Candidate Consent Form Appendix:

Eligibility Requirements from the SWE Bylaws:

Article IV – Section 4.
A. Candidates for all elected positions, except the senate speaker, collegiate director, and special director, must meet the following criteria:
   1. Be voting members of the Society in good standing; and
   2. Have served at least two years in the aggregate as a professional member of the senate, Society or senate committee chair, region governor, professional section or members at large president, or professional section or members at large representative, except that one year as either a collegiate senator or collegiate representative may be counted toward this requirement.  *Proviso:*  *For the purpose of fulfilling eligibility requirements, service as an international representative for the fiscal year ended June 30, 2009, shall count toward these requirements. This proviso shall expire June 30, 2019.*
B. Candidates for president elect and president must be either a senior member or a fellow and must have served at least two years on the board of directors.
C. Candidates for director of regions must have served as a region governor.

Article V – Section 4.B.2.
Any candidate for speaker, deputy speaker or senate secretary must be a voting member of the Society in good standing, and must have served a minimum of two years in the aggregate on the board of directors, as a professional member of the senate, Society or senate committee chair, region governor, professional section or members at large president, or professional section or members at large representative, except that one year as a collegiate senator or college representative may be counted toward this requirement.  *Proviso:*  *For the purpose of fulfilling these eligibility requirements, service as an international representative for the fiscal year ended June 30, 2009, shall count toward the requirement. This proviso shall expire on June 30, 2019.*

Position Duties from the SWE Bylaws:

- For president, president elect, secretary, and treasurer see Society bylaws, Article III, Section 2.
- For director, director of regions, and deputy director of regions see Society bylaws, Article IV, Section 2.
- For speaker, deputy speaker of the senate, and senate secretary, see Society bylaws, Article V, Section 4.

All Society leadership positions require significant personal time commitment (calls, e-mails, meetings, etc.).  All Society leaders are encouraged to donate to SWE at
the Society level, but not required. Specific time and financial requirements from the BOD, BOT and Senate are listed below.

**Time and Financial Commitments associated with Board of Directors (BOD) positions:**

1. **Time**
   a. Each office requires many hours of personal time to perform the duties of the position.
   b. All members of the BOD are obligated to attend the Society’s Annual Conference. Attendance by members of the BOD is required for at least three BOD meetings at times and locations agreed upon by the president. Typically there are five (5) meetings of the BOD per year, with one being held just prior to the Society’s Annual Conference such that there are four (4) BOD meetings and an annual strategic plan review meeting. The meetings are typically held Friday and Saturday except for the one with conference which is held the Tuesday before.
   c. New members of the BOD are expected to attend the last meeting of the outgoing BOD, normally held in June.
   d. Additional travel on behalf of the board, such as charter presentations or regional meetings, may be necessary.

2. **Financial**
   There is a BOT travel policy and a trustee is entitled to request reimbursement for meeting travel expenses as needed. The policy is posted on the BOT Shared Community and is similar to the SWE BOD travel policy.

**Time and Financial Commitments associated with Board of Trustees (BOT) positions:**

1. **Time**
   The BOT typically meets in-person three times per year. Two meetings are held in conjunction with the Society’s Annual Conference and installation of officers, and the third is held at a time/place of the group’s choosing. Regular reports and teleconferences will be required. Additional meetings may be required depending on the needs of the BOT. Trustees are expected but not required to attend the entire Society’s Annual Conference.

2. **Financial**
   There is a BOT travel policy and a trustee is entitled to request reimbursement for meeting travel expenses as needed. The policy is posted on SWE Resources and is similar to the SWE BOD travel policy.
Time and Financial Commitments associated with Senate Leadership positions:

1. Time
   The Senate typically meets in person two times per year. One meeting is held in conjunction with the Society’s Annual Conference. The second meeting is a face-to-face meeting held in January/February each year. Regular teleconferences are required. Senate leaders are expected to attend and lead all face-to-face meetings.

2. Financial
   Funding is handled in accordance with the SWE Volunteer Travel Policy if travel is required for meetings other than the Annual Conference.

SWE’s Code of Service and Society Bylaws can be found on About SWE. Additional governance documents can be found by logging onto SWE.org and selecting SWE Resources under Membership.