

BYLAWS OF
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
PRAIRIE VIEW UNIVERSITY STUDENT CHAPTER

PRAIRIE VIEW A&M UNIVERSITY

ARTICLE I
NAME OF ORGANIZATION

The name of this organization shall be The Society of Hispanic Professional Engineers PVAMU SHPE Student Chapter

ARTICLE II
PURPOSE/OBJECTIVE

The purpose of this chapter is to enhance and achieve the potential of Hispanics in engineering, math and science.

1. Increase the number of Hispanic engineering students at Prairie View A&M University
2. Promote the advancement of Hispanic engineers and scientists in employments and education
3. Develop and participate in programs with industry and the university, which benefits students seeking engineering and technical degrees.
4. Improve the retention of Hispanic students enrolled in engineering and science.
5. Provide a forum for the exchange of information pertinent for Hispanic engineering/science students enrolled in Prairie View A&M University.

ARTICLE III
ASSOCIATION

SECTION I. AUTHORITY

This organization is a recognized student organization at the Prairie View A&M University and adheres to all campus policies as set forth in the *Prairie View A&M University Code of Student Conduct* and the *Prairie View A&M University Student Organizations Policy Manual*.

The SHPE PVAMU 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 Prairie View A&M University's rules and regulations. This student chapter will be part of the local SHPE division as defined by the regional vice president and the local professional chapter presidents.

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

SECTION II. NON-DISCRIMINATION

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability even though the name Society of Hispanic Professional Engineers was chosen. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

ARTICLE IV MEMBERSHIP

SECTION II. STUDENT MEMBERSHIP

Undergraduate student members shall be students enrolled in an undergraduate curriculum leading to a Bachelor's degree in engineering, engineering technology, mathematics, physical science or a mathematically based science field.

SECTION II. FRESHMAN ROUND TABLE

Incoming freshman members and new sophomore members shall have full membership with the exception of running for office. They shall be afforded the opportunity to be nominated and elected for equivalently titled Freshman Round Table Executive Council positions.

SECTION I. ASSOCIATE MEMBERSHIP

An associate member shall be a person who believes and supports the purpose of this Corporation. He/she shall not be entitled to nominate, vote nor hold a position in the Board.

SECTION III. RECENT GRADUATE MEMBERSHIP

Graduate student members shall be students enrolled in a full-time graduate curriculum leading to a Master's of Science, Masters of Engineering, Doctorate of Philosophy, or Doctorate of Engineering degree in engineering, engineering technology, mathematics, physical science or a mathematically based science field.

ARTICLE V OFFICERS/EXECUTIVE BOARD

SECTION 1. OFFICERS

Officers shall consist of a Chapter President, Chapter First Vice-President, Chapter Second Vice-President, Chapter Secretary, Chapter Treasurer, Chapter Reporter, Chapter Sergeant-At-Arms, and Chapter Parliamentarian. The term of office is one year, beginning of fall to the end of spring. It will not be a requirement to fulfill the position of Chapter Second Vice-President as determined by the Executive Board and/or Chapter Advisor.

1.1 Chapter President

The Chapter President shall be the Board chairperson presiding over all meetings of the Board, shall represent and be the official spokesperson for the Organization, and shall have such other powers and duties as prescribed by the Board. As board chair person, the Chapter President shall not participate in voting unless there is a deadlock on the Board, in which case he/she shall have 1 vote in order break the deadlock on the board.

1.2 Chapter Vice-President

The Chapter First Vice-President assists the Chapter President in all business concerning the Organization and shall act as Chapter President in the latter absence or in the event that the chapter president is unable to complete the term. The vice-president in coordination with the advisor shall manage the external affairs of the chapter. The vice-president will have primary responsibility for communicating with corporate sponsors for events and sponsorship. He/she shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws. He/she shall have one vote on the Board.

The Chapter Second Vice-President shall assist the Chapter President and Chapter First Vice-President in all business concerning the chapter. The Chapter Second Vice-President will also be in charge of the internal affairs of the chapter (campus relations, social activities, etc.) He/she shall act as head of the Membership Intake committee which includes the responsibilities of overseeing the freshman roundtable. He/she shall have one vote on the Board.

1.3 Chapter Secretary

The Chapter Secretary will take the minutes of the meeting, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies. The Chapter Secretary will also be in charge of the bulletin board. He/ she will be responsible for registering the organization with the university each academic year and for tallying the election votes. He/she shall have one vote on the Board.

1.4 Chapter Treasurer

The Chapter Treasurer shall act as the chief financial officer of the Organization and shall monitor the collection of dues, the disbursement of authorized funds and the banking and accounting of all Organization funds. The Chapter Treasurer shall make semiannual financial reports listing all liabilities and assets of the Organization to the Board of Directors. He/she shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws. He/she shall have one vote on the Board.

1.5 Chapter Reporter

The Chapter Reporter should act as public relations officer for the chapter. Gather and classify all news. Prepare articles for publication in local, state, and national media. Develop a working relationship with local media personnel and supply them with chapter, district, state, and/or national organizational news that might be of interest to them. Send news items concerning the local, state or national newspapers on a regular basis. (Include photographs whenever possible.) He/she shall have one vote on the Board.

1.6 Chapter Sergeant-at-Arms

The Chapter Sergeant-at-Arms is to insure order during chapter meetings. He/she is to act as the chapter's chief parliamentarian and shall decide all issues of parliamentary procedure according to Robert's Rules of Order. He/she is chairman of the rules committee. He/she is a voting member of the executive committee.

1.7 Chapter Parliamentarian

The Chapter Parliamentarian should report to the Chapter President. Attend and assume the role of Parliamentarian during the meeting. Sit in the designated area for visual access to the Chapter President. Function in the role of the Chapter Parliamentarian as a non-interventionist, and assist and support the Chapter President in maintaining order and adhering to time schedules as approved by the Board or membership. Be available to meet with the Board at meetings whenever needed, as assigned by the Chapter President. Be available to the membership during normal conference hours or after meetings to answer questions about the role and function of the Chapter Parliamentarian and parliamentarian procedure. Be available to work on other tasks as specified by the Chapter President. Assist with the coordination of motions and resolutions as requested. Assist with the election and voting procedures.

SECTION II. EXECUTIVE BOARD/COMMITTEE

- 2.1 The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as non-voting member.
- 2.2 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- 2.3 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE VI COMMITTEES

SECTION 1. Committees

Program, Nominating and Membership Committees shall be Standing Committees. The President or the Board of Directors shall have the power and authority to establish such other committees as they may deem necessary or appropriate to carrying out the business or programs of the Society and to prescribe the duties and rules governing the operations of the Committees. The membership of each committee shall be named by the President.

SECTION 2. Fundraiser Chair

The Fundraising Chair should Research, coordinate and present all fundraising activities. Work with treasurer regarding monetary transactions. Appoint members to assist in fundraising activities. Prepare for upcoming fundraisers in the next school year.

SECTION 3. Community Service Chair

The Community Service Chair shall solicit from the membership and Executive Board community service ideas and community service goals. The Community Service Chair shall provide volunteer/community service opportunities to the district at least once every other month. The Community Service Chair is responsible for working with the Communications and Technology Chairs to inform the public at large of the district's plans and communicate community service projects to the membership.

SECTION 4. Membership Intake Chair

The Membership Intake Chair should serve as the primary contact for new members joining the organization. Encourage and facilitate their participation in all organization activities. Send a standard welcome letter describing the club's structure, activities, and the availability of mentors. Facilitate contact between a new member and a mentor, if a new member requests help. Commonly, this position may oversee Freshman Round Table.

SECTION 5. Scholarship Chair

The scholarship chair should be responsible for establishing minimum standards of scholastic performance, for the academic program as a whole and for doing all that is feasible to promote a positive attitude within the membership toward the pursuit of outstanding academic achievement... for the individual and the group. The duties of the scholarship chair might include: To provide and to encourage an academic atmosphere within the chapter house and a positive academic attitude among the chapter members. To establish academic goals and objectives which will direct the scholastic endeavors of the

membership toward improved scholarship perspective and attitudes. To develop and coordinate, in conjunction with the new member educator, a scholarship program for the new members. To serve as chairman of the scholarship committee, whose duty it is to coordinate a well-rounded scholarship program.

ARTICLE VII **UNIVERSITY ADVISOR**

SECTION 1.

The advisor shall be selected by the College of Engineering Dean. As such, no other organization or institution shall attempt to influence or assign the selection of a faculty advisor.

SECTION 2.

The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor shall fulfill the responsibilities specified in the *Prairie View A&M University Student Organizations Policy Manual*. The advisor has no voting rights.

SECTION 3.

The advisor position has no term limit other than he/she must be a Prairie View A&M University faculty or staff member.

ARTICLE VIII **ELECTIONS/VOTING**

SECTION 1. ELIGIBILITY

- 1.1 Prairie View A&M University policies require that to be eligible for office, candidates must be in good academic and disciplinary standing, have at least a 2.50 GPA and regularly enrolled students at the Prairie View A&M University.
- 1.2 All officers serve for a term of ONE (1) YEAR and cannot serve more than one year in the same office.
- 1.3 To serve as President, students must have served on the executive board as an elected officer at least one term (excluding the freshman round table executive board).

SECTION 2. NOMINATIONS

- 2.1 Nominations are to be held the second meeting before the last meeting of the last semester at a general membership meeting.
- 2.2 Those who are eligible for nominations have a Student Membership that is in good academic standing. Members may nominate themselves for an office. And the nominations have to be seconded.
- 2.3 Candidates may be nominated and can run for more than one position. Candidates may not hold more than one position, unless there is a shortfall of potential candidates.

SECTION 3. VOTING

- 3.1 Elections will be held at the last meeting of each academic year. At least one week's notice shall be provided for any meeting at which an election is to be held.

- 3.2 In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- 3.3 Passage of a motion requires a simple majority (i.e., one more than half the members present).
Passage of motion may be taken by secret ballot if requested by member or if majority is unclear.
- 3.4 Members must be present to vote. Absentee or proxy voting is not permitted.
- 3.5 The Election voting procedure will take place by Secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.
- 3.5 The Secretary will be held responsible to tally up the votes.
- 3.6 The winning candidates will then assume office at the banquet that is held at the end of the semester.

ARTICLE IX **MEETINGS**

SECTION 1. DEFINITION OF QUORUM

A quorum shall consist of one-third (1/3) active members of the Organization. A quorum shall consist of three-sevenths (3/7) of officers that are in Article 5.

SECTION 2. GENERAL MEETINGS

General membership meetings shall be held on the second and fourth week each month during the academic year unless otherwise powered by the board. Business cannot be conducted unless a quorum of the membership is present.

SECTION 3. E-BOARD/SPECIAL MEETINGS

It is recommended the Executive Committee shall meet weekly during the academic year as necessary. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given at least 24 hours prior notice of the meeting.

ARTICLE X

DISCIPLINE OF MEMBERS

SECTION 1.

All members of the PVAMU SHPE chapter are expected to uphold the rules and regulations of the *Prairie View A&M University Code of Student Conduct* and adhere to the policies and procedures set forth in the *Prairie View A&M University Student Organizations Policy Manual*.

SECTION 2.

Members that violate the Student Code of Conduct and Student Organization policies may face disciplinary action.

SECTION 3.

When a University employee or member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours prior notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determined that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine, or corrective remedies. These actions will not conflict with existing University policy.

SECTION 4.

The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

SECTION 5.

The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

SECTION 6.

By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XI **AMENDMENTS**

SECTION 1.

Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

SECTION 2.

Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. Bylaws will need signature of the SHPE Chapter President, and SHPE Chapter Secretary or Treasurer. Bylaw amendments must then be reviewed and approved by the SHPE Chapter Advisor and the Dean of the College of Engineering. When necessary, the University or College of Engineering may necessitate changes to the Bylaws.

ARTICLE XII **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 week by secret ballot.

SECTION 2. IMPEACHMENTS

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

- 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 officer's vote.
- 2.3 A majority of the officers (4/7) whether the impeachment will be carried out. A new officer will be nominated and elected as described in these bylaws.

ARTICLE XIII

VACANCY OF OFFICE

SECTION 1.

In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

SECTION 2.

The President shall call for an election within fourteen days after vacancy of any office.

SECTION 3.

Elections shall be conducted as stated in the bylaws.

SECTION 3.

Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.