

BYLAWS
OF
SHPE: Leading Hispanics in STEM
SHPE CHAPTER

ARTICLE I
NAME OF ORGANIZATION

The name of this organization shall be the SHPE
Chapter

ARTICLE II PURPOSE/
OBJECTIVE

The purpose of this student chapter is to:

1. Promote the advancement of Hispanic high school students as engineers and scientists in employment and education.
2. Develop and participate in programs with industry and the school, which benefit students seeking technical degrees.
3. Improve the retention of Hispanic students to enroll in engineering and science.
4. Provide a forum for the exchange of information pertinent for Hispanic students enrolled in the school.

ARTICLE III
ASSOCIATION

SECTION 1. AFFILIATION

The SHPE Junior Chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers. The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and the _____'s rules and regulations. This student chapter will be part of the "local" as defined by the Regional SHPE Leadership, local chapter presidents and representatives.

SECTION 2. NON-DISCRIMINATION

No person shall be denied membership in this organization because of race, color, sex, disability, nationality, religious affiliation or belief, etc. even though the name *of club* was chosen.

ARTICLE IV
MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP

Regular members shall be _____ students in search of information to pursue a Science, Technical, Engineering, and/or Mathematics (STEM) degree or career.

SECTION 2. ASSOCIATE MEMBERSHIP

Associate members shall be teachers, professors, industry representatives, and school staff who do not meet requirements for regular membership, but who support the purpose(s) and objective(s) of this chapter. These members do not hold voting power and cannot hold an elected office for this chapter.

SECTION 3. SPECIAL MEMBERSHIP

ARTICLE V OFFICERS/EXECUTIVE BOARD

SECTION 1. OFFICERS

All chapters must have the following officers: President, Vice President, Secretary, and Treasurer. The term of office is for the 2017-2018 Academic Year.

Additional officers are required for the specific type of student Chapter. (Article V, Section 2)

1.1 PRESIDENT

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.

1.2 VICE PRESIDENT

The Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tem in the latter's absence. The Vice President will also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.).

1.3 SECRETARY

The Secretary will take the minutes of the meeting and post them. The Secretary will also be in charge of the bulletin board. He/she will be responsible for registering the organization with the school each academic year and for tallying the election votes.

1.4 TREASURER

The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present annual budget and complete financial report to the Executive Board.

ARTICLE VI ELECTIONS/VOTING

SECTION 1. NOMINATIONS

1. Nominations are to be held on

1.2. Members who are eligible for nomination are

1.3. Candidates be nominated for more than one office.
Candidates run for more than one office.

SECTION 2. VOTING

2.1 Voting is to be held on

2.2 Members who are eligible for voting

2.3 Procedure for voting shall be

A winning vote consists of % of the vote.

2.4 Absentee Voting

Absentee ballots shall be sent to the Secretary and counted separately. Absentee ballots shall be obtained from the Secretary and must be sealed in an envelope, which shall be signed and dated. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election.

2.5 _____ is responsible for tallying the votes.

2.6 Candidates assume office on _____ .

ARTICLE VII MEETINGS

SECTION 1. DEFINITION OF QUORUM

A quorum shall consist of _____ active members and _____ officers.

SECTION 2. GENERAL MEETINGS

General membership meetings shall be held on:

SECTION 3. ELECTION MEETINGS

SECTION 4. SPECIAL MEETINGS

The Executive Board _____ have the privilege of calling special membership meetings, and the amount of notice necessary to inform the membership is _____ .

ARTICLE VIII RESIGNATIONS AND IMPEACHMENTS

SECTION 1. RESIGNATIONS

- 1.1 Any person willing to resign from office at least a week before the next chapter meeting shall submit a letter of resignation to the President or vice President.
- 1.2 During a meeting when a resignation is presented, nominations will be taken to fill the office. The group shall elect a person during the following week by secret ballot.

SECTION 2. IMPEACHMENTS

- 2.1. When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.
- 2.2. During the impeachment proceedings, the case will be presented.
The officer under investigation will be given the opportunity to present his/her defense before the officers' vote.

- 2.3. A majority of the officers (%) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under article VI, Sections 1 & 2.

ARTICLE IX
AMENDMENTS TO BYLAWS

In this article describe the procedure for making amendments to your junior chapter bylaws.

1. Proposed amendments shall be submitted in writing to the membership at a general meeting.
2. A favorable vote of % of the members on the issue is required for amendment passage.
3. The amendment shall be submitted to the SHPE national office for approval.