

# Constitution for Society of Hispanic Professional Engineers

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## Article I. Introduction

### Section I - Name

This organization shall be named The Society of Hispanic Professional Engineers (SHPE). The Society of Hispanic Professional Engineers Student Chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). SHPE Inc. operates their headquarters in City of Industry, CA. Their website can be found at <https://www.shpe.org/>. The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and Northwestern University'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 presidents.

### Section II - Purpose

The purpose of The Society of Hispanic Professional Engineers is to aid in achieving a degree in Engineering, Science, or Mathematics and to provide Professional opportunities for student engineers and professionals.

### Section III - Objectives

The objectives of The Society of Hispanic Professional Engineers shall be to provide networking opportunities for students to reach their full potential as professionals through workshops, informal meetings, and community service.

## Article II. Organizational Structure

### Section I - Executive Board

#### A. List of Executive Board Positions and General Responsibilities

##### 1. President (or Co-Presidents)

- a. Shall represent the chapter and be responsible for all business concerning the chapter.
- b. Shall ensure the chapter is moving in a direction consistent with SHPE's mission
- c. Shall 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.
- d. Shall also be the official spokesperson for the chapter, manage the other operating officers and manage the day-to-day affairs of the chapter.

- e. Shall preside over all meetings.
- f. Shall authorize distribution of funds.
- g. Shall provide guidance to committee chairs and officers
- h. Shall cast the deciding vote if there is a tie in normal voting.
- i. Shall coordinate national reports
- j. Shall create committees, appoint committee chairs, and provide guidance to officers overseeing such committees
- k. Shall maintain communication with the chapter advisor, regional representative, and national board
- l. Shall maintain a good relationship with the executive board and build up a sense of community and belonging
- m. Shall inherit the responsibilities of the Vice President in the case where co-presidents are in place.

## 2. Vice President (in the case where there are no co-presidents)

- a. Shall assist the President in all business concerning the chapter and shall act as Co-President in the case of President(s) absence.
- b. Shall oversee the external affairs of the chapter (industrial relations, company tours, etc.)
- c. Shall keep executive board and general members updated on SHPE National and Regional events.
- d. Shall oversee the internal affairs of the chapter (campus relations, social activities, etc.), including contact with other MSA / McCormick student groups.
- e. Shall setup and implement programs and workshops towards academic achievement
- f. Shall prepare for general meetings including coordinating with guests and food vendors.
- g. Shall ensure records of all events are kept (planning guides, evaluations, etc).
- h. Shall help coordinate national reporting with President and others
- i. Shall preside over all meetings in absence of the President.
- j. Shall have the right to vote except when acting as President.
- k. Shall perform other duties as may be assigned by the president or the executive board.

## 3. Treasurer

- a. Shall be responsible for collection, distribution, and safekeeping of chapter funds
- b. Shall organize minimum of one fundraising event per academic year so that we can budget for general meetings and other events.
- c. Shall go to SOFO and process payments to individuals on the board, and encourage the board to follow all SOFO policies, including proper use of the SHPE debit card.
- d. Shall provide oversight and guidance to committee chairs as assigned.

- e. Shall perform other duties as may be assigned by the president or the executive board.

#### 4. Secretary

- a. Shall keep accurate minutes of all meetings and shall keep all related records, post them, and maintain them.
- b. Shall preside over all meetings in absence of the President(s), else appoint someone to.
- c. Shall manage all club correspondence and work closely with social media chair to ensure that all club activities are advertised appropriately.
- d. Shall keep a list of all active members.
- e. Shall be responsible for SHPENU board on the second floor of Tech.
- f. Shall have the right to vote except when acting as President.
- g. Shall provide oversight and guidance to committee chairs as assigned.
- h. Shall perform other duties as may be assigned by the president or the executive board.

#### 5. Community Outreach (Co-)Chair

- a. Shall coordinate community outreach activities with area schools and other organizations, for a minimum of one event or opportunity per quarter
- b. Shall keep track of community service hours served by members
- c. Shall coordinate and head the High School Initiative Program (HSIP) and Fifth Grader Initiative Program (FSIP) planning committee(s)
- d. Shall serve as point of contact between the SHPE-NU chapter and any SHPE-JR chapters (mostly ETHS)
- e. Shall provide oversight and guidance to committee chairs as assigned
- f. Shall perform other duties as may be assigned by the president or the executive board

#### 6. Social Media Chair

- a. Shall create and distribute advertising materials for all SHPE-NU events and ensure they are consistent with the SHPE national brand
- b. Shall maintain the SHPE-NU trifold
- c. Shall be responsible for layout and style of SHPE-NU's biweekly and end of year newsletter and coordinate content with Secretary and Executive Board
- d. Shall assist Membership Chair with Summer Freshman mailings and Wildcat Welcome week recruitment events.
- e. Shall take photos at events (both social and general meetings).
- f. Shall serve as club historian.
- g. Shall maintain a directory of logos and art used by the SHPE NU chapter
- h. Shall maintain social media account information

- i. Shall provide oversight and guidance to committee chairs as assigned.
- j. Shall perform other duties as may be assigned by the president or the executive board.

7. Membership Chair

- a. Shall report to VP and work with Social Media Chair to create and manage effective recruitment and retention programs to increase membership of SHPE-NU
- b. Shall coordinate freshman interest via mailings and Wildcat Welcome week recruitment events
- c. Shall plan and execute quarterly social events for members
- d. Shall maintain Membership Point System (which tracks attendance of all events) and nominate members to Classmen of the Year Awards.
- e. Shall lead the Freshman Roundtable (FRT) and serve as their advisor
- f. Shall provide oversight and guidance to committee chairs as assigned
- g. Shall perform other duties as may be assigned by the president or the executive board.

8. Internal Northwestern Liaison

- a. Shall maintain connections between SHPE Northwestern and other Northwestern groups
- b. Shall host at least one event per quarter with another Northwestern group.
- c. Shall coordinate with other chairs to host outreach events
- d. Shall handle room and equipment reservations for all SHPE events
- e. Shall provide oversight and guidance to committee chairs as assigned
- f. Shall perform other duties as may be assigned by the president or the executive board.

9. MentorSHPE Chair

- a. Shall run the MentorSHPE program
- b. Shall check in with mentor-mentee pairings biweekly for progress
- c. Shall create pairings between mentors and mentees
- d. Shall hosts mentor-mentee gatherings/related events at least once per quarter
- e. Shall maintain a working database of corporate and graduate student contacts
- f. Shall provide oversight and guidance to committee chairs as assigned
- g. Shall perform other duties as may be assigned by the president or the executive board.

10. Financial Chair

- a. Shall reach out to companies for sponsorships
- b. Shall maintain the sponsorship packet and write letters to companies who have donated to SHPE NU

- c. Shall research potential funding opportunities on and off campus (grants, corporate sponsorships, etc)
- d. Shall fill out and submit grants
- e. Shall maintain a good relationship with the chapter advisor to ensure a robust set of opportunities are being explored
- f. Shall maintain a database of businesses and policies for sponsorship opportunities
- g. Shall provide oversight and guidance to committee chairs as assigned
- h. Shall perform other duties as may be assigned by the president or the executive board

#### 11. National Reporting Chair

- a. Shall work with the VP to author the national reports as they come up
- b. Shall write out all sections of the national report and be the point of contact for each of these reports
- c. Shall communicate with SHPE nationals on reporting procedures
- d. Shall Report to the SHPE NU executive board about the report as needed, and prior to submitting
- e. Shall provide oversight and guidance to committee chairs as assigned
- f. Shall perform other duties as may be assigned by the president or the executive board

#### 12. Professional Liaison

- a. Shall maintain connections with professionals and companies and keep track of all companies and contacts that we have
- b. Shall host 2 companies / speakers each quarter for professional-related events
- c. Shall coordinate with finance chair and national reporting chair for sponsorship packets
- d. Shall work with Vice President and MentorSHPE chair for alumni relations
- e. Shall emphasize professional events during Fall quarter
- f. Shall provide oversight and guidance to committee chairs as assigned
- g. Shall perform other duties as may be assigned by the president or the executive board

#### 13. Regional Liaison

- a. Shall maintain connections with other SHPE chapters in the region
- b. Shall plan to host SHPE events at/through SHPE Northwestern
- c. Shall keep track of events held by other neighboring chapters and attend at least 1 SHPE event from another chapter each quarter
- d. Shall reach out to other SHPE chapters to notify them of events held by SHPE NU
- e. Shall provide additional support to community outreach chairs
- f. Shall provide oversight and guidance to committee chairs as assigned

- g. Shall perform other duties as may be assigned by the president or the executive board

#### **B. Qualifications for Becoming an Officer**

1. Active member for at least two quarters is a required for anyone hoping to join the executive board.
2. President(s) must have served on the previous executive board unless approved by advisor and a majority vote of the previous executive board.
3. Must have a 2.5/4.0 Cumulative Grade Point Average
4. Must be a current Northwestern University student
5. Must be a paid SHPE member.

#### **C. Terms of Office**

The term of Office shall extend for a year from Election to the establishment and transition of a new executive board the last week of March of the following year.

#### **D. Procedure for Filling Vacated Offices**

In the event an elected officer cannot complete the above commitment it is their responsibility to find an adequate replacement to be approved by the Executive Board. If a replacement is not provided by the elected officer, the executive board will seek a replacement and approve them by majority vote. If a replacement cannot be found, the executive board will split up the responsibilities of the vacant role.

### **Section II - Committees**

#### **A. Committee Identification and Appointments**

Each executive role can form and lead a committee except for the presidential positions. The purpose of these committees is to provide additional resources for an executive role to fulfill its purpose. The member-limit of committees is up to the discretion of the president as well as the executive role leading the committee. When elections are held, we will give runners to opt-in for committee positions. Once executive roles are filled, those who did not make an executive position may be placed into committees depending on whether a newly elected role believes they need additional support.

#### **B. Temporary / Special Committees**

In the case that a task of interest comes up to the SHPE chapter, but no one has time to fulfill that task, a special temporary committee may be formed to complete the task. The committee will be appointed by the president and vice-president and any involved executive roles. The duration of the committee will be determined by the president and/or the vice president.

### **Section III - Advisor**

The Advisor of SHPE shall be a full-time faculty, administrator, or staff member at Northwestern University. The advisor will serve to provide additional support to the student chapter and to help resolve any conflicts when they are unable to be resolved by the executive board. The

advisor is also responsible in helping the chapter maintain their finances via SOFO as well as the McCormick finance accounts. The advisor is also available to meet with executive board members regarding questions about university standards, chapter standards, or other concerns about the student chapter.

#### **Section IV - Dissolution of Organization**

In the case that the support provided by SHPE NU is no longer desired by students at Northwestern (measured by no student attendance at events), and SHPE's founding mission has been accomplished, dissolution should be considered. The process of dissolution entails unanimous agreement of the executive board and approval by the chapter advisor. The chapter should also follow the guidelines set out in ARTICLE VI – Handling of Funds for the dissolution of an organization.

### **Article III. Membership**

#### **Section I - Membership Eligibility**

Membership of SHPE shall be open to all Northwestern University students in Good Academic Standing who have paid their Student Activity Fee. Non-voting memberships may be extended to interested faculty, administrators, staff members, and alumni of the University. Membership may be revoked if a member acts with malice towards the student chapter or violates any of our chapter guidelines. An active member is someone who has attended a general meeting / event in the past quarter.

#### **Section II - Executive Board Eligibility and Qualifications**

The eligibility criteria to be a part of the executive board are the same as the qualifications for becoming an officer detailed in Article II : Section I : B.

#### **Section III - Committee Eligibility**

The only eligibility criteria for committee members are for them to be current Northwestern University students.

#### **Section IV - Executive Board Resignation**

To withdraw from the SHPE chapter executive board, a board member should inform the president of a date of resignation as soon as they become aware of their decision to resign. The resignation is effective immediately upon the date given. Ideally, the resigning member helps their vacancy get filled and helps the new executive board member transition into the role. In the case it is not possible for these steps to be taken, the president and the rest of the executive board will decide how to proceed.

### **Article IV. Executive Board Election / Selection Process**

#### **Section I - Selection Timing**

Elections shall be held at the latest during the week of Winter quarter finals. They will occur at an annual basis.

#### **Section II - Nominations**

Members will self-nominate into running for a given role.

### **Section III - Election and Voting Procedures**

Elections shall be run by the current president of the executive board with the help of the chapter advisor. The voting method will be electronic and will be tallied up and documented by the president. Active members shall each have a vote with their voting power determined by the Member Point System, the minimum voting power is 1. The winner shall be decided by a simple majority of voting points, in the case of a tie the rest of the board will be elected and a secondary vote consisting of the prior executive board members will be held. Members shall only be elected for one office per year unless more is deemed necessary by the advisor. Elections should take place in mid-march to allow for proper executive board transitions.

### **Section IV - Notification and Posting of Elections**

Advertising of your candidacy is allowed and encouraged but only if the method(s) respect everyone involved within the elections, including your running mates. It is not allowed to downplay your running mates or to make elections a popularity competition.

### **Section V - Grounds for Removal**

Two-thirds (2/3) of the Officers/Executive Board must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment.

### **Section VI - Procedure for Impeachment**

Active members, the Officers/Executive Board, Advisor, and Officer/Executive Board member being impeached must be notified at least one week in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session. The moderator of the impeachment hearing will be the President, in the case the president is being impeached the Vice President shall take his place. The moderator can not be the Officer/Executive Board member being impeached. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment.

### **Section VII - Procedure for Appeal of Impeachment**

Any student whose position/ membership is revoked will have exactly 168 hours / seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the Executive Board, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 randomly selected executive board members and the chapter advisor. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first. If no appeal is submitted, the Board's decision is automatically binding

## **Article V. Meetings**

### **Section I - Types and Occurrence of Meetings**



There will be two main types of meetings, general meetings / events and executive board meetings / events.

General meetings are open attendance to any of our members. These meetings are held as often as possible and have different focuses depending on what the executive board determines to be appropriate. These meetings will generally occur on days where our members indicate their availability is greatest, generally Fridays around 5pm – 6pm. Executive board meetings are required meetings for our executive board and are optional attendance for committee board members. These meetings will occur on a weekly basis unless the executive board agrees on a different regimen. They will occur at a day and time of the week where the majority of the executive board is available. If an executive board member is unable to attend, they must inform the rest of the executive board and must still report their updates to the board. It is also on the executive board member who missed the meeting to catch up with upcoming details, usually by syncing with the president.

### **Section II - Special Meetings**

Special meetings will be held when deemed necessary by the majority of the executive board

### **Section III - Meeting Minutes and Records**

Each executive board member is responsible for taking his or her own meeting minutes. They must provide information as to any updates they have as well as questions they currently have. These minutes will be points of discussion during the weekly executive board meeting. Each role will also be required to write in additional notes and updates as they receive suggestions and/or feedback from the board. The location of these meeting minutes is within the shared SHPE academic year Google Drive within their own designated folder, with a new document being generated every week. It is the responsibility of the Secretary to ensure that everyone is writing their meeting minutes.

## **Article VI. Handling of Funds**

### **Section I - Student Organization Finance Office**

All funds collected will be deposited in our student organization's Student Organization Finance Office (SOFO) account.

### **Section II - Treasurer**

The treasurer shall be the primary officer designated to handle organization finances

### **Section III - Dissolution of Organization**

Upon dissolution, the Officers/Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization. Any remaining balances will be donated to the parent organization, SHPE Inc.

## **Article VII. Constitutional Amendments**

### **Section I - Amendment**

Amendments to this constitution shall be presented by an executive board member to the executive board at the next executive board meeting for a vote to take place then and there. A vote of two thirds (2/3) of executive board members is needed for the adoption of any amendment. Amendments must be presented to the chapter advisor for final approval.

## **Section II - Ratification**

This Constitution shall become effective upon its ratification by a two-thirds majority of the executive board vote. Upon ratification of this Constitution, all prior constitutions shall be null and void.

## **Article VIII. Constitutional Review**

As a recognized student organization, we will participate in a constitutional review process every three (3) years. It will be updated according to the new sample constitution (if necessary) and will meet with the Student Organizations & Activities staff to review it.

## **Article IX. Not-For-Profit Statement**

This is not-for-profit organization. Any funds obtained through fundraising or other means must go back to the organization.

## **Article X. Statement of Non-Discrimination**

As a student group seeking affiliation to Northwestern University, we hereby state that this student organization does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates. Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would sense is an intimidating, hostile or offensive environment. While Northwestern University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

## **Article XI. Statement of Non-Hazing**

This organization will not engage in or permit hazing. The University forbids hazing and all other activities that interfere with the personal liberty of an individual. The University defines hazing as any action taken or situation created, whether on or off University premises and whether presented as optional or required, to produce mental or physical discomfort, servitude, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in, a group, team, club, or other organization. Hazing activities may also violate the Illinois Hazing Act 720 ILCS §5/12C-50

## **Article XII. Statement of Compliance with Campus Regulations**

This organization shall comply with all Northwestern University policies and procedures, including but not limited to, those policies set forth in the Northwestern University Student Handbook and The Guide to Student Organizations, as well as local, state, and federal laws.