an e-mail first thing Monday morning officially closing the discussion period and opening voting.

MOTION: “To approve \$300 in the FY06 budget for the purchase of supplies and mailing to the membership for the notification and ballot for the new BWS section bylaws”

Made by: xxx

Seconded by: xxx

DISCUSSION:

The Section bylaws are being revised to use the professional section template approved by the BOD. Per current bylaws, 2 mailings are required to the membership: 1 for notification and 1 for voting. Postcards will be used for the 1<sup>st</sup> mailing, indicating the website where the current and proposed bylaws can be reviewed. Ballots to current BWS members will be mailed 30-60 days later. The total cost estimate is \$265.00, based upon today’s membership numbers.

That number is expected to increase between now and when the voting occurs, therefore a total of \$300 is requested.

Cost Breakdown:

3. Mailing #1 – postcard notification
  - Use of USPS automated mailing system
  - Cost for 4x6 postcard, including creation and postage is 28.6 cents per postcard
  - Notification to membership to be made prior to June 30; therefore approximately 450-470 postcards are necessary, costing \$150.00
  
4. Mailing #2 –
  - Mailing can not occur until 30 days after notification; therefore will not be until July
    - a. FY07 current numbers will be significantly less in July, as many have not yet renewed membership – as of 6/30/05, we had 182 members current in dues for FY06, vs. 456 members on the books; anticipate the same this year
  - Contents:
    - a. Mailing envelopes, 200
    - b. One-page ballot, 200
    - c. Return envelope, 200
    - d. Mailing labels – membership and return labels, total of 600
  - Box of 500 envelopes, \$10.00
  - Paper and print costs, \$0.00
  - Box of 750 labels, \$25.00
  - Postage for 200 envelopes, \$80.00

Overall estimative costs: \$265.00 +/- due to exact membership numbers

Thank you,  
XXXXXX  
BWS Internal Communications Secretary  
<e-mail address>

## Sample Motion #2

Below is a motion for consideration.

Anyone is welcome to comment, however only elected/appointed officers may vote.

To expedite review of this motion, but to allow time for everyone to review the information and participate in discussion, the following schedule has been established.

October 5 - 6	Receipt and Acknowledgement of Motion
October 6 - 9	Discussion on Motion
October 10 - 11	Voting

All Officers need to reply to this message, indicating receipt.

Please hit REPLY-ALL for any discussion, however acknowledgement of motion receipt and voting should be sent directly to me at <e-mail address>.

Please do not cast your vote until the end of the discussion period. I will send out an e-mail first thing Monday morning officially closing the discussion period and opening voting.

MOTION: "For the Philadelphia Student and Professional SWE Sections to host the 2006 Region E SWE Conference"  
Made by: Shannon Oglesby, Philadelphia  
Seconded by: Lisa Walton, Lehigh Valley

#### DISCUSSION:

Region E Conference, 2006

March 31 - April 2, 2006

Hosted by the Philadelphia Section and Drexel University Student Section

Sheraton University City - Drexel University

Women Engineers: Bridging the Past, Present, and Future

Student member full weekend package including hotel (2 nights) - \$100

Professional member full weekend package - \$70

Professional member hotel rate \$145/night

Other packages available for non-members and for Saturday only

Programs to be held at Drexel University on Saturday April 1st

Saturday banquet and Sunday Region meetings to be held at the Sheraton

#### ATTACHMENTS:

See the attachments for additional details on the Conference. Jennifer Garner has been identified as the Conference Chair, and has been included on this e-mail for questions and discussion

Thank you,

XXXXXX

BWS Internal Communications Secretary

<e-mail address>

## ***Membership Distribution List***

The Section maintains a list of e-mail addresses. This e-mail distribution list is used to distribute SWE announcements (for the section, region or national) and to distribute other information that relevant (as determined by the Section president). The email addresses of all members are hidden to ensure that the distribution is not provided with the e-mail, and thus keeps the list private. **The list is not distributed to anyone.**

**All e-mail submissions are held for moderator review prior to being sent to the distribution list.**

The list alias is [bws-communications@swe-bws.org](mailto:bws-communications@swe-bws.org)

The following describes eligibility for inclusion on the distributions list:

- Members of the BWS SWE section
- SWE members that are members of other sections (non-BWS)
- Collegiate Section POCs
- Local company representatives that distribute e-mail announcements within their companies
- Perspective members

E-mail Distributions:

- The BWS Electronic Communications Chair will distribute all e-mails.
- All e-mail submissions should be sent directly to The BWS Electronic Communications Chair at [ecomunications@swe-bws.org](mailto:ecomunications@swe-bws.org)
- Members of the Section EC can request the distribution of an e-mail for any SWE related activities.
- The section representatives or the region governor can request the distribution of regional or national level SWE news.
- Members can request that information be distributed. The information must be related to goals of SWE. When in question, the president of the Section will make the decision for approval or rejections of non-SWE news. SWE related e-mails will take precedence.
- Every effort will be made to limit use of the distribution list to no more than two e-mail per week
  - o BWS e-mails on Friday
  - o SWE/Region e-mails on Tuesday

#### Distribution List Administration:

- The list is maintained by the BWS Electronic Communications Chair.
- As a list server is used, members have the ability to subscribe, modify their subscriptions, and unsubscribe themselves.
- Details and instructions regarding the distribution list is available at:  
[http://chick.nocdns.com/mailman/listinfo/bws-communications\\_swe-bws.org](http://chick.nocdns.com/mailman/listinfo/bws-communications_swe-bws.org)

## Announcement Submission Guidelines

### Distribution Schedule

- No more than two e-mails will be sent out each week to the distribution list
  - o SWE National/Region announcements on Tuesday
  - o BWS and other announcements on Friday

### Submission Deadlines

- Event/Activity Announcements
  - o Must be submitted 3-4 weeks in advance of the event
  - o Must be submitted by Wednesday
  - o Submit all announcements to the [ecomunications@swe-bws.org](mailto:ecomunications@swe-bws.org) address
  - o submit announcement using specified format
- Articles/Notices
  - o Will be queued and sent with weekly e-mail, as received

### Format

- Text-only mode
- News format
- No more than 6 announcements in each e-mail, less if long length
- Summary of events only, including web links to full details
  - o Full details should be posted elsewhere
  - o Always include RSVP information and cancellation policy
- See sample e-mail in appendix

### Announcements Accepted

- BWS activities, events, notices, call for volunteers
  - o submitted by officers and committee chairs
- SWE National announcements
  - o submitted by Section Reps, Region Governor, or BOD member
  - o National also send announcements to 'swe-all' distribution list, which are then pulled to be sent to our members
- Region E announcements
  - o submitted by Section Reps or Region Governor
- Other engineering/professional society announcements (if same date, BWS event takes precedence)
  - o submitted by society contacts or members
- Non-SWE announcements\* (must be approved first)
  - o submitted by members or event contacts

Announcements regarding call for volunteers for events not currently on the BWS calendar should be sent to the appropriate officer for review first (i.e. DOE Science Bowl, Career Fairs, Computer Mania Day, Speaker Requests, etc)

\* Announcements for large job fairs may be approved for distribution based upon the event. Announcements for individual company job openings or job fairs **MAY NOT** be sent via e-mail. These should be directed to the SWE Career Resource Center or to the treasurer as a possible newsletter advertisement.

## E-mail Preparation

- Prepare e-mails in advance
  - o Most e-mails will need to be sent more than once
  - o Set up future e-mail contents based upon RSVP date and resend requests

**Note:** For Networking Lunches, it is customary to receive one e-mail in the fall and one in the spring with a full list of dates; publish this once, then keep to advertising one month at a time

## Sample E-mail

IN THIS ISSUE:

April 14 Official Membership Meeting  
Spring 2005 Member Involvement Lunches  
Computer Mania Day – April 9  
Wanted: Company Liaisons  
BWS Member Article in SWE Magazine

### APRIL 14 OFFICIAL MEMBERSHIP MEETING

-----

“Celebrating Excellence: Scholarship Awards Banquet”

Keynote Speaker: Carolyn Turk, BioVeris Corporation

At the meeting we will be introducing this year’s BWS scholarship winners. It is an opportunity to meet our scholarship recipients and in turn have them meet you and learn more about your experiences as an engineer. This is also an official SWE-BWS business meeting; a quorum of BWS members is required.

DATE: Thursday, April 14<sup>th</sup>, 2005  
LOCATION: The Bombay Peacock Grill, Columbia MD  
TIME: 6:30 p.m. – 9:00 p.m.  
MENU: Buffet with vegetarian and non-vegetarian options available  
Includes appetizers and dessert

#### RESERVATIONS:

RSVP to Nancyjane Bailey at [nancyjane.bailey@swe.org](mailto:nancyjane.bailey@swe.org) or (410) 993-7489 by Friday April 1, 2006 with name, email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member). Society dues must be current for the fiscal year in order to qualify for SWE member pricing.

#### COST:

Members (Professional) \$24  
Members (Students/Retirees/Unemployed) \$12  
Non Members \$29  
Non Members (Students/Retirees/Unemployed) \$15

Payments can be made via check or cash the night of the meeting.

#### DIRECTIONS:

[www.bombaygrill.com](http://www.bombaygrill.com)  
Free parking is available.

#### INTERPRETER SERVICES:

ASL interpreter services are available if requested by March 25<sup>th</sup>, 2005.

#### CANCELLATION POLICY:

Cancellation not received by the March 25, 2005 date will result in you being charged for the cost of the dinner, if the society is charged.

#### RETURNED CHECK POLICY WORDING:

In the event that payment for an event cannot be processed by the bank due to insufficient funds or other reason, the individual/company is responsible for making payment to the Section via alternate means. The individual/company is also responsible for reimbursing the Section for any administrative fees incurred by the Section by the bank for reprocessing of the payment.

#### SPRING 2005 MEMBER INVOLVEMENT LUNCHESES

-----

Two Member Involvement lunches are being held this Spring! These lunches are an excellent opportunity to learn more about our Section and the projects that we are involved with in a friendly and informal setting. It is also a great networking opportunity with our Section leadership.

Date: Saturday, April 2  
Time: 12:30 p.m.  
Location: Pizzeria Uno Chicago Grill  
Gatehouse Plaza, Falls Church, VA  
(Intersection of Rte 50 and Gallows Road)  
<http://www.pizzeriauno.com/locations.html>  
RSVP: by March 31 to Diana Joch at  
[diana.joch@swe.org](mailto:diana.joch@swe.org) or 703 988-8473

A second lunch is being scheduled for Saturday, May 7, 2005 in Columbia, MD. Details on the time and location will be available in an upcoming e-mail.

Cost: This is a FREE lunch for the following:

1. All new BWS members interested in learning more about our Section (new to SWE or to our Section within the past year)
2. BWS members that have not participated in a BWS activity in the past 2 years who would like to get involved again!

For all other attendees, we will be ordering off the menu. The average lunch entree is \$7-\$12.

#### WHY SHOULD YOU ATTEND?

1. Network with other SWE-BWS members
2. Meet members of the SWE-BWS Executive Council
3. Learn about what programs, volunteer opportunities, and other activities are planned for the rest of the 2004-2005 year
4. Discover opportunities that will allow you to become more involved with BWS and SWE during the upcoming 2005-2006 year

#### COMPUTER MANIA DAY – APRIL 9

-----

The Center for Women and Information Technology (CWIT) at the University of Maryland, Baltimore County (UMBC) will host Computer Mania Day to provide a half-day of technology-related activities geared for 6th - 8th grade girls and their parents. While boys are welcome, the focus is on girls because of their continuing under-participation in information technology classes and careers. This program is designed to provide a broad-based introduction to information technology applications to different careers. Up to 750 students will be gathered in small groups of no more than twenty-five, and the groups will rotate between information technology demonstration stations. At each station, the students will learn about the application of technology to the world of work through fun and interactive activities.

An adult program will complement the day by providing information about causes for girls' low enrollment in technology courses and what adults can do to encourage girls to embrace technology.

During the afternoon, adults will participate in a series of breakout sessions covering a variety of topics, which will help parents better prepare their children to enter careers in I.T. Adults will receive advice from I.T. business professionals, state education leaders, and school and college educators. Parents will also have the option of visiting several special topic seminars and taking a tour of the campus.



Guest speakers include: Linda Leukhardt, CFO and VP for Northrop Grumman Electronics Systems, and Brandi Chastain, U.S. Women's National Team soccer player and Olympic Gold Medalist.

For complete details and to register for the event, go to: <http://www.computer-mania.info/>

#### WANTED: COMPANY LIAISONS

-----

BWS is seeking members to serve as Company Liaisons. These SWE members will serve as a liaison between BWS and contacts within their company to help facilitate involvement in local SWE events and meetings, as well as communicate information regarding BWS to the SWE members and potential SWE members in their respective companies.

Responsibilities could include helping BWS advertise events via the company newsletter, emails, flyers and meeting reminders. The liaisons would also help in providing other company contact names, such as an HR representative and a company newsletter contact.

Please contact Karin Roth ([keroth77@yahoo.com](mailto:keroth77@yahoo.com)) or Jill Peterson ([jillap02@yahoo.com](mailto:jillap02@yahoo.com)) if interested.

#### BWS MEMBER ARTICLE IN SWE MAGAZINE

-----

Be sure to look through the Spring 2005 SWE Magazine for an article by BWS member Dawne LeKang. Her article on volunteering was originally published in the February BWS newsletter.

## ***APPENDIX H – Website Update Request Form***

### **Website Update Request**

Note: Please allow 5 days for updates to be completed.

Name:

SWE-BWS Position:

Date Requested:

Page to update (full html address):

Update (please be as specific as possible):

Request removal/archive date:

# ***APPENDIX I - Membership Meetings Responsibilities***

## ***Venue***

- Choose perspective restaurants based on cost, menu selections, locations, metro access, availability, separate dining area room fees, cancellation and bad weather policy availability, etc. Mention our tax exemption status for locations in MD.
- Member cost should be <= \$30.00 (around \$25.00 whenever possible), including tax and gratuity.
- The meal should usually include salad, entrée, coffee and hot tea. Some restaurants also include dessert. A cash bar should be available, beginning at 6:30 p.m.
- The restaurant should be able to provide:
  - Buffet or selection of 3-4 items off the menu
  - Separate dining area (with outlet for overhead projector)
  - Extra tables for registration materials and the overhead projector
- Typical Meeting times are:
  - 6:30 p.m. – 7:00 p.m. networking
  - 7:00 p.m. – 8:00 p.m. dinner
  - 8:00 p.m. – 9:30 p.m. meeting/speaker
- Alternate full dinner/lecture meetings with appetizer/lecture meetings and informal mixers. This will help keep cost down and diversify meeting topics and attendance.
- Contact restaurant to make reservations for dinner meetings approximately two months in advance, giving an estimate of attendance and menu selections.
- Mail or fax restaurant contracts to the treasurer for their signature and deposit, if necessary.
- Mail or fax meeting information/flyer to the newsletter coordinator, webmaster, public relations and e-mail distribution POC by the 1<sup>st</sup> of the month prior to the meeting (e.g., for a Jan meeting, by Dec 1<sup>st</sup>). This information should include: meeting topic, name, address and phone number of restaurant, directions from VA, MD, and DC, menu selections, cost, RSVP date for dinner meeting and interpreter services, cancellation policy and SWE points of contact to make reservations.
- Give head count to restaurant 48-72 hours in advance (based on restaurant).
- Coordinate with the professional development vice president to ensure enough speaker gifts are available and will be brought to the meeting
- Arrive early at the meeting to ensure reservations are correct.
- Bring the overhead projector and screen (if needed), SWE banner, attendee list and nametags to the dinner meeting. If unable to attend a meeting, make arrangements for equipment and alternate 'host' ahead of time.
- Payment of the dinner is due at the end of the meeting using a SWE check or credit card (check in advanced to verify if restaurant accepts business checks). Use any cash received towards the payment, with the remainder being paid by check or credit card. If paid by SWE check, retain receipt and submit along with meeting income/expense form to treasurer. If paid by personal credit card, retain receipt and submit reimbursement form along with meeting income/expenses to treasurer. To pay by SWE check after the event, send information containing name, phone number, and mailing address of restaurant as well as payment amount to the Treasurer who will send the check to the restaurant. If the restaurant does not accept checks, and you cannot pay with a credit card, contact one of the officers ahead of time to arrange alternate payment method.
- Maintain restaurant list, including address, phone number, point of contact and directions for future reference.

## ***Speaker***

- Contact and confirm speakers for meetings. This includes explaining the meeting agenda and time constraints. This should be done at least two months prior to the meeting. It is best to do this in writing, so you have a record of their commitment.
- Mail or fax speaker contracts to the treasurer for their signature and deposit, if necessary.
- Verify audiovisual equipment and handouts required
- Provide speaker with thank you gift at the end of the presentation
- Provide speaker contact info to the ICS for thank you letter

## **Attendance**

- Compile attendees list using the Meeting Expense/Income Form; indicate menu choice, if required
- Send final attendees list (members/non-members) to the person maintaining the Master Attendance list and the membership committee (so they can contact non-members).
- Create nametags for members, guests and speakers and place in the nametag holders.
- Collect money from each attendee and give envelope to the treasurer, along with the attendee list. Any confirmed member or guest that does not show up for dinner or cancels without sufficient notice should be brought to the attention of the treasurer, so the cancellation policy can be enforced.

## **Sample Event Policy Wordings**

### **Membership Meeting Registration Policy:**

RSVP to Nancyjane Bailey at nancyjane.bailey@swe.org or (410) 993-7489 by Friday April 1, 2006 with name, email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member).

For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing. Current members may attend the program portion of the evening at not cost. However, a reservation must still be made to ensure adequate seating.

Payment can be made by cash or check (written to SWE-BWS) and will be collected the evening of the meeting.

### **Event Registration Policy:**

RSVP to Nancyjane Bailey at nancyjane.bailey@swe.org or (410) 993-7489 by Friday April 1, 2006 with name, email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member). For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing.

### **Special Event Registration Policy:**

RSVP to Nancyjane Bailey at nancyjane.bailey@swe.org or (410) 993-7489 by Friday April 1, 2006 with name, email, phone number, and membership information (SWE Member, SWE Collegiate Member, SWE Member Retired, SWE Member Unemployed, Non-Member).

For members, Society dues must be current for the fiscal year in order to qualify for SWE member pricing.

Payment is expected at the time of registration. <registration form and payment link>

### **Event Cancellation Policy:**

Cancellations not received by the registration deadline of March 17, 2006 will result in you being charged for the cost of the meal, if the Society is charged.

### **Special Event Cancellation Policy:**

Cancellations made prior to the registration deadline of June 12, 2006 are entitled to a refund of the registration fee. No refunds will be provided after the registration deadline of June 12, 2006.

### **Additional Wording Involving Tickets:**

All ticket purchases for special events such as games, theatre productions, etc. are non-refundable.

### **Returned Check Policy:**

In the event that payment for an event cannot be processed by the bank due to insufficient funds or other reason, the individual/company is responsible for making payment to the Section via alternate means. The individual/company is also responsible for reimbursing the Section for any administrative fees incurred by the Section by the bank for reprocessing of the payment.

# ***APPENDIX J – Member Involvement Forms***

## ***Committee Interest Form***

### **Member Involvement Committee Interest Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check off the activities that you are interested in. Return the form to:

Michele O’Shaughnessy  
5700 Kent Dr  
New Market, MD 21774

or e-mail your interest to [mmo@nrc.gov](mailto:mmo@nrc.gov)

I am interested in the following committees:

- |  |   |
|--|---|
| <input type="checkbox"/> Archives            | <input type="checkbox"/> Newsletter                   |
| <input type="checkbox"/> Audit               | <input type="checkbox"/> Nominating                   |
| <input type="checkbox"/> Awards              | <input type="checkbox"/> Programs/Membership Meetings |
| <input type="checkbox"/> Corporate Relations | <input type="checkbox"/> Public Relations (Publicity) |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Scholarship                  |
| <input type="checkbox"/> DCCEAS              | <input type="checkbox"/> Science Fair                 |
| <input type="checkbox"/> Email Distribution  | <input type="checkbox"/> Seminars                     |
| <input type="checkbox"/> EWEEK               | <input type="checkbox"/> Social                       |
| <input type="checkbox"/> Financial Strategy  | <input type="checkbox"/> Student Outreach             |
| <input type="checkbox"/> Girl Scouts         | <input type="checkbox"/> Student Section Liaison      |
| <input type="checkbox"/> Mailing Coordinator | <input type="checkbox"/> Tellers                      |
| <input type="checkbox"/> Membership          | <input type="checkbox"/> Webmaster                    |
| <input type="checkbox"/> Networking Lunches  |   |

## ***Member Spotlight Form***

### **Member Spotlight Information Form**

Welcome to the Baltimore-Washington section of the Society of Women Engineers! For the 2005-2006 year, we are continuing a "Member Spotlight" column in the monthly newsletter. This will let our membership know more about our new members. If you would like to be featured in this column, please fill this form out and return it to:

Michele O'Shaughnessy  
5700 Kent Dr  
New Market, MD 21774

or e-mail your interest to [mmo@nrc.gov](mailto:mmo@nrc.gov)

All questions are optional. If you do not wish to answer a particular question, just leave it blank. Thanks for your help!

Name: \_\_\_\_\_

City, State: \_\_\_\_\_

Degrees and college: (e.g. BSME, University of Maryland at College Park)

\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Brief job description: \_\_\_\_\_

\_\_\_\_\_

Previous SWE involvement: \_\_\_\_\_

\_\_\_\_\_

What you hope to get out of SWE Baltimore-Washington:

\_\_\_\_\_

\_\_\_\_\_

Hobbies: \_\_\_\_\_

\_\_\_\_\_



## APPENDIX K – Event Attendance Forms

### Meeting Attendance, Income, and Expense Form

This form should be used to track attendance at membership meetings and other events where money is either collected or paid.

Event: Location:	Date:
---------------------	-------

	Attendees:	Contact Info (E-Mail & Day of Mtg Tel No.)	Member (Y/N) (Note if member is collegiate, retired or unemployed)	Paid (Y/N)	Check/Cash	Amount:
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

<b>Deposit/PrePayment:</b>	\$		
Food/Beverage Expenses:	\$		
Room/Equipment Expenses:	\$		
Speaker Expenses (excl. food/beverage):	\$		
<b>Total Expenses:</b>	\$		
Income (Cash):	\$		
Income (Check):	\$		
<b>Total Income:</b>	\$		
<b>NET INCOME/EXPENSE:</b>	\$		





# APPENDIX L – Sample Ballots

## Sample Election Ballot

### BALLOT FY-XX Elections for the Executive Council

Your vote for the FY-XX Baltimore-Washington SWE Executive Council is *very* important in order to select and show support for the women who will be guiding the Section's direction in the coming year.

Completing this ballot according to the instructions provided ensures that our election is fair and proper.

Please mark your selection of the candidates and return this ballot in the envelope provided.

Be sure to complete the member certification section below. Ballots must be signed and include your membership number for your vote to count. All ballots must be postmarked by Wednesday, May 31, 2007.

#### President (Vote for 1)

- xxx
- Write-In \_\_\_\_\_

#### Treasurer (Vote for 1)

- xxx
- Write-In \_\_\_\_\_

#### Recording Secretary (Vote for 1)

- xxx
- Write-In \_\_\_\_\_

#### Corresponding Secretary (Vote for 1)

- xxx
- Write-In \_\_\_\_\_

#### Vice President (Vote for 2)

- xxx
- xxx
- Write-In \_\_\_\_\_

#### Section Representative (Vote for 4)

- xxx
- xxx
- xxx
- xxx
- Write-In \_\_\_\_\_

### BWS Member Certification

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Member #\*: \_\_\_\_\_

\*Your member number is a six digit number assigned by SWE HQ. Do not confuse your current member number with your SWE login id or with an old member number (prior to 2003). If you are unsure of your member number, you can look it up on-line at <http://www/swe.org/memberservices> and select the Profile Update link or by viewing your record in the SWE database at <http://www.swe.org/directory>.

### *Information about the Candidates*

Candidate statements should contain the following:

- Summary of work experience
- Summary of SWE experience
- Short paragraph on goals if elected

*Andrea Stenberg*  
*(Candidate for SWE-BWS Section Representative)*

#### **SWE Offices and Experience:**

1988 - 1989 University of Maryland Student Section Recording Secretary  
1989 - 1990 University of Maryland Student Section Vice-President  
1990 - 1991 University of Maryland Student Section President  
1991 - 1992 Region E Student Representative  
1992 - 1995 Region E Student Coordinator  
1992 - 1993 Baltimore Washington Section student section liaison  
1993 - 1994 Baltimore Washington Section Career Guidance Vice President  
1994 - 1995 Baltimore Washington Section President  
1995 - 1996 Baltimore Washington Section Career Guidance Vice President  
1995 - 1998 Baltimore Washington Section SEED Co-Chair  
1997 - 1998 Baltimore Washington Section Representative to CSR  
1998 - 1999 Baltimore Washington Section Representative to CSR  
1999 - 2000 SWE 2000 National Conference Student Activities Committee Chair

Attended 10 National Convention and Student Conferences: New York, San Diego, Orlando, Chicago, Pittsburgh, Boston, Portland, Houston, Albuquerque, and Phoenix.

Currently I am employed at Cable and Wireless USA in Vienna, Virginia where I have been for three years. I am currently serving as the Software Configuration Manager for Information Systems. My CM team controls the migration and builds of billing software systems from developmental stages through to production.

I've been continuously involved in SWE for 12 years. SWE helped me develop and attain the personal and professional qualities I have today. Through my past involvement as a section officer, I was able to serve the section members and learn what they believe are the goals our section is striving towards. This is why I would like the opportunity to serve the Section as Section Representative. I feel I can represent the section members and their ideas at Region meetings and the National Convention. This can also be demonstrated by the fact that I have traveled to many Regional Conferences and 10 National Conventions. As Section Representative I hope I can also generate more interest and participation in the Section from our members.

# Sample Bylaws Ballot

## BALLOT SWE BWS Proposed Bylaw Changes

Your vote for the proposed BWS Bylaw changes is *very* important.

Please mark your selection and return this ballot in the envelope provided.

Be sure to complete the member certification section below. Ballots must be signed and include your membership number for your vote to count. All ballots must be postmarked by Friday, August 18, 2006.

I vote to adopt the proposed new BWS bylaws, dated June 15, 2006

Yes

No

Abstain

### BWS Member Certification

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Member #\*: \_\_\_\_\_

\*Your member number is a six digit number assigned by SWE HQ. Do not confuse your current member number with your SWE login id or with an old member number (prior to 2003). If you are unsure of your member number, you can look it up on-line at <http://www/swe.org/memberservices> and select the Profile Update link or by viewing your record in the SWE database at <http://www.swe.org/directory>.

#### Background:

*Provide background information on the proposed changes to the bylaws.*

#### *Example:*

Over the past few years, the Society has been creating standardized bylaws templates for use at the various levels of the organization. The professional section bylaws template was recently approved, and the Baltimore-Washington Section was selected as one of the pilot sections to change their bylaws to the new section template.

The template was made to cover 90%+ of a section's needs, so future revisions to a section's bylaws should be minimal. One of the major changes with the bylaws template is that procedural information has been removed. The Section executive council will maintain separate procedural documents for this information.

On June 15, 2006, the Baltimore-Washington section executive council proposed using the new section template, with amendments specific to meet the needs of our Section. On June 21, 2006, Section members were notified of the proposal to change the Section bylaws and provided the opportunity to comment on and ask questions about the proposal via the SWE forum. The vote on the proposal is now being conducted.