

**THE BYLAWS OF
THE “ _____ ” CHAPTER OF
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS, INC.**

Article I. Name of Organization

The name of this organization shall be the “ _____ ” Chapter of the Society of Hispanic Professional Engineers, Inc." This organization may also be referred to as the “ _____ ” Professional Chapter or as SHPE “Chapter Name," herein referred to as the Chapter.

Article II. Purpose of Organization

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Inc., herein referred to as SHPE National.

Article III. Objectives and Goals of the Organization

The “ _____ ” Professional Chapter is committed to providing professional, educational and cultural support in the community and promotes educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

1. Provide professional development opportunities and promote the career advancement of Chapter members. These goals shall be implemented by:
 - 1.1. Providing career development tools during meetings and events
 - 1.2. Promoting advanced professional degrees to members through meetings and events
 - 1.3. Providing networking opportunities for members
 - 1.4. Actively recruiting graduating seniors from local SHPE student chapters
2. Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields. These goals shall be implemented by:
 - 2.1. School visitations
 - 2.2. Hispanic community involvement
 - 2.3. Workshops at local institutions
 - 2.4. Establish local student chapters at local colleges and universities
3. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:
 - 3.1. Career/employment workshops
 - 3.2. Technical seminars and symposia
4. Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:
 - 4.1. Scholarships programs
 - 4.2. Recruitment programs
 - 4.3. Tutoring programs
 - 4.4. Curriculum assistance

5. Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.
6. Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

Article IV. Membership and Privileges

1. Regular Membership

Regular members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership. Regular members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

Membership shall be determined after an application has been submitted and approved by SHPE National concurrence.

2. Industrial/Organizational Members

Industrial/Organizational members shall be businesses or organizations, which support and pursue the objectives and goals of the chapter. Industrial/Organizational members shall not be entitled to vote nor hold office in the chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

3. Termination of Membership

Any member may terminate his/her membership upon written notification of the effective date of resignation to the EBOD. The chapter may, by a two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the chapter for any infraction of the bylaws, rules and/or regulations of the chapter.

Article V. Executive Board of Directors

1. Administration

The Executive Board of Directors (EBOD) consisting of the elected officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The Administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

2. The Elected Officers

The elected officers shall consist of a President, two supporting Vice Presidents, a Treasurer and a Secretary which will collectively be responsible for treasury and administrative activities, as well as, those defined in the subsequent paragraphs.

- 2.1. The President shall:

- 2.1.1. Represent the SHPE- “_____” Chapter
- 2.1.2. Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the Chapter.
- 2.1.3. The President shall chair and preside at EBOD, general, and special meetings.

- 2.1.4. The President and the EBOD shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the EBOD.
 - 2.1.5. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.
- 2.2. The Vice-President-Professional Development shall:
- 2.2.1. Assist the President in all business concerning the chapter membership.
 - 2.2.2. Be responsible for the establishment of programs aimed at the professional and cultural development.
 - 2.2.3. Be responsible for coordinating and administrating the “_____” Professional Student Advisory Council (PSAC).
 - 2.2.4. Co-Chair all meetings and chair meetings in the absence of the President.
 - 2.2.5. Serve as Acting President in the President’s absence or dismissal.
- 2.3. The Vice-President-Student Recruitment shall:
- 2.3.1. Assist the President and the board in business concerning the Chapter.
 - 2.3.2. Increase educational opportunities for Hispanic youth, especially in engineering, science, and mathematics, and assist local student chapters and their members in meeting their goals.
 - 2.3.3. Work with local Student chapters to inform on the opportunities of professional membership and to recruit graduating college seniors to the chapter.
 - 2.3.4. Lead the effort in starting and supporting SHPE Jr. Chapters and Student Chapters in colleges or universities where one does not exist in the locality..
- 2.4. The Treasurer shall:
- 2.4.1. Assist the President and the board in business concerning the Chapter and be responsible for the following:
 - 2.4.1.1. Collection of dues.
 - 2.4.1.2. Disbursement of authorized funds.
 - 2.4.1.3. Banking and accounting of all Chapter funds.
 - 2.4.1.4. Prepare and submit monthly financial reports listing all liabilities and assets of the chapter to the EBOD.
 - 2.4.1.5. File an annual financial report with SHPE National.
 - 2.4.1.6. All financial reports required by State and/or Federal Governments.
 - 2.4.1.7. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.
 - 2.4.1.8. Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.
- 2.5. The Secretary shall:
- 2.5.1. Maintain all official records of the Chapter.
 - 2.5.2. Maintain the official membership roster.
 - 2.5.3. Meet all National requirements in submitting membership forms and dues to National within 30 days of receipt.
 - 2.5.4. Serve all notices required by law or the Bylaws of the Chapter.
 - 2.5.5. Coordinate the election of officers.
 - 2.5.6. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.

Article VI. Elections and Term of Office

1. The Elections Committee:

The election of the Chapter Officers shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

2. Nominations and Eligibility:

The President and the EBOD consisting of the four administrative positions shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been an official SHPE Professional member for at least ONE fiscal year in order to be nominated. A candidate may nominate him/herself with a petition and one (1) signature from regular members or may nominate a candidate with a petition and one (1) signature from regular members. The names of the candidates must be submitted to the Elections Committee by their specified date.

2.1. Voter Eligibility:

Regular and Associate members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.

2.2. Candidate Eligibility:

A Regular or Associate member is eligible to hold office if he/she:

2.2.1. Meets the requirements as per Article IV.

2.2.2. Is a member in good standing as indicated by SHPE National.

3. Election of Officers:

3.1. The ballots shall be collected and counted by the Elections Committee at the Annual Election Meeting to be specified by the chapter.

3.2. Candidates receiving the majority of votes per office shall be declared the winners.

4. Duration of Term

The term of office shall be July 1-June 30.

5. Notice of Elections

A meeting notice shall be delivered by mail to all members not less than ten (10), or more than sixty (60) days prior to the meeting.

6. Removal from Elected EBOD

An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article V or by not being in good standing with SHPE National.

6.1. Removal of EBOD Members

A candidate for recall can be nominated by submitting a petition to the President and a copy to any of one other officer on the EBOD. The petition must be signed by a minimum of fifty-one percent (51%) of the regular membership. The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be

organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any EBOD member. A meeting notice per Article XII Section 5.0 shall be delivered, as prescribed in these bylaws.

6.2. Terminated EBOD Members

Any EBOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the EBOD and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term. Should the President be recalled, the Treasurer of the EBOD shall assume the office of President for the remainder of the term and shall be the Immediate Past President for the succeeding term.

7. Vacancies

The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy must be filled by the EBOD within thirty (30) days of the vacancy for the remaining portion of the term.

Article VII. Committees

The EBOD shall have the power to establish any committee to conduct the business of the Chapter. The President may appoint, with EBOD concurrence, any member in good standing to chair such a committee. The assessment of need and creation of a committee should be through the EBOD and Presidents consent. A Board of Directors (BOD) shall be formed and consist of the five elected officers and all appointed committee chairpersons.

Article VIII. Jurisdiction

1. Geographic Boundaries:

The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the following: Nevada, Northern and Central Arizona, excluding Tucson and its vicinity.

2. Jurisdiction Changes

The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

Article IX. Fiscal Year

1. Duration of Fiscal Year

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of each year.

Article X. Dues

1. Dues

Dues are as follows:

- 1.1. The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of the dues to SHPE National per the current SHPE National policy.
- 1.2. Dues shall be payable to the Chapter before the nominations meeting of each year.
- 1.3. Members who send dues directly to National are responsible for notifying any member of the EBOD to insure inclusion in Chapter roster. This must be indicated to all members of the chapter.

Article XI. Meeting

1. Quorum:

To establish a quorum for a General, EBOD, or BOD meeting, not less than one half (1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present.

2. Annual Election Meeting:

An Annual Election Meeting of the members shall be held in the month of April.

3. General Meetings:

At least three (3) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

4. EBOD/BOD Meetings:

The EBOD/BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

5. Special Meetings:

The President or any member of the EBOD may call a special meeting of the Chapter general membership.

6. Meeting Notices:

A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date and time of the meeting and shall be delivered in writing or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

7. Meeting Rules:

All meetings shall adhere to "Robert's Rules of Order." Only EBOD may vote on monetary issues.

Article XII. Assets

1. Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated to the governing SHPE Regional Vice-President, while assets belonging directly to SHPE, Inc., shall be returned.

Article XIII. Donations

1. Chapter Donations:

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy.

Article XIV. Liability of Members

1. Liability:

No member of the EBOD or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

Article XV. Amendments to the Constitution and Bylaws

1. Amendment Procedure:

- 1.1. A motion to amend the constitution must first be made, entertained, and approved by the EBOD.
- 1.2. The proposed amendment, after EBOD approval, shall be submitted in writing to the Secretary for presentation to the regular membership at an annual or general meeting or by mail.

2. Chapter Approval:

- 2.1. Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which proposed will be voted upon.

3. SHPE National Approval:

- 3.1. After Chapter approval, proposed amendments shall be submitted to SHPE National for approval by the National Membership Coordinators.

4. Date of Effect:

- 4.1. All amendments to this constitution shall become effective immediately after approval by National Board of Directors.

This constitution, in its entirety, was approved by a 2/3 vote of the members of the “_____” Chapter of the Society of Hispanic Professional Engineers on:

Date: _____