

Bylaws of The Society of Hispanic Professional Engineers University of North Texas Student Chapter

UNIVERSITY OF NORTH TEXAS

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be The Society of Hispanic Professional Engineers University of North Texas SHPE UNT Student Chapter.

ARTICLE II

PURPOSE/OBJECTIVE

The purpose of this student chapter is to promote the advancement of Hispanics students majoring in science, engineering, technology and mathematics, and we will do so by

1. Increasing the number of Hispanic engineering, mathematics, technology and science students at University of North Texas
2. Developing and participating in programs with industry and the university, which benefits students seeking technical degrees
3. Improving the retention of Hispanic students enrolled in engineering, science, mathematics and technology
4. Providing a forum for the exchange of information pertinent for Hispanic engineering, science, mathematics and technology students enrolled at UNT.

ARTICLE III

ASSOCIATION

SECTION 1: AFFILIATION

The SHPE UNT 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 UNT's rules and regulations.

SECTION 2: NON-DISCRIMINATION/OPEN DOOR POLICY

This society was founded by a group of Hispanic engineers for the purpose of providing role models to the community, however no person shall be denied membership in the organization due to the basis of race, color, religion, sex, age, national origin, or disability.

SECTION 3: UNIVERSITY POLICIES

This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

ARTICLE IV

MEMBERSHIP

SECTION 1: REGULAR MEMBERSHIP

Regular members shall be UNT undergraduate or graduate students majoring in math, engineering, technology and/or science. They must be a paid SHPE member via SHPE Nationals at SHPE.org, and attend 50% of the meetings. All regular paid members can vote and participate in major decisions of the chapter.

SECTION 2: BENEFITS

Benefits of membership include eligibility to vote and participate in SHPE UNT decision making, access to career fairs, networking activities, eligibility to attend Regional and National conferences, and opportunities for internships and scholarships.

SECTION 3: MEMBERSHIP STATEMENT

3.1. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.

3.2. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

ARTICLE V

EXECUTIVE BOARD

SECTION 1: ELIGIBILITY

1.1. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).

1.2. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

SECTION 2: Executive Board

The Executive Board shall consist of a President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, and Treasurer. The term of office is one year. The following positions are permanent unless modified by an amendment, however the board reserves the right to create chairs not defined in this constitution as they deem necessary.

SECTION 3: President

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall be the official spokesperson for the chapter, manage the other operation of officers and manage the day-to-day affairs of the chapter.

SECTION 4: Vice Presidents

External Vice-President: The External Vice-President is responsible for all the chapter's external affairs, such as, but not limited to, the acquisition of new corporate contacts, maintenance of old corporate contacts, as well as company tours, visits or workshops. The External VP has the duty of assisting the president with running general meetings and will act on behalf of the President in the case of his/her absence.

Internal Vice-President: The Internal Vice-President is responsible for all the chapter's internal affairs, such as, but not limited to, chapter-campus relations, academics, as well as social and recruiting activities. The Internal VP has the duty of assisting the president with running general meetings and will act on behalf of the External VP in the case of his/her absence.

SECTION 5: Secretary

The Secretary will take and post the minutes of each meeting. The Secretary will also be in charge of any bulletin or display boards for the chapter. He/she will be responsible for registering the organization with the university each academic year and for tallying all votes.

SECTION 6: Treasurer

The Treasurer shall keep and maintain all financial records for the chapter including money received and disbursed. The Treasurer will make quarterly reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present the annual budget and complete financial reports for the chapter. He/she will be responsible for all funding requests to UNT Student Senate, UNT College of Engineering, and other university resources. In addition, the Treasurer will also be responsible for submitting funding requests to SHPE Regional and National officials. He/she will work closely with the Fundraising Chair.

SECTION 7: Public Relations Chair

The Public Relations Chair will be the main correspondence between this chapter and other student chapters. In the event of no Fundraising Chair, the Public Relations Chair will also be the main correspondence between this chapter and companies willing to help SHPE UNT fundraise.

SECTION 8: Fundraising Chair

The Fundraising Chair will be the main correspondence between this chapter and companies willing to help SHPE UNT fundraise. The Fundraising Chair will also be in charge of coordinating and organizing all fundraising events for this chapter.

ARTICLE VI

ELECTIONS/VOTING

SECTION 1: NOMINATIONS

1.1 Nominations will be held from March 1st to March 14th every year.

1.2 Any student who is a regular member of the chapter is eligible for nomination. Nominees must be in good academic standing.

1.3 Candidates can be nominated or run for more than one office.

1.4 The nominees must make a brief speech on election day.

SECTION 2: VOTING

2.1 Elections are to be held at the first meeting immediately following the close of the nomination period.

2.2 All regular paid members are eligible to vote.

2.3 The procedure for voting will be a secret ballot. Simple majority constitutes a winning vote. If there is a tie, there will be a second election after a second speech. The second voting process will be done at the following meeting.

2.4 No absentee voting shall be allowed.

2.5 Votes must be tallied by the former secretary starting with the lowest office position (secretary to president).

2.6 Candidates assume office July 1st after an official officer meeting. Where prior officials discuss and direct the new officers into their new duties.

ARTICLE VII

MEETINGS

SECTION 1: DEFINITION OF QUORUM

A quorum may be formed when 60% of the regular members are present.

SECTION 2: GENERAL MEETINGS

Meetings will be held twice a month, and date and location will be left up to the discretion of each executive board. If a holiday interferes with a stated meeting day, the meeting day will reschedule

and officers will be responsible to inform members one week in advance.

SECTION 3: SPECIAL MEETINGS

The Board has the privilege of calling special membership meetings informing all membership 24-hours in advance or calling a Board of Directors meeting. A Board of Directors meeting is defined as a meeting with the executive board and chairs to discuss chapter issues. The Board of Directors must have a quorum to vote on issues. All Board of Director meetings will be open to regular membership unless a sensitive issue is on the table in which case the Board reserves the right to hold a closed session.

ARTICLE VIII

ADVISOR

SECTION 1: ELIGIBILITY AND SELECTION

- 1.1. The advisor shall be selected by the officers.
- 1.2. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- 1.3. The advisor has no term limit as long as they remain eligible.

SECTION 2: EXPECTATIONS

- 2.1. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- 2.2. Has no voting rights within the organization.
- 2.3. Be available to officers and members for consultation, advice, counsel, and as a resource.
- 2.4. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- 2.5. Meet regularly with the President.
- 2.6. Sign and/or approve required Student Activities and university paperwork.
- 2.7. Attend the organization's meetings and activities when necessary.
- 2.8. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

SECTION 3: REMOVAL AND VACANCY

- 3.1. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- 3.2. Upon a majority vote of officers, the advisor will be removed from their duties.

3.3. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

ARTICLE IX

FINANCES

SECTION 1: DUES

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members.

SECTION 2: PAYMENT

2.1. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.

2.2. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

SECTION 3: TRANSITION

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

SECTION 4: DISSOLUTION

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

SHPE NATIONAL

13181 Crossroads Parkway North, Suite 220
City of Industry, CA 91746

Phone: 323-725-3970

ARTICLE X

RESIGNATIONS/IMPEACHMENTS

SECTION 1: RESIGNATIONS

1.1 Any person requesting to resign from office shall submit a letter of resignation to the President or Vice President two weeks prior to the next meeting.

1.2 Nominations will happen during the meeting when the resignation is presented. Voting for the

new officer will take place in the same meeting by secret ballot.

SECTION 2: IMPEACHMENTS

2.1 When any regular 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 and resolve the matter.

2.2 During the impeachment proceedings, the case will be presented and the officer in question will be given the opportunity to defend himself/herself prior to a vote.

2.3 A simple majority of the officers decides if the impeachment will be carried out. New officer nominations and elections are the same as those under the resignations section of this constitution

ARTICLE XI

STATEMENT OF NON-HAZING

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE XII

AMENDMENTS TO BYLAWS

SECTION 1: AMENDMENT PROCEDURES

1.1 Proposed amendments shall be submitted in writing to the membership at a general meeting.

1.2 A favorable vote of simple majority on the issue is required for amendment passage.

1.3 The amendment shall be submitted to the Executive Board for approval.

1.4 After approval by the Executive Board, the amendment must be sent to the National Board of Directors for approval.