

# **BYLAWS**

for

## **The Society of Hispanic Professional Engineers at the University of California, San Diego**

### **ARTICLE I**

#### **NAME OF ORGANIZATION**

The name of this organization shall be **The Society of Hispanic Professional Engineers at the University of California, San Diego** or **SHPE at UCSD** for short.

### **ARTICLE II**

#### **PURPOSE/OBJECTIVE**

“The purpose of SHPE at UCSD is to promote the advancement of Hispanics in math, science, engineering and other technical fields through our student chapter benefits; including but not limited to Professional Development, Academic Development, and Community Service. SHPE at UCSD is a non-profit student organization”

#### **Chapter Objectives:**

1. To increase the number of Hispanic students in engineering, math, and science at the **University of California, San Diego**.
2. Assist students to become successful in their Math, Science, and Engineering courses.
3. Promote the advancement of Hispanic engineers, mathematicians, and scientists in employment and education.
4. Develop and participate in programs with industry, which benefit students seeking technical degrees.
5. Improve the retention of Hispanic students enrolled in math, science, and engineering majors at **University of California, San Diego**.
6. To be the source of Quality Hispanic Engineers and Technical talent.
7. To be active role models within the San Diego community, through community service and pre-college programs.

## ARTICLE III ASSOCIATION

### SECTION 1. AFFILIATION

The Society of Hispanic Professional Engineers-University of California, San Diego student chapter will be an affiliated chapter of the 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 and the University of California, San Diego'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 President.

### SECTION 2. NON-DISCRIMINATION

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

## ARTICLE IV MEMBERSHIP

### SECTION 1. REGULAR MEMBERSHIP

Regular membership shall be open to all majors especially Engineering, Science, Math, Physical, Applied, Computer science, Business, and Pre-Med.

#### **Criteria for Regular Chapter membership:**

1. In order to become a member, the student must pay a fee currently stated by SHPE National to be at ten dollars (\$10).
2. The student must be enrolled at the University of California, San Diego with the minimum number of units delineating part-time status, currently set by UCSD to be at eight (8) units.
3. The student member must attend at least one complete General Body Meeting throughout the school/academic year.

### **Regular Membership Rights:**

1. Regular members shall be eligible for all benefits **SHPE-University of California, San Diego Chapter** and **SHPE, Inc.** have to offer.
2. Regular members shall have the right to practice democratic voting principles.
3. Chapter members shall have the right to hold office, vote in election, and nominate other chapter students for office.

### **SECTION 2. REGULAR MEMBERSHIP**

Associated membership shall be open to any student, professional, industry representative, and college staff that do not meet the requirements stated above but who wish to support the purpose and objectives of this chapter.

### **Associated Membership Rights:**

1. Associated members shall benefit from all rights regular members are entitled to, with the exception of voting and holding office positions.

## **ARTICLE V**

### **OFFICERS/EXECUTIVE BOARD**

#### **SECTION 1.**

Officers shall consist of a President, Vice President Internal, Vice President External, Secretary, Finance Chair, Communications Chair, and Outreach Chair. The term of office shall begin the summer before the beginning of the new academic year and end at the end of spring quarter.

## **PRESIDENT**

#### **SECTION 2.**

The President shall:

1. Be a previous SHPE UCSD Chapter member for the purpose of being familiar with club proceedings, obligations, activities, goals, and continuity of national and professional chapters.
2. Represent the chapter and be responsible for all business concerning the chapter.

3. 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.
4. Be responsible for all external and internal correspondence.
5. Have the power to approve and veto all legislation excluding position statements approved by 2/3 of the club body.
6. Be cognizant of any problematic situations that involve any officer, member, or club activity.
7. Offer possible solutions to a problem and obtain officer approval (Majority, 51%).
8. Have the power to call special, general or officer meetings at any time deemed necessary.
9. Be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.
10. Assist external vice president and officers to prepare the year and mid-year reports.
11. Be the final determinant of impeachment procedures.
12. Organize cross-functional networking with other engineering and Hispanic organizations.
13. Meet with organization adviser weekly, and with faculty adviser monthly.
14. Create committees as needed (e.g. high school conference committee).
15. Attend school, Region II, SHPE Presidential events, and professional chapter meetings to give presentations.
16. Support and motivate board and general members.
17. Be aware of requirements and deadlines for the national point system.

### **VICE PRESIDENT(S)**

#### **SECTION 3.**

The External Vice President shall:

1. Along with the Internal Vice-President, is the "right hand" person to the President.
2. Assist the President in all business concerning the chapter and shall act as a President Pro Tem in external-related events in the latter's absence.
3. Assist the President and Internal Vice President in all business concerning the chapter.
4. Assist President with scheduling speakers, company and university tours, conferences, and outreach events.
5. Chair Professional Development Committee, which includes:
  - Planning Professional Evening with Industry (PEI)
6. Manage distribution of the Yearly Funding Proposal to companies and collection of donations.
7. Write thank you letters within two weeks of event, donation, etc.

8. Assist President to enforce officer duties.
9. Assist fellow officers with projects as needed.
10. Assist President and officers in preparing the year and mid-year report, and proposals.
11. Be part of the Fundraising committee.
12. Find speakers for general meetings and workshops.
13. Be adamant on forming new industry and graduate student contacts whenever the opportunity arises.

The Internal Vice President shall:

1. Along with the External Vice-President, is the “right hand” person to the President.
2. Assist the President and External Vice President in all business concerning the chapter.
3. Assist the President in all business concerning the chapter and shall act as President Pro Tem in internal-related events in the latter's absence.
4. Be in charge of the internal affairs of the chapter (campus relations, social activities, intramural sports, etc.).
5. Organize one social per quarter, in addition to the winter retreat.
6. Assist President to enforce officer duties.
7. Assist fellow officers with projects, as needed.
8. Assist President, Treasurer, and Secretary in planning of the following:
  - National Conference, High School Conference, Recognition Banquet
9. Be part of the Fundraising committee.
10. Make reservations for all meetings and events.
11. Register SHPE as a student organization at the OneStop Office
12. Assist the Academic Chair in implementation of study sessions.
13. Will act as SHPE TESC Representative
14. Liaison with board members and general body members.
15. Address all board issues with President for resolution.
16. Be readily available to take workload off of the President.
17. Organize MentorSHPE program, and plan other programs that can benefit students academically.

## **SECRETARY**

### **SECTION 4.**

The Secretary shall:

1. Take the minutes of every meeting and post/e-mail them by three (3) school days following the meeting.
  - Minutes should include all members in attendance, members absent, all major discussions/resolutions, and action items
2. Be responsible for keeping records of general body meeting attendance (sign in sheet, etc).
3. Be responsible for keeping records of all events (meetings, etc.).
4. Be responsible for tallying the election votes.
5. Be responsible for all external and internal correspondence.
6. Organization of the shared Google Drive (all folders).
7. Be responsible for the distribution of bi-weekly newsletter.

## **FINANCE CHAIR**

### SECTION 5.

The Finance Chair shall:

1. Keep book and records on money received and disbursed.
2. Make monthly financial report listing all liabilities and assets of the organization to the Executive Board.
3. Maintain a record of all membership dues.
4. Be in charge of the Finance committee, which includes:
  - Locate sources for funding.
  - Organize and lead fundraising events.
  - Draft sponsorship letters and packets with President and VP External.
7. Assist VP External in PEI-related expenses.
8. Reimburse members for organization spending.\*\*
9. Complete tasks assigned in a timely and responsible manner.

*\*\*In order to qualify for reimbursement, all spending must have prior approval of E-Board and reimbursement request slip alongside receipts must be submitted.*

## **COMMUNICATIONS CHAIR**

### SECTION 6.

The Communications Chair Shall:

1. Help publicize events (PEI, GBM's, Logan Outreach, High School Conference, etc.).
2. Create flyers and distribute them.
3. Know rules for posting up flyers.
4. Submit article for SHPE Magazine (for all issues).
5. Maintain SHPE photo album.
6. Keep photographic record of events (GBM's, Tabling, PEI, Socials, HSC).
7. Will oversee the Webmaster and communicate about updating the website.
8. Be in charge of submissions to the IDEA Center Newsletter.

#### **OUTREACH CHAIR**

#### SECTION 7.

The Outreach Chair Shall:

1. Manage High School Conference.
2. Assign members to take part in HSC.
3. Create a committee to organize the event.
4. Manage Noche de Ciencias events.
5. Chair the Outreach committee, which includes:
  - Planning Logan Outreach, HSC, Noche de Ciencias, and other outreach events
6. Oversee the SHPE Jr. and Logan Representatives.

#### SECTION 8.

Non-executive board members shall include: SHPE Jr. Representative, Logan Representative, Webmaster, Academic Chair

Their responsibilities shall include:

1. Outreach-Logan Elementary Representative
  - Maintain contact with Logan Elementary.
  - Have proposed experiments for whole quarter at first board meeting of each quarter.
  - Organize the carpooling.
  - Publicize Outreach and give necessary info for the experiments before hand.
2. Outreach-SHPE Jr. Representative
  - Register Jr chapter.
  - Facilitate students attendance to company tours.

- Facilitate students attendance to HSC.
- Create Yearly Calendar.
- Facilitate setup of GBM dates.
- Create workshops for GBM's.

### 3. Webmaster

- Maintain SHPE UCSD website.
- Maintain communication with chapter.
- Maintain database for storing electronic documents.

### 4. Academic Chair

- Be responsible for keeping track of the Academic Point System.
- Be responsible for keeping an updated list of scholarships, internships and research opportunities for members, and forward it to the Webmaster.
- Be in charge of planning study jams, including Finals Week study jams.

### All Board Members

- Be present at all general and officer meetings and not be allowed to miss more than three (3) board meetings (E-board only) and three (3) general body meetings without prior notice and valid excuse.
- Assist the E-Board in any duties concerning the chapter.
- Complete tasks agreed on by position title in a timely and responsible manner.
- Assist the External Vice President with Mid year and Yearly reports.

## SECTION 9.

If registered for a conference or event, the board member should inform the President if they wish to cancel and the reason why at least 1 week in advance from the deadline. Otherwise, they shall attend. Failure to do so will result in possible impeachment and/or denial in attending a SHPE conference (i.e. NTCC or SHPE conference, etc.). Failure to attend will result in a deduction of participation points.

## **ARTICLE VI**

### SECTION 1. NOMINATIONS

- a. Nominations of the officers shall be submitted on the third to last general membership meeting in Spring Quarter.
- b. All persons who have become active regular members of the organization at least thirty days prior to the annual nominations and who are in good academic standing shall be eligible for office nomination.\*\*



- c. A candidate shall not hold more than one concurrent officer position within the SHPE UCSD Student Chapter.
- d. "Rolling Elections" may be practiced. If a student is not elected for a desired position, he/she may run for the next available position of their choice as long as it is approved by the majority of the E-board.

*\*\*Good academic standing is defined as students not currently in academic probation.*

## SECTION 2. VOTING

- a. The chapter shall hold elections annually during the second to last general membership meeting of the academic year.
- b. All regular members who are in good standing within the SHPE UCSD student chapter shall be eligible to vote.
- c. All ballots must be personally deposited into an election box.
- d. Ballots shall be collected and counted by the Secretary and President. Candidates with the highest number of votes per office shall be declared the winners.

## SECTION 3. ELECTION RESULTS

- a. Newly elected officers shall hold office for the period of one academic year.

## SECTION 4. IMMEDIATE PAST PRESIDENT

- a. The President shall assume the position of the immediate past President on the Board upon completion of his/her term.

# **ARTICLE VII MEETINGS**

## SECTION 1. GENERAL MEETINGS

General meetings shall be held every other week during the quarter for the academic year starting week 2. There should be at least 4 per quarter.

## SECTION 2. ELECTION MEETINGS

Election meetings shall take place annually during the second to last general membership meeting of the academic year.

## **ARTICLE VIII RESIGNATIONS AND IMPEACHMENTS**

### SECTION 1. RESIGNATIONS

- a. A letter of resignation shall be submitted to the President or Vice President by any person willing to resign from office at least a week before the next chapter meeting.
- b. During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the E-Board during the following week by a private election.

### SECTION 2. IMPEACHMENTS

2.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the E-Board 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 E-Board's vote.

Reasons may include:

1. Unexcused absences at two or more board meetings per quarter.
2. Failure to inform the President in advance about their cancellation of event commitments.
3. Not fulfilling the duties of the position.
  - a. A majority of the E-Board (2/3) will decide whether the impeachment will be carried out.

## **ARTICLE IX**

### **AMENDMENTS TO BYLAWS**

- a. Proposed amendments shall be submitted in writing to the E-Board members at a board membership meeting.
- b. The amendment shall be submitted to the President for approval. Amendments shall be reviewed by the executive board and a 2/3 vote will approve the amendment to a more full board voting process.
- c. The voted amendment shall be submitted to the SHPE UCSD Student Chapter advisor for final approval. In

the case that the advisor will be gone for a longer period than two weeks, the E-Board's vote will be sufficient until the advisor is available. At the advisor's return, the President shall go and present pending amendment to the advisor for final approval.

- d. When submitting amendments to the advisor for final approval, a copy of the previous bylaws shall be submitted as well with marked and highlighted changes.

***Revised By:***

*Rocio Pena, President*

*Wendy Vivar, Vice President External*

*Liliana Busanez, Finance Chair*

***On May 31, 2014***