

# **BYLAWS OF THE SHPE WASHINGTON UNIVERSITY IN SAINT LOUIS STUDENT CHAPTER**

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Washington University in Saint Louis Chapter of the SHPE (the “Chapter”).

## **ARTICLE II. PURPOSE & OBJECTIVES**

The purpose of this Chapter is to realize the mission of SHPE at the Washington University in Saint Louis (“WashU”) by organizing events and programs that directly lead members towards their post-graduation success, all in accordance with SHPE’s Internal Revenue Code Section 501(c)(3) tax-exempt status.

Chapter objectives include:

- Providing an inclusive community (via the Chapter) for Hispanic STEM students enrolled at University that realizes the SHPE mission;
- Recruiting Hispanic STEM (science, technology, engineering, math) students into the Chapter;
- Retaining and advancing Hispanic STEM students via leadership, professional, familial, and academic development, and community service programs; and
- Contributing to the post-graduation success of chapters members into STEM careers (e.g., industry, graduate school, entrepreneurship, etc.)
- Enhance interaction between:
  - Hispanic engineering and applied science alumni from Washington University’s prestigious McKelvey School of Engineering.
  - Hispanic engineering and applied science students and the general student body, faculty, administration, and staff of Washington University.
  - Hispanic engineering and applied science students and the professional world.

## **ARTICLE III. AFFILIATION**

The Chapter is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE's governing documents and policies and University’s policies for students and student organizations. As part of its affiliation, the Chapter shall have a faculty or staff member from the University serve as Chapter Advisor to provide

guidance, support and access to University resources. This Chapter shall also be part of the “local chapters” as defined by the SHPE’s established governance structure. SHPE has the authority to, at any time, revoke the charter of Chapter to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

## **ARTICLE IV. SHPE NATIONAL MEMBERSHIP AND DUES**

### **Section 1. Non-Discrimination**

No person shall be denied membership in the Chapter on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Moreover, the Chapter will adhere to the University non discrimination policy: <https://law.wustl.edu/academics/registrars-office/policy-of-non-discrimination/>

### **Section 2. Regular Membership**

Regular members shall be:

1. Students enrolled at WashU
2. Active membership is defined as members that attend at least two monthly general body meetings per semester.

### **Section 3. Associate Membership**

Associate members are industry representatives and college staff who do not meet requirements for regular membership and are nonvoting members of the Chapter, but who support the purpose(s) and objective(s) of this chapter.

## **ARTICLE V. EXECUTIVE LEADERSHIP**

### **Section 1. Executive Board**

The Chapter shall have an Executive Board, composed of Chapter officers elected by members of the Chapter. Subject to the direction of the Chapter Advisor and SHPE, the Executive Board shall manage the affairs of the Chapter. The Executive Board shall create and manage committees that organize activities for the Chapter to recruit, retain and work towards the post-graduation success of its members. Executive Board Members shall include the following: President, Vice President, External Representative, Internal Representative, Secretary, Treasurer, First Year

Representative, Event Coordinator, Community Service Chair. These positions will serve as the core of the leadership team for the chapter.

## Section 2. Specific Powers of the Executive Board

The Executive Board shall have the following duties:

- To enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary;
- To establish committees and appoint committee members in accordance with these Bylaws and to define the committee plans, goals and strategic objective, roles, responsibilities, powers, and duties; and
- To plan and budget for yearly events

The term of office of each Executive Board Member is one year corresponding to the June fiscal year, mirroring the SHPE fiscal year, starting on July 1st of the current year and ending June 30<sup>th</sup> of the following year, and until their successors take office, subject to their earlier resignation or removal from office.

## Section 4. Board Position Roles & Responsibilities

### **\*President**

- Represent the Chapter as the official Chapter spokesperson and be responsible for internal Chapter business
- Represent SHPE in university-wide meetings such as the McKelvey Leadership Society meetings, Campus Life events, or any club fairs
- Preside over Executive Board and Chapter membership meetings
- Set the Chapter policy/focus for the year and write up the bylaws each year
- Works closely with each executive board member individually
- Manages event registration on the WashU Presence platform

### **Vice-President**

- Oversee the development and submission of the National Reporting Program requirements
- Maintain contact with National and Regional Professional Chapters
- Work closely with McKelvey and the Faculty Advisor to accomplish predetermined administrative goals
- Manage the Chapter Executive Board and activities (using the Chapter Management Tool)
- Works with Treasurer to reserve hotels, flights, and Ubers for the SHPE National Convention
- Spearhead SHPE Formal

- Expected to help in any of the President's roles and responsibilities
- If the President is absent from any meeting, VP is expected to take charge
- Has the power to make SHPE decisions in the case that the President is absent

### **\*External Representative**

- Create and maintain corporate contacts
- Coordinate company visits and presentations
  - Responsible for the creation of the Chapter's Corporate Sponsorship Packet and seeking sponsorship from corporate contacts
- Represent WashU SHPE at corporate functions
- Responsible for WashU professional-related programs
- Communicate with corporate contacts through official SHPE email

### **Internal Representative**

- Create and maintain contacts with the administration and faculty of McKelvey School of Engineering
- Coordinates and manages all tabling/university-wide events
- Coordinate activities between committees within SHPE (e.g SHPEtina)
- Coordinate and maintain contact with other related organizations on campus, such as the Association of Latin American Students (ALAS), EnCouncil, National Society of Black Engineers (NSBE), Society of Women Engineers (SWE), etc.
- Help out event coordinator and VP with planning the SHPE formal

### **Secretary**

- Oversees that all chapter records are kept up to date and assists the President with all necessary paperwork needed for the chapter
- In charge of maintaining a list of membership status
- Responsible for the monthly newsletter for members
- Responsible for obtaining information and articles for the newsletter
- Maintain an accurate and updated calendar of events, as well as records of events
- Send an Outlook invitation for events for both Exec and the entire SHPE student body
- Keeps the Point System up to date
- Maintain engagement in social media (Instagram and LinkedIn)
- Promote upcoming events, as deemed necessary, groupme, email, and/or social media

- Designates a website manager to maintain official WashU SHPE website

### **Treasurer**

- Manage the Chapter's finances with the Student Union and coordinate with McKelvey for funding
- Attend required Student Union meetings for Treasurers
- Prepare the annual budget for the Student Union and complete full-year financial report to the Executive Board and to SHPE
- In charge of organizing non-corporate fundraising activities
- Works with VP to reserve hotels, flights, and Ubers for the SHPE National Convention
- Gets a Credit card from SU for in-store purchases and completes reimbursements via Workday for events
- Submits budget reallocation requests

### **Community Service Chair**

- Responsible for organizing community service events (at least 3 before Noche de Ciencias)
- Identify community service options and decide which project to pursue
- Monitor the activities taking place and make adjustments as needed
- Responsible for the establishment and sustainability of a SHPE Jr. chapter
- Responsible for reaching out to (SHPE STL) and preparing Noche de Ciencias to get funding and slides for presentation (REACH OUT TO SHPE STL BEFORE CONTACTING SCHOOLS)
- Help event coordinator (event set-ups, gathering materials needed)

### **\*Event Coordinator**

- Responsible for room and equipment reservations for SHPE events
- Ensures any food catering and other supplies for events are bought/gathered
- Host an event and fundraiser every month
- Every month, switch off from professional workshops and social events
- In charge of organizing all events that involve SHPE
  - These may include: General Body Meetings, fundraisers, any activity fairs, professional workshops, SHPEtina events, and anything related to convention preparation
- Works with the Secretary to advertise events, increasing awareness of SHPE events on campus

- Keeps track of dates on all events, fundraisers, and convention check-ins on a spreadsheet
- Complete post-event form
- Help Community Service Chair with Noche de Ciencias
- Host bi-weekly meetings with the event committee

### **First Year Representative**

- Shall be a freshman or first-year student on campus
- In charge of aiding in freshman/first-year student recruitment
- Attends all meetings
- Takes meeting minutes
- In charge of compiling feedback and suggestions every semester

The Chapter may create additional officer positions, who may, but need not serve on the Executive Board, as determined by the Chapter, within the framework of SHPE's policies, should the Chapter grow and the expansion of leadership is required to increase in proportion to the growth.

### **Section 5. Committees**

The Executive Board may create committees that facilitate the organizing and implementation of chapter activities, events and/or programming. Committees will have the responsibilities and membership composition as determined by the Executive Board.

## **ARTICLE VI. MEETINGS**

### **Section 1: General Meetings**

General membership meetings shall take place at least once a month during the academic year.

### **Section 2: Election Meetings**

The election results will be determined in accordance with Article VI.

### **Section 3: Additional Meetings**

The Executive Board has the privilege of calling additional membership meetings as deemed appropriate

### **Section 2: Definition of Meeting Quorum (in-person, virtual, or hybrid) •**

#### **Board Quorum and Voting**

- A quorum shall consist of at least 50.1% of the Executive Board

members in office. A majority vote of the Executive Board members present when there is a quorum shall constitute approval of the Executive Board.

- Unless these Bylaws contemplate a membership vote to approve a matter, the Executive Board has the authority to determine whether to submit a matter for approval by the Board alone, or by the Board and membership.

#### Membership Quorum

- A quorum for Chapter membership meetings shall consist of at least 33% of the Chapter's members. A majority vote of the Chapter members present when there is a quorum shall constitute approval of the Chapter's members.

## **ARTICLE VII. ELECTIONS**

### Section 1. Elections Timeline

Elections timeline shall be as follows:

- February 15: The membership payment is due to be eligible to nominate, vote or run for office
- April 1: Nominations for positions must be submitted by end of day 11:59PM (local time)
- April 10: Elections must be held prior and results are announced to the chapter by this date
- April 25: Report election results to SHPE Staff [[chapters@shpe.org](mailto:chapters@shpe.org)]

### Section 2. Nominations Procedure

1. Persons can self-nominate or can be nominated by a member during a general membership meeting
2. Those nominated can decline the nomination up to the day before elections
3. Multiple nominations are allowed but only one position can be held per member

### Section 3. Elections Procedure

1. Elections shall be held amongst Chapter members when a quorum of Chapter members is present
2. If in-person, an absentee vote shall be accepted if submitted to the Secretary in a sealed, signed and dated envelope prior to the election. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election. Absentee ballots shall count toward establishing quorum. If virtual, an email must be sent twenty-four (24) hours prior to the election

3. Voting shall be by secret ballot, and the nominee with the majority of votes shall be considered the winner. If no candidate receives a majority of votes, runoff election(s) shall be conducted until a candidate receives a majority of votes and is elected. In each round, the candidate with the fewest votes shall be eliminated until only two candidates remain
4. The Secretary shall tally the votes and promptly disclose results to the Chapter Advisor, the Executive Board, and the Chapter.
5. Only Executive Board positions must be elected by the Chapter's members. Committee can be appointed by the Executive Board or in accordance with other practices as the Chapter sees fit
6. Any and all persons in elected positions must meet or exceed a 2.5 GPA and be SHPE members in good standing
7. Executive Board members who did not meet their responsibilities their prior term are not allowed to run again.
8. The Executive Board may adopt additional rules consistent with these Bylaws to implement the nominations and election process

#### Section 4: Transition Process

1. There shall be at least a one month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
2. Newly elected officers shall assume office as soon as they have been successfully onboarded, but no earlier/later than the beginning of the fiscal year (July 1<sup>st</sup>)
3. Transition shall take place upon fulfillment of requirements established by SHPE. Both the outgoing and incoming officers shall complete the New Chapter Leader Orientation and participate in the onboarding workshop/series as determined by SHPE. Transition requirements are estimated to take 3 months to complete
4. New chapter officers must be reported to SHPE by April 15 of each year
5. New chapter officers must comply with the SHPE Chapter Affiliation Agreement

### **ARTICLE VIII. RESIGNATIONS AND REMOVALS**

#### Section 1. Resignations

Any Executive Board member may resign from office at any time by submitting a letter of resignation to the President or one of the Vice Presidents and the Chapter Advisor. The resignation shall be effective at the time the resignation is tendered, unless the resignation specifies a later effective time.

#### Section 2. Removals

When any Executive Board member feels that an officer is not fulfilling their duties, they may call upon the rest of the Executive Board to discuss/ resolve the matter. An officer may be removed by an Executive Board member should that officer not comply with SHPE's code of conduct and/or University guidelines.



### Section 3. Vacancies

The Executive Board shall fill vacancies in any office and may fill them at any time. An individual elected to fill a vacancy shall serve for the unexpired portion of the term for which their predecessor was elected.

### Section 4. Attendance Policy

The Executive Board member must attend all General body meetings, unless classified as excused absence. Board members must attend a minimum of 1 event per month, and attend 80% of all executive board meetings. 10 minutes of tardiness will equal to 1 strike, and a total of 3 strikes is equivalent to an absence. An executive board member must notify President or Vice President 1 day in advance about their absence but is still expected to fill out exec slides. A warning email will be sent out by Secretary when a board member has reached their absence limit.

## **ARTICLE IX. AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any time with the written approval of the Executive Board, the Chapter's members, and the advisor. Following, the written documentation will be reviewed and approved by SHPE. Amendments shall become effective after approval by SHPE.

Adopted by the Chapter on 5/12/23