

SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS



OFFICIAL SHPE NJ PROFESSIONAL CHAPTER CONSTITUTION/BYLAWS

ARTICLE I.NAME

The name of this organization shall be the "SHPE New Jersey" Professional Chapter of the Society of Hispanic Professional Engineers, Inc.; hereafter called SHPE NJ. This organization may also be referred to as the "Society of Hispanic Professional Engineers of New Jersey" Professional Chapter or as SHPE "Chapter Name," hereafter referred to as the Chapter.

ARTICLE II. PURPOSE

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Inc., hereafter referred to as SHPE National.

ARTICLE III. OBJECTIVES AND GOALS

The "SHPE NJ" Professional Chapter is committed to providing professional, educational, and cultural support in the community and promotes educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

- i. Provide professional development opportunities and promote the career advancement of Chapter members. These goals shall be implemented by:
 - a. Providing career development tools during meetings and events
 - b. Promoting advanced professional degrees to members through meetings and events
 - c. Providing networking opportunities for members
 - d. Actively recruiting graduating seniors from local SHPE student chapters
- ii. Increase the number of Hispanics entering the fields of science, technology, engineering, mathematics, and other technical fields. These goals shall be implemented by:
 - a. School visitations
 - b. Hispanic community involvement
 - c. Workshops at local institutions
 - d. Establish local student chapters at local colleges and universities
- iii. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:
 - a. Career/employment workshops
 - b. Technical seminars and symposia
- iv. Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:
 - a. Scholarships programs
 - b. Recruitment programs
 - c. Tutoring programs
 - d. Curriculum assistance
- v. Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.
- vi. Inform the general public of technical contributions and achievements of Hispanics by

newsletters and awards programs.

ARTICLE IV. MEMBERSHIP

SECTION 1: Regular Membership

Regular members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board refers to the membership. Regular members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

SECTION 1.1:

Membership shall be determined after an application has been submitted and approved by SHPE National concurrence.

SECTION 1.2:

The amount of annual National dues for each membership category shall be determined by SHPE National.

SECTION 2: Industrial/Organizational Members

Industrial/Organizational members shall be businesses or organizations, which support and pursue the objectives and goals of the chapter. Industrial/Organizational members shall not be entitled to vote nor hold office in the chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

SECTION 3: 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 a two-thirds (2/3) 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.

ARTICLE V. EXECUTIVE BOARD

SECTION 1: Administration

The Executive Board consisting of the elected officers shall administer the affairs of the Chapter. The Executive Board operates and makes decisions based upon group majority rule and is presided over by the President. The Executive Board shall be responsible for all business concerning the Chapter. The Executive Board shall set and establish policy for the Chapter. The Administration of Executive Board policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

SECTION 2: The Elected Officers

The elected officers shall consist of a President, Vice President, Treasurer, Secretary, Event Coordinator, Pre-College Coordinator, Marketing Chair, and the Webmaster.

SECTION 2.1: The duties of the President shall be to:

- i. Represent the SHPE "NJ" Professional Chapter as the official spokesperson for the chapter
- ii. Be the point of contact for the organizational and financial matters of the Chapter,
- iii. as well as, all other business concerning the Chapter according to policies and

- guidelines set and approved by the Executive Board or the Chapter.
- iv. Ensure the accomplishment of the duties and proper conduct of all elected officers and the chapter.
- v. Chair and preside at Executive Board, general, and special meetings.
- vi. The President and the Executive Board shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the Executive Board.
- vii. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.
- viii. Be responsible for all business concerning the chapter, effectively communicating with SHPE Nationals and managing over day-to-day affairs of the chapter;
- ix. Update SHPE NJ with news and events from Regional and National chapters.
- x. Call an executive board meeting in case of emergency.
- xi. Responsible for the preparation of the NRP report and other documents required by SHPE.
- xii. Lead the effort in starting and supporting SHPE Jr. Chapters and Student Chapters in colleges or universities where one does not exist in the locality.
- xiii. Tally up votes during elections.

SECTION 2.2: The duties of the Vice President shall be to:

- i. Assist the President in all business concerning the chapter membership.
- ii. Co-Chair all meetings and chair meetings in the absence of the President.
- iii. Serve as Acting President in the President's absence or dismissal.
- iv. Assist the President and the board in business concerning the Chapter.
- v. Be in charge of internal and external affairs of the chapter (social activities, industrial relations, company tours, conferences, etc.);
- vi. Be responsible for establishing corporate relationships with the goal of obtaining sponsorship for SHPE NJ events/programs/other activities;
- vii. Help preside over every executive, general, and emergency meeting.

SECTION 2.3: The duties of the Treasurer shall be to:

- i. Assist the President and the board in business concerning the Chapter and be responsible for the following:
 - a. Collection of dues.
 - b. Disbursement of authorized funds.
 - c. Banking and accounting of all Chapter funds.
 - d. Prepare and submit monthly financial reports listing all liabilities and assets of the chapter to the Executive Board.
 - e. All financial reports required by State and/or Federal Governments.
 - f. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.
 - g. Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.

SECTION 2.4: The duties of the Secretary shall be to:

- i. Maintain all official records of the Chapter.
- ii. Maintain the official membership roster.
- iii. Meet all National requirements in submitting membership forms and dues to SHPE National within 30 days of receipt.

- iv. Serve all notices required by law or the Bylaws of the Chapter.
- v. Coordinate the election of officers.
- vi. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.
- vii. Tally the votes during elections.

SECTION 2.5: The duties of the Event Coordinator shall be to:

- i. Oversee all events, activities, and other issues held at or pertaining to NJIT;
- ii. Plan and execute recreational activities for the chapter with the purpose of enhancing social development among members;
- iii. Empower the chapter to participate in community service events.
- iv. Coordinate the agenda and logistics of all events and activities when needed;
- v. Oversee all reservations and determine the set up crew for all events pertaining to the chapter;
- vi. Create the event calendar per semester.

SECTION 2.6: The duties of the Pre-College Coordinator shall be to:

- i. Oversee all business pertaining to SHPE Jr. Chapter(s) in NJ
- ii. Act as a liaison by constantly communicating between the SHPE NJ Executive Board and SHPE Jr. Chapter(s);
- iii. Maintain constant communication with the Regional Junior Representative
- iv. Coordinate work with participating high schools and their SHPE Jr. Chapter Executive Board(s).
- v. Plan and execute activities involving SHPE Jr. Chapter(s).
- vi. Lead the effort in starting and supporting SHPE Jr. Chapters.

SECTION 2.7: The duties of the Marketing Chair shall be to:

- i. Advertise all SHPE NJ chapter events and meetings; and
- ii. Publicize events to other SHPE Chapters in the area.
- iii. Coordinate the use of media sources such as Facebook, Twitter, and Instagram;
- iv. Collect data to analyze metrics and to use for the NRP.
- v. Create flyers and post them weekly or as needed, and
- vi. Update all media sources of SHPE NJ on a weekly basis.
- vii. Maintain constant communication with all members of the chapter.
- viii. Be responsible for taking pictures of all SHPE NJ events.

SECTION 2.8: The duties of the Webmaster shall be to:

- i. Maintain the SHPE NJ website up to date;
- ii. Work with the Marketing Chair for updating and posting information pertaining to SHPE NJ on the website;
- iii. Collaborate with the secretary to update the members about information on the website.

SECTION 2.9: The duties of the Sub-Regional Representative shall be to:

- i. Act as a liaison by constantly communicating between the SHPE NJ Executive Board and the SHPE student Chapter;
- ii. Work with local Student chapters to inform on the opportunities of professional membership and to recruit graduating college seniors to the chapter.
- iii. Coordinate sub-regional meetings at least twice a semester to provide updates from

- the Region 4 team and SHPE NJ.
- iv. Maintain constant communication with the Regional Student Representative and the Regional Graduate Representative.

SECTION 3:

Officers are required to attend all SHPE NJ related events and Executive Board meetings.

ARTICLE VI. ELECTIONS AND TERMS OF OFFICE

SECTION 1: Nominations

The President and the Executive Board shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been an official SHPE Professional member for at least ONE fiscal year in order to be nominated. A candidate may nominate him/herself with a petition or may nominate a candidate with a petition and one (1) signature from regular members. The names of the candidates must be submitted to the Executive Board by their specified date.

SECTION 1.1:

To run for the President position, candidate must have already served at least one year as a member of the executive board of NJIT SHPE.

SECTION 2: Voter Eligibility:

Regular and Associate members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.

SECTION 3: Candidate Eligibility:

A Regular or Associate member is eligible to hold office if he/she:

- i. Meets the requirements as per Article IV.
- ii. Is a member in good standing as indicated by SHPE National.

SECTION 4: Election of Officers:

The ballots shall be collected and counted by the President and Secretary at the Annual Election Meeting to be specified by the chapter. Candidates receiving the majority of votes per office shall be declared the winners.

SECTION 5: Duration of Term

The term of office shall be July 1-June 30.

SECTION 6: Notice of Elections

An election notice shall be announced to all members not less than ten (10), or more than sixty (60) days prior to the election deadline.

SECTION 7: Vacancies

The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy must be filled by the Executive Board within thirty (30) days of the vacancy for the remaining portion of the term.

ARTICLE VII. SPECIAL ELECTIONS/RESIGNATION/IMPEACHMENT

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

SECTION 2: Impeachment

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 two weeks 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. During the impeachment proceedings, 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 VII Section 1.

SECTION 2.2:

If the President or Vice President is the officer under review, the rest of the executive board is responsible for holding a meeting with the advisor and the officer under review. If no improvements are demonstrated within two weeks of notice, the advisor and the executive board members will proceed with the impeachment and decide the actions to be taken in order to divide the responsibilities.

SECTION 3:

Grounds for removal of an officer are as follows, but are not limited to:

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

SECTION 4: Terminated Executive Board Members

Any Executive Board member who has been recalled by the membership or whose membership has been terminated is automatically vacated from the Executive Board and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term. Should the President be recalled, the Vice President of the Executive Board shall assume the office of President for the remainder of the term and shall be the Immediate Past President for the succeeding term.

ARTICLE VIII. COMMITTEES

The Executive Board shall have the power to establish any committee to conduct the business of the Chapter. The President may appoint, with Executive Board concurrence, any member in good standing to chair such a committee. The assessment of need and creation of a committee should be through the Executive Board and Presidents consent.

ARTICLE IX. JURISDICTION

SECTION 1: Geographic Boundaries:

The Chapter shall exercise its jurisdiction over the state of New Jersey.

SECTION 2: Jurisdiction Changes

The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

ARTICLE X. FISCAL YEAR

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of each year.

ARTICLE XI. DUES

Dues are as follows:

- i. The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to SHPE National.
- ii. Dues shall be payable to SHPE National before the nominations meeting of each year.

ARTICLE XII. MEETING

SECTION 1: Quorum

To establish a quorum for a General or Executive Board meeting, not less than one half (1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present.

SECTION 2: General Meetings:

At least three (3) general meetings shall be held each fiscal year.

SECTION 3: Executive Board

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

SECTION 4: Special Meetings

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

SECTION 5: 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 not less than ten (10) or more than thirty (30) days prior to the meeting.

SECTION 6: Meeting Rules

All meetings shall adhere to "Robert's Rules of Order." Only the Executive Board may vote on monetary issues.

ARTICLE XIII. ASSETS

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated

to the governing SHPE Regional Vice President, while assets belonging directly to SHPE, Inc., shall be returned.

ARTICLE XIV. DONATIONS

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy.

ARTICLE XV. LIABILITY OF MEMBERS

No member of the Executive Board or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

ARTICLE XVI. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

SECTION 1: Amendment Procedure

- i. A motion to amend the constitution must first be made, entertained, and approved by the Executive Board.
- ii. The proposed amendment, after Executive Board approval, shall be submitted in writing to the Secretary for presentation to the regular membership at an annual or general meeting or by mail.

SECTION 2: Chapter Approval

Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which the proposed amendments will be voted upon.

SECTION 3: SHPE National Approval

After Chapter approval, proposed amendments shall be submitted to SHPE National for approval by the National Membership Coordinators.

SECTION 4: Date of Effect

All amendments to this constitution shall become effective immediately after approval by National Board of Directors.

ARTICLE XII. NON-DISCRIMINATION STATEMENT

As a non-discriminating organization, this "SHPE NJ" Professional Chapter 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.

This constitution, in its entirety, was approved by a 2/3 vote of the members of the "SHPE NJ" Professional Chapter of the Society of Hispanic Professional Engineers on:

Date: 01/17/2019