

# **SHPE-TAMU Constitution**

## **ARTICLE I - NAME OF ORGANIZATION**

The name of this organization shall be **The Society of Hispanic Professional Engineers (SHPE), Texas A&M Student Chapter.**

## **ARTICLE II - PURPOSE / OBJECTIVE**

The purpose of this student chapter is to:

1. Increase the number of Hispanic engineering and science students at Texas A&M University.
2. Promote the advancement of Hispanic engineers and scientists in industry, government and education.
3. Develop and participate in programs with industry and the university which benefit all students.
4. Improve the retention of Hispanic students enrolled in engineering and science as well as other disciplines.
5. Provide a forum for the exchange of information pertinent to Hispanic engineering and science students enrolled in Texas A&M University.
6. Assist the College of Engineering and the Colleges of other math-based sciences at Texas A&M University.

### **Section 1. Affiliation**

The Texas A&M student chapter will be an affiliated chapter of Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations. This student chapter will be part of the "local" as defined by the regional Vice-President and the "local" professional chapter presidents.

### **Section 2. Non-Discrimination**

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation, belief or sexual orientation. This organization will neither participate in nor support any activity that does discriminate in any way.

## **ARTICLE III- MEMBERSHIP**

### **Section 1. Regular Membership**

*A Regular Member shall be:* Any student who is enrolled full-time or part-time at Texas A&M University and has completed both Chapter and National Membership applications. Full-time enrollment is defined as at least twelve hours during the spring or fall semester and nine hours during the summer semester. Regular members shall be eligible for all committee chairs, Recognized Program Representative positions, vote, and hold an elected office.

### **Section 2. Chapter Membership**

*A Chapter Member shall be:* Any student who completes only the Chapter Membership application. These members shall be eligible for all committee chairs but will not be eligible to be a Recognized Program Representative, vote, or hold an elected office.

### **Section 3. Honorary Membership**

*An Honorary Member shall be:* Any person who supports the purposes and objectives of this chapter and of SHPE national and contributes to the causes outlined in this document. This membership shall include representatives of industry, supporting faculty, and private individuals. Honorary members are not eligible to vote or hold an elected office.

#### **Section 4. Removal of a Member**

4.1 Any member regular or otherwise, may terminate his/her membership at anytime, upon written notification to the Secretary of this organization the effective date of resignation.

4.2 The Board of Directors may terminate any member for any infraction of the Bylaws, rules and/or regulations of this corporation. Following the determination that a member should be expelled, the following procedure shall be implemented:

4.2.1 A notice shall be sent by e-mail of the member as shown on the organization's records, setting forth the expulsion and the reasons therefore. Notice may also be provided by personal delivery or any other method provided that actual notice by the member can be confirmed. Such notice shall be sent at least 15 days before the proposed effective date of expulsion.

4.2.2 The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than 5 days before the effective date of the proposed expulsion. The hearing will be held by a special member expulsion committee composed of one or more persons appointed by the President and the Advisor. If the President is the subject of the expulsion then the Vice-President will appoint one or more persons to the expulsion committee including the Advisor. The notice to the member of his or her proposed expulsion shall state the date, time, and place of the hearing on his or her proposed expulsion.

4.2.3 Following the hearing, the expulsion committee shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the committee shall be final.

### **ARTICLE IV - EXECUTIVE OFFICERS**

#### **Section 1.**

Officers shall consist of a President, Vice-President, Secretary, Treasurer, Director of Internal Affairs, Director of External Affairs, Director of Academic Development, Director of Technical Affairs, Director of Public Relations, and any specially elected officers. The term of office is one year. The officers of this organization must meet the following requirements: a) have at least a 2.0 Cumulative grade point ration and at least a 2.00 grade point ration in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least six hours must have been taken for that semester.

#### **Section 2. President**

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall facilitate discussions in the management and business of the chapter or other functions or activities under the direction of this chapter. The President shall be the official spokesperson for the chapter, manage the other operating officers and be responsible for communication between the chapter and the advisors. The President shall conduct all Executive Officer's meetings as well as general meetings. The President shall promote leadership development

by appointing and mentoring chairpersons to serve as adequate representation on student committees and panels that directly influence the chapter.

### **Section 3. Vice President**

The Vice-President shall assist the President in all business concerning the chapter and shall act as President in the President's absence. The Vice-President shall oversee the external affairs of the chapter (industry relations, sponsorship, alumni relations, company tours, etc.). The Vice-President shall serve as the point of contact for all industry and alumni relations, and shall procure sponsorship and coordinate dates, locations, sponsorship, and speakers for general meetings. The Vice-President shall be responsible for communications with regional and professional chapters. The Vice-President shall promote professional development with workshops, presentations, etc. The Vice-President shall be responsible for planning and coordinating member participation and transportation for national and regional conferences.

### **Section 4. Secretary**

The secretary shall take and maintain required records of the minutes of the executive meetings and send them to the advisor. The Secretary shall keep attendance of members at every meeting, as well as coordinate the SHPE poster board and scrapbook. The Secretary shall keep an up-to date records of the chapter point system and membership records with SHPE National. The Secretary shall maintain constant communication with members in regards to chapter activities.

### **Section 5. Treasurer**

The Treasurer shall keep accounts and records of money received or disbursed as well as all receipts involved. The Treasurer shall make monthly financial reports listing all liabilities and assets of the organization to the Executive Officers. The Treasurer shall be responsible for planning, organizing and executing local and SHPE Conference fundraising events. The Treasurer shall present the annual budget and complete financial report to the Incoming Executive Board as well as a financial projection for the next fiscal year before the last day of the spring semester.

### **Section 6. Director of Internal Affairs**

The Director of Internal Affairs shall direct any and all social activities of the chapter that promote member retention. The Director of Internal Affairs shall coordinate the catering for all general meetings and social events in which he/she coordinates. Shall the chapter host the Sub Regional Outing; the Director of Internal Affairs is responsible for planning and running all events in accordance with SHPE Regional. The Director of Internal Affairs shall organize community service events and opportunities, university sponsored or otherwise. The Director of Internal Affairs shall oversee all athletic competitions in which the chapter participates in, including but not limited to university intramurals and Lone Star Showdown.

### **Section 7. Director of External Affairs**

The Director of External Affairs shall be responsible for planning, organizing and executing Advancing Careers in Engineering activities, Noche De Ciencias, SHPE Jr., Jones STEM Club, as well as any other programs or events that promote K-12 outreach.

### **Section 8. Director of Technical Affairs**

The Director of Technical Affairs shall develop, maintain, and update the chapter webpage on a regular basis. This includes but is not limited to weekly updates to the home page and online calendar for upcoming events, monthly updates to media and sponsors listings, and yearly major updates. Director of Technical Affairs shall serve as the technical support of any electronic device, software

program, or media account used by the chapter. The Director of Technical Affairs shall maintain and supervise the online calendar and the PowerPoint presentation required for each general meeting. The Director of Technical Affairs shall oversee the recording of audio, and video needed by the organization and promote them on the website.

#### **Section 9. Director of Academic Development**

The Director of Academic Development shall develop new activities or programs that promote academic retention and success. The Director of Academic Development shall maintain the Test Bank, hold Study Hours, manage the MentorSHPE Program for both undergraduate and professionals, gather scholarship information, and any other academic development activities or events.

#### **Section 10. Director of Public Relations**

The Director of Public Relations shall coordinate with the members, chairs, Executive Officers, and the University to promote the organization and chapter events. The Director of Public Relations shall be responsible for the chapter banner, pictures, posting informational flyers, social media promotion, and new-member recruitment, such as but not limited to freshmen welcome letters and Howdy Week events. The Director of Public Relations shall promote and coordinate joint events with student organizations within the university.

#### **Section 11. Recognized Program Representatives (Title to be given upon confirmation)**

Recognized Program Representatives shall be the head of any recognized specialty program, which are created by the Executive Officers. Recognized Program Representatives shall perform duties to support the specialty program or duties delegated by the President or the Executive Officers.

Recognized Program Representatives shall not possess executive power or executive voting rights of the President or the Executive Officers.

Specialty programs shall only be created by a unanimous vote of the Executive Board. After elections, all specialty programs recognized by the Executive Board are subject to annual renewal of recognition. Annual renewal of recognition is passed only by a two-thirds majority plus one ( $2/3 + 1$ ) vote of the Executive Board. The body of representatives shall be known as Recognized Program Representatives. The list of Recognized Program Representatives shall be updated annually and exists as follows:

- MentorSHPE Representative
- Service Representative
- SHPE Jr Representative
- Jones Elementary Representative
- Leadership & Professional Development Representative
- Athletics Representative
- Hispanic Presidents' Council Representative
- Student Engineers' Council Representative
- Former Students Representative
- SHPETina Representative

Members must apply to be interviewed for one of these positions. To be selected, Recognized Program Representatives shall be interviewed and appointed by the respective officer for whom they will be assisting. Each Recognized Program Representative term expires and is open for reappointment after elections.

## **ARTICLE V - ELECTIONS / VOTING**

### **Section 1. Nominations**

- Nominations are to be held no later than the fifth week before the end of the spring semester.
- Nominee must be an active regular member of the local chapter, must be in good academic standing (GPA 2.0 or higher) and be in compliance with all University Regulations for eligibility. Persons wishing to be nominated shall submit an application for nomination no less than one week before nominations are to take place. Applicants may apply for more than one office.
- Candidates may be nominated for more than one office provided that the member will take the highest-ranking position first.
- Nominees for President and Vice-President must have previously served as an Executive Officer but is not limited to incumbents. Nominees for President and Vice-President may also have served as a representative under the President, Vice President, or Director of Academic Development. However, these nominees are limited to those who have served during the current academic year.
- Nominees must run individually for each office, no more than one person shall represent each office.

### **Section 2. Voting**

- Elections shall be confirmed by populous vote (popular) with quorum as defined in Article VII, Section 1 for the Director of Technical Affairs, Director of Public Relations, Director of Academic Development, Director of External Affairs, Director of Internal Affairs, Secretary and Treasurer.
- Election for President and Vice-President shall be confirmed by majority vote (50%+1).
- All persons who have become active regular members of the chapter shall be eligible to vote.
- The chapter shall hold elections annually before the fifth week prior to the last regular day of the spring semester.
- Votes shall be cast by secret ballot and compiled by two designated members who are not running for office. These two members are also responsible for tallying election votes. These members shall be chosen in the general meeting prior to the nominations/elections meeting.
- Newly elected Executive Officers shall hold office for the period of one year. The newly elected Executive Officers shall take office on the penultimate general meeting.

### **Section 3. Resignations**

- Any person wishing to resign from office at least one week before the next general meeting shall submit a letter of resignation to the President or Vice-President.
- During a meeting, when a resignation is presented, nominations will be taken to fill the vacated office. A person shall be elected by the executive board during the next executive board meeting.

### **Section 4. Impeachment**

- When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the officers and advisors during the next Executive Officer meeting to discuss the matter.

- A written notice must be given to the officer in question before they are disciplined or removed.
- The accused officer must be given an opportunity to share his or her perspective on the issue with the other officers as well as advisor at an executive meeting.
- During the impeachment proceedings, the case for impeachment will be presented. The officer under question will be given the opportunity to present his/her defense before the other officers and the advisors. The remaining elected officers will determine with a simple majority vote whether to present an impeachment vote to the members: If the vote for impeachment goes to the members, a 2/3 (based on the 20% requirement stated in Article VI) decision will be necessary for impeachment to occur. All faculty advisors must be consulted of impeachment proceedings and retain the opportunity to appeal the Executive Officer's vote. In the case of an advisor's appeal, the Executive Officers will consider the case again at the next Executive Officer's meeting.
- If an officer is impeached, a new officer will be nominated and elected at the next general meeting with a temporary officer appointed by the President or Vice-President acting in the interim.

## **ARTICLE VI. GPR REQUIREMENTS**

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

1. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is a 3.00 and for the first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer sessions(s) unless fewer credits are required as the complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

1. At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

2. At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **ARTICLE VII - MEETINGS**

### Section 1.

Quorum shall be met if 20% of membership is present.

### Section 2.

General meeting shall be held at least once a month.

### Section 3.

Election meetings shall be held on the date of a general meeting.

### Section 4.

Special meetings may be called by simple majority vote (50% + 1) of the Executive Officers with at least one-week notification to membership.

### Section 5.

Executive Officer meetings shall be held at intervals defined by a simple majority vote (50% + 1) of the Executive Officers.

## **ARTICLE VIII – ADVISOR**

### Section 1. **Expectations**

Advisor must be a Texas A&M University employee as defined by the Human Resources Department and must advise at level consistent with the organization. The Advisor must be a faculty member, professional or associate staff member, or graduate assistant. It is vital that the Advisor be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization. Advisor should meet with the officers of the organization to discuss expectations for roles and responsibilities. The Advisor should regularly attend executive as well as general meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, you should assist the organization developing realistic goals for the academic year. This will contribute to the educational and personal development of the student's involvement. As an advisor, you should participate in event planning and attend events when possible or when identified as necessary through the planning process and be aware of the organization's financial status via review of these statements and approval of expenditures. Completion of the required on-line education process for the SOFC must be done as well. Advisor should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. The Advisor will also ensure that the group and its officers know where consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, the Advisor will report all rule violations or potential violations to the appropriate university official, and must be familiar with the organization's constitution and all other governing documents, so that they may advise effectively.

## Section 2. **Replacement**

If for any reason the advisor is no longer willing and/or able to fulfill their responsibilities, they will formally communicate this to the student organization and the Department of Student Activities in writing. The organization will then determine the appropriate course of action for replacing the advisor.

## **ARTICLE IX - FINANCE**

### Section 1. **Dues**

Dues shall be determined by the national organization and will be collected from all members of this organization.

### Section 2. **Financial Transactions**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

## **ARTICLE X - AMENDMENTS TO BYLAWS**

### Section 1. **Amendments to Bylaws**

- Proposed amendments shall be presented in writing to the Executive Officers at least one week before being presented to a general meeting. A favorable vote shall be considered 2/3 of the Executive Officers.

The amendments shall be submitted to the SHPE National Student Affairs Committee (NSAC) for approval.

### Section 2. **Student Activities**

- Amendments to bylaws will be reviewed annually and subject to the approval of the Department of Student Activities.