

Loyola Marymount University

SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS (SHPE)

CONSTITUTION

ARTICLE I (Name)

Section 1. The official name of this RSO shall be Society of Hispanic Professional Engineers.

Section 2. This RSO shall use the official name or acronym, SHPE, in publicity materials, advertising, or correspondence.

ARTICLE II (Purpose)

Section 1. The purpose of this RSO is to:

- A. To encourage Hispanics in the STEM field.
- B. To provide resources and information for academic and professional growth in the STEM field.
- C. To incorporate LMU's mission of service by providing our expertise in the engineering and science related fields in different projects.
- D. To work with other engineering clubs and corporations in order to establish more resources for students.
- E. To integrate Hispanic culture into the field of engineering.

ARTICLE III (Affiliation)

Section 1. SHPE is affiliated with the SHPE National Organization specifically with the professional branch of SHPE South Bay LA. The nature of the affiliation will consist of working in conjunction with SHPE South Bay LA in providing professional resources for club members as well as working with SHPE National in order to send club members to attend the SHPE National Conference. The bylaws for SHPE National (amended 2019) can be found at the following link:

<https://shpe.org/wp-content/uploads/2022/07/SHPE-Bylaws-Amended-May-2019finaldraftNBOD.pdf>

ARTICLE IV (Membership)

Section 1. "SHPE" openly admits all undergraduate LMU students to its membership and does not discriminate. Membership in the RSO will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500).

Section 2. Voting membership is restricted to matriculated, currently enrolled students at Loyola Marymount University.

Section 3. All Registered Student Organizations must admit members in compliance with Loyola Marymount University's Non-Discrimination Statement, as listed here:

<https://studentaffairs.lmu.edu/media/studentaffairs/osccr/documents/2021-22-Statement-of-Non-Discrimination.pdf>

Section 4. There shall be no hazing.

ARTICLE V (Officers)

Section 1. The officers of this organization will be a President, Vice-President, Secretary, Social Chair and Treasurer.

Section 2. The term of office shall be one academic year from the time of election late in the spring semester until new officers take office immediately following the next election the following spring semester.

Section 3. Any vacancies in officer positions after elections will be filled through special elections. If a position needs to be filled while school is not in session, then the current officers may vote on a candidate.

Section 4. The signature of the Treasurer, the President, and the Advisor are required on all financial transactions through ASLMU and the Controller's Office.

ARTICLE VI (Duties of Officers)

Executive Board Members:

Section 1: President

1. Coordinate executive board meetings
2. Coordinate general meetings for SHPE members
3. Serve as the overseer and leader of all elected members
4. Liaison for the CLSS Latino Roundtable
5. Liaison for other engineering and science clubs

Section 2: Vice President External

1. Aid the president in their tasks
2. Can stand in and operate meetings when the president is unavailable
3. Maintain network with organization outside of LMU

Section 3: Vice President Internal

1. Organize speakers for the general meetings
2. Liaison with other clubs on campus, especially the Latino and engineering groups
3. Organize event scheduling
4. Coordinates all service projects related to the club
5. Maintain and network with project leaders
6. Find local and abroad service opportunities

Section 4: Treasurer

1. Oversees and is responsible for all financial transactions of SHPE
2. Liaison for the Student Reserve Board and ASLMU Treasurer
3. Coordinate fundraising projects

Section 5: Secretary

1. Will take minutes and maintain records of the Executive Board meetings and general meetings
2. Keep a record of all events on SHPE's Google Calendar and Drive, and make sure the people who need to be invited, receive invitations.

3. Control internal communications for the club

Section 6: Academic Chair

1. Responsible for promoting academic excellence and the possibility of a future in academia for SHPE members.

ARTICLE VII (Nominations and Elections)

Section 1. Nominations can be made by any general member in the club and then must be accepted by the nominee within the 1 week window allowed for the nomination process

Section 2. Election will be held during March and/or April

Section 3. The candidate with the most votes in an election will get the position.

ARTICLE VIII (Removal from Office)

Section 1. Officers may be removed from office for failure to perform duties or for violation of membership clause. Officers to be voted upon in this regard will be notified of the intention to do so in writing **at least one week** prior to the meeting at which the vote will be taken.

Section 2. A **two-thirds** majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Section 3. Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

ARTICLE IX (Meetings)

Section 1. The club will meet every other week unless explicitly communicated otherwise by our E-board.

Section 2. Special meetings may only be official if called by the President, however it may be run by another member with approval to do so.

Section 3. For meetings to be official, and voting to count the event will need a quorum that for our club is defined as 5 general members.

Section 4. The parliamentary authority of this organization shall be SHPE Rules and Regulations.

ARTICLE X (Committees)

Section 1. LMU SHPE does not have committees.

ARTICLE XI (Dues, fees)

Section 1. Members are required to register to SHPE National as a student and pay any applicable fees

A. Members who do not complete this will not be considered active members of the club.

Section 2. Dues may vary by school year as the treasurer sets them.

ARTICLE XII (Advisors)

Section 1. The Advisor for our club is professor Gustavo Vejerano.

Section 2. Advisors must complete the Advisor agreement form each year in order to serve as the Advisor.

Section 3. The Advisor serves as a non-voting member of the organization, but can assist and support the RSO in all voting matters.

ARTICLE XIII (Amendments)

Section 1. This Constitution may only be amended with the approval of at least 75% of E-board

Section 2. An Amendment to the constitution can be discussed and passed in e-board meetings.

Section 3. Any Amendment passed will immediately apply.

*Adopted/edited on 6/17/2025.