

Society of Hispanic Professional Engineers



OFFICIAL NJIT SHPE STUDENT CHAPTER CONSTITUTION

CONSTITUTION/BYLAWS OF:

NJIT SHPE STUDENT CHAPTER IN

NEW JERSEY INSTITUTE OF TECHNOLOGY

ARTICLE I. NAME

The name of this organization shall be the SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS (SHPE)—New Jersey Institute of Technology Student Chapter; hereafter called NJIT SHPE.

ARTICLE II. PURPOSE

The purpose of NJIT SHPE student organization is to:

- a) Increase the number of Hispanic engineering students at NJIT as well as increase the number of Hispanic and minority students in the fields of business, engineering, science, and other professional fields that lack these ethnic groups.
- b) Promote professional awareness by means of social and intellectual interaction on campus and across the nation.
- c) Promote the advancement of students pursuing a technical career in Science, Technology, Engineering, and/ or Mathematics (STEM) field in employment and education
- d) Develop and participate in programs with industry and the university which benefits students STEM degrees.
- e) Provide a forum for the exchange of information pertinent for Hispanic engineering and science students at NJIT
- f) Improve the retention rate of the Hispanic students enrolled in engineering or science.
- g) Give students access to scholarships, internships and jobs around the nation.
- h) Promote cultural awareness in the community.

ARTICLE III. AFFILIATION

The Student Chapter of the Society of Professional Hispanic Engineers at New Jersey Institute of Technology is hereby affiliated with the National SHPE organization. By associating itself with the National SHPE organization, NJIT SHPE members agree to maintain the integrity of the organization by adopting the rules and regulations designated by its governing board. Furthermore, student members and this organization's Executive Board will respect the local policies regarding chartered student organizations established by the New Jersey Institute of Technology.

ARTICLE IV. MEMBERSHIP

SECTION 1:

Membership is open to all members of the NJIT student body, but shall be mainly consisted of students enrolled in a curriculum leading to a degree in engineering, engineering technology, mathematics, physical science or a mathematically based science field intending to obtain a Bachelor of Science degree.

SECTION 2:

Voting membership is open all full-time undergraduate students of NJIT who are active members of this organization.

SECTION 3:

In order to become an active member of this organization, an applicant must fill out an application in order to be registered for the national and chapter level and must pay all membership registration dues. They must also attend at least three consecutive meetings.

SECTION 3.1:

The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter.

SECTION 4:

All active members should submit a resume, revised within a month of submission, after they have registered and paid all registration fees.

SECTION 5:

A member will be considered inactive, and thus ineligible to vote or hold office if they miss three consecutive meetings and/or if they have registered but have not paid all of their registration fees and chapter dues. Active status may be regained by attendance at two consecutive meetings and/or by paying the registration fee if the member has not been done so already.

SECTION 6: Termination of Membership

Any member may terminate his/her membership upon written notification of the effective date of resignation to the Executive Board. The Chapter may, by two-thirds 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.

Section 6.1: A notice shall be sent by email to the UCID address of the member as shown on the chapter's records, setting forth the expulsion and the reasons therefore. Notice may also be provided by other method provided that actual receipt of such notice by the member can be confirmed. Such notice shall be sent at least 15 days before the proposed effective date of the expulsion.

Section 6.2: The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held not fewer than 5 days before the effective date of the proposed expulsion. A special member expulsion committee composed of one or more persons appointed by the Chapter President will hold the hearing. If the Chapter President is the subject of the expulsion, then the Chapter Vice-President will appoint one or more persons to the expulsion committee. The notice to the member of his or her proposed expulsion shall state the date, time, and place of the hearing on his or her proposed expulsion.

Section 6.3: Following the hearing, the expulsion committee shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the committee shall be final.

ARTICLE V. MEETINGS

SECTION 1: Quorum

To establish a quorum for a General or Executive Board, two-thirds of the active members must be present. Voting issues shall be determined by majority vote of members present.

SECTION 2: Annual Election Meeting

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

SECTION 3: General Meetings

General membership meetings shall be held weekly during the academic year unless announced to the members otherwise.

SECTION 4: Executive Board Meetings

The Executive Board shall meet at least once every week during the academic year. Members may attend as non-voting observers.

SECTION 5: Special Meetings

The President or any member of the Executive Board can call a special meeting of the Chapter general membership.

SECTION 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.

SECTION 7: Meeting Rules

All business of this organization shall be conducted in accordance with Robert's Rules of Order except as otherwise stated in this constitution.

ARTICLE VI. OFFICERS

SECTION 1: ELECTED OFFICERS

NJIT SHPE will have a yearly- elected Executive Board of officers. The officers of this organization shall consist of the President, Vice President, Secretary, Treasurer, Public Relations Officer, Academics Chair, Event Coordinator(s), Recruitment Officer, and the Webmaster. The Executive Board will have a cohesive relationship with the Advisor(s).

SECTION 2: REQUIREMENTS

The right to hold office is restricted to active voting members of this organization who have a minimum 2.2 cumulative grade point average.

SECTION 3: TERM OF OFFICE

The term of office for all officers shall run from the Executive Board Induction Ceremony during the Annual Gala Banquet in April to following the conclusion of Spring Week.

SECTION 3.1: TRANSITION

The period between the Induction of the New Executive Board and end term of the previously elected Old Executive Board will be a phase of transition. During this period the duties as outlined in Article VI Section 4 of this Constitution still hold. Both executive boards will contribute equally to carrying out and finishing the duties for the academic year.

SECTION 4: DUTIES OF OFFICERS

Every officer in this organization will be designated and responsible to uphold their particular duties throughout their term in office. Their duties are as put forth but not limited to those below.

SECTION 4.1: The duties of the President shall be to:

- i. Represent NJIT SHPE as the official spokesperson for the chapter;
- ii. Ensure the accomplishment of the duties and proper conduct of all elected officers and the chapter;
- iii. Maintain communication between NJIT SHPE and the advisor(s).
- iv. Be responsible for all business concerning the chapter, effectively communicating with SHPE Nationals and managing over day-to-day affairs of the chapter;
- v. Update NJIT SHPE with news and events from Regional and National chapters;
- vi. Call an executive board meeting in case of emergency;
- vii. Responsible for the preparation of the EOY report and other documents required by SHPE Inc.
- viii. Tally up the votes during elections;

SECTION 4.2: The duties of the Vice President shall be to:

- i. Assist the President in all business concerning the chapter;
- ii. Assume the temporary position as a President in the absence of the President;
- iii. Attend any President's meeting, in the absence of the President, for NJIT SHPE;
- iv. Be in charge of internal and external affairs of the chapter (campus relations, social activities, industrial relations, company tours, conferences, etc.);
 - a. Responsible for establishing corporate relationships with the goal of obtaining sponsorship for NJIT SHPE events/programs/other activities
 - b. In charge of creating and maintaining positive relations with other societies within NJIT and the NJIT staff and administration

- v. Help preside over every executive, general, and emergency meeting;

SECTION 4.3: The duties of the Secretary shall be to:

- i. Records the General meeting and Executive Board minutes
- ii. Maintain a record of all minutes, attendance, and points of every NJIT SHPE activity and be responsible of emailing minutes and announcements on a weekly basis;
- iii. Keep record of all NJIT SHPE events through means of pictures and maintain reports updated with all attendees information
- iv. Assist SHPE officers with any official letters pertaining to NJIT SHPE business needing to be distributed;
- v. Keep track of point system and maintaining the membership statistics;
- vi. Work with the officer or member in charge of the EOY report to provide information of all activities and events NJIT SHPE participated in.
- vii. Communicate with President to maintain points awarded and agenda for general meetings.
- viii. Register the organization with the university at the beginning of each academic year;
- ix. Tally the votes during elections.

SECTION 4.4: The duties of the Treasurer shall be to:

- i. Assume the responsibility for any financial transactions pertaining to NJIT SHPE;
- ii. Keep accurate accounts of chapter's funds and prepares updated financial reports for every meeting;
 - a. Keep books and records on money received and disbursed
 - b. Budgeting and event spending
 - c. Track funding for events and conferences
 - d. Track all SHPE national due payments
- iii. Authorize any requests submitted from a NJIT SHPE member and/or issue any money only by the given the approval of the President or the chapter's advisor(s);
- iv. Communicate with the advisor about any financial matter;
- v. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership;
- vi. Prepare and present the annual EOY (End of the Year) reports, budgets, and any other financially-related reports for NJIT SHPE with any other appointed committee(s) or member(s) by the Executive Board.

SECTION 4.5: The duties of the Public Relations Officer shall be to:

- i. Publicize and advertise all NJIT SHPE chapter events and meetings;
 - a. Use media sources such as flyers, Facebook, Twitter, The Vector, etc.
 - b. Posting flyers weekly around campus, and
 - c. Publicizing events to other organizations.
- ii. Maintain a constant communication with all members of the chapter.
- iii. Authorize the creation and become the chair of a committee consisting of active members to assist in accomplishing duties;

SECTION 4.6: The duties of the Academics Officer shall be to:

- i. Coordinate study sessions for members with common exams
- ii. Create an academic data base,
- iii. Coordinate an academic bowl team for Conferences
- iv. Keep members informed and updated on available scholarships, internships, and job opportunities.
- v. Authorize the creation and become the chair of a committee consisting of active members to assist in accomplishing duties.

SECTION 4.7: The duties of the Event Coordinator(s) will be divided amongst (2) elected officers and shall be to:

- i. Be responsible for planning and executing recreational activities for the chapter with the purpose of enhancing social development among members
 - a. Coordinating working with Campus Center on chapter and NJIT activities
 - b. Making the chapter aware of what's going on campus weekly
 - c. Reserving rooms for chapter meetings and events.
- ii. Coordinate fundraising events throughout the year
- iii. Coordinate community service events throughout the year, on a monthly basis;
- iv. Empower the chapter to participate in university community service events;
- v. Authorize the creation and become the chair of a committee consisting of active members to assist in accomplishing duties.

SECTION 4.8: The duties of the Recruitment Officer shall be to:

- i. Coordinate recruiting events throughout the year;
- ii. Work with the advisor in order to recruit incoming student;
- iii. Attend social/professional/tabling events to recruit non-members on campus to join the organization;
- iv. Maintain the membership database and keep record and register new members on the OneSHPE account;
- v. Authorize the creation and become the chair of a committee consisting of active members to assist in accomplishing duties.

SECTION 4.9: The duties of the Webmaster shall be to:

- i. Maintain the NJIT SHPE website;
- ii. Work with the Public Relations Officer in updating and posting information regarding the chapter, events, and news on the website;
- iii. Update the members about information on the website;
- iv. If needed, the position of Webmaster could be divided amongst two Co-Webmasters, upon approval by the President.

SECTION 5: Officers are required to attend all NJIT SHPE related events and hold at least (2) office hours per week.

ARTICLE VII. POINT SYSTEM

The Chapter of SHPE will implement a Member Point System, to be designated by the executive officers at the beginning of each term. Point logs will be kept by the Secretary, who will record the points of each member accordingly. A certain amount of points are given for each meeting, event, committee, and other NJIT SHPE sponsored activities. This implemented system is based on encouraging our members to take more active roles and participate more within our organization.

ARTICLE VIII. ELECTIONS

SECTION 1: NOMINATIONS

The chapter shall hold nominations annually during the first general membership meeting in March. Nominations of the officers shall be submitted one week before the election. All persons who have become active regular members of NJIT SHPE in good academic standing at least thirty (30) days prior to the annual election shall be eligible to be nominated. Candidates must also hold a cumulative GPA of at least 2.2 at the time of nominations. Candidate may be nominated for more than one office. However, candidate must decide by Election Day to run for only one office.

SECTION 1.1:

To run for an executive position, such as President or Vice President, candidate must have already served at least one year as an officer.

SECTION 2: VOTING

The chapter shall hold elections annually during the second general membership meeting in March. All ballots must be personally deposited into the election box. All persons who have become active regular members of NJIT SHPE prior to the annual election and are present on Elections day shall be eligible to vote. The procedure for voting will be secret ballot. The candidate with the most tallied votes will constitute as a winning vote. Absentee voting will not be permitted. Votes must be tallied in that election meeting, and is to be tallied by the President and the Secretary or persons appointed by the Secretary, and verified the Treasurer or persons appointed by the Treasurer. The winning candidates will be inducted at the Annual Gala Banquet.

Article IX – Special Elections/ Resignation

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. During a meeting when a resignation is presented or any other reason for a special election, nominations will be taken to fill the office. The executive board shall elect a person during the following week by secret ballot.

Article X – Impeachment

SECTION 1:

When any paid 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. A personal meeting will be hosted between the President and Vice president and the officer under review. The second warning will be a talk with the President if no improvements are demonstrated in two weeks. The e-board member will have to present a defensive argument to the e-board on why he/she should stay the position. 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 officers' vote. A majority of the officers (two-thirds) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under Article IX.

SECTION 2:

Grounds for removal of an officer are as follows:

- i. Subversion from the constitution
- ii. Unethical conduct
- iii. Abuse of power
- iv. Inability to function properly in office elected
- v. Embezzlement

Article XI –Amendments

Section 1:

The following procedure shall be followed for amending any portion of the Constitution:

Section 1.1: Any member and/or executive board member can propose an amendment and it shall be submitted in writing to the Executive Board for approval at an executive board's meeting.

Section 1.2: A favorable vote of two-thirds of the executive board shall be required to ratify the proposed amendment.

Section 2:

Amendments shall take effect upon approval of the Student Senate unless a later time was specified at the time of adoption.

Article XII. Non-Discrimination Statement

As a non-discriminating organization, this Student Chapter of the Society of Hispanic Professional Engineers at NJIT does not exclude persons from membership, or participation by non-members in any chapter-sponsored event, due to that person's race, color, national origin, sex, age, sexual orientation, veteran status, disability, or field of study, despite the organization's name.