



**Society of Hispanic Professional Engineers**  
*California State University, Fullerton*  
**Constitution**

**Article I: Name and Purpose of the Organization**

**Section I: Organization Name**

The name of the organization shall be the Society of Hispanic Professional Engineers (SHPE) Student Chapter at California State University, Fullerton (CSUF). Henceforth, the organization shall be referred to hereinafter as "SHPE at CSUF".

**Section II: Purpose and Objectives**

The purpose of this organization is to:

- Promote the advancement of Latinx Engineers and scientists in education and in future employment
- Provide a welcoming community for all students
- Develop opportunities in the local Latinx community
- Provide a platform for the exchange of information relevant to the development of future professionals

**Article II: Requirements for Membership & Selection of Members**

**Section I: Requirements for Membership**

Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section II: Diversity**

Membership in this organization shall not be denied to any student at CSUF on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

**Section III: Membership Minimum**

There shall be a minimum of five (5) CSUF students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSUF students.

SHPE National member requirements

#### **Section IV: Types of Membership**

There shall be two types of membership in the organization: voting and non-voting.

#### **Section V: Voting Membership**

Voting membership is defined as any regularly enrolled (non-extended education) student at California State University, Fullerton and is defined as an “active member”.

#### **Section VI: Non-voting Membership**

Non-voting membership is defined as any member not regularly enrolled at California State University, Fullerton or not defined as an “active member”.

#### **Section VI: Eligibility**

- a. College students pursuing a degree in any course of study are eligible for membership.
- b. *Active members* are those that attend no less than 60% of the general meetings/events, from the time they attend their first meeting, pay the dues established by SHPE at CSUF, take active part in SHPE sponsored activities and committees.

#### **Section VII: Affiliation**

SHPE at CSUF is a non-profit organization affiliated with the Society of Hispanic Professional Engineers. SHPE at CSUF possesses the right to adapt its own rules and regulations.

### **Article III: Executive & Appointed Officers**

#### **Section I: The Board**

The term of office will be one academic year (summer, fall, winter, & spring) beginning July 1st and ending on June 30th. There shall also be a faculty advisor chosen.

The elected officers of the organization shall be:

- a. Executive Branch
  - a. President
  - b. Internal Vice-President
  - c. External Vice-President
  - d. Treasurer
  - e. Secretary
- b. Directors
  - a. Director of Events
  - b. Director of Marketing
  - c. Director of Fundraising
  - d. Director of Intramurals
  - e. Director of SHPEtinias

- c. Representatives/Tech
  - a. ECS Inter-club Council Representative
  - b. Mesa Cooperativa Representative
  - c. Webmaster

*Clause I: Implied Powers*

All the responsibilities and powers stated are not all that the positions entail and may be expanded upon as needed

*Clause II: Distribution of Responsibility*

If positions are not filled then their responsibilities fall under the position that closest relates and if they are not directly related then a meeting between the board will be held to distribute the responsibilities.

*Clause III: Order of Succession*

President, Internal Vice-President, External Vice-President and Treasurer.

*Clause IV: New Positions*

The board positions are not limited to those outlined here. The board may create additional positions at their own discretion, but must have a majority vote.

**Section II: Power and Duties of Officers**

*Clause I: President*

- a. Preside at all meetings of the organization
- b. Represent SHPE at CSUF at all times
- c. Delegate and oversee the officers and SHPE at CSUF's day-to-day affairs
- d. Responsible for compiling the SHPE agenda for board meetings
- e. Develop strategies for improving the organization
- f. Serve as SHPE at CSUF's regional Representative
- g. National and Regional Contact
- h. Organize the completion of the National Reporting Program
- i. Attend President's Conference Calls for Region 2

*Clause II: Internal Vice-President*

- a. Assume duties of President in their absence
- b. Assist the President in all business within CSUF
- c. Outreach to campus organizations that fall in line with our goals
- d. Keeps accountable Director of Events, Director of Intramurals, Mesa Representative and Secretary
- e. Developing a relationship with Alumni and maintaining a list of contacts
- f. Co-chair of the Professional Committee
- g. Oversee MentorSHPE program with support of the Director of Events

## **Signature Event: Alumni/Professional Mixer**

### *Clause III: External Vice-President*

- a. Assume duties of President in their absence
- b. Maintain a record of professional contacts
- c. Act as the outreach representative to corporations and the community
- d. Coordinate SHPE at CSUF participation in national and regional conferences
- e. Maintain contact with SHPE OC and other professional chapters
- f. Follows up and keeps accountable Director of Marketing, Treasurer, ECS ICC Representative and Webmaster
- g. Co-chair of the professional committee
- h. Assist treasurer with maintaining sponsorship packets

### *Clause IV: Treasurer*

- a. Handles all financial affairs and budgeting of the organization
- b. Maintain ASI Agency Accounts in the organization's name
- c. Manage all reimbursement, which requires signatures of the Treasurer, President and Advisor
- d. Follows up and keeps Fundraising chair accountable with the work they are doing
- e. Maintaining sponsorship packet in partnership with External Vice-President
- f. Present monthly budget report at first board meeting of every month
- g. Attend professional committee

### *Clause V: Secretary*

- a. Write the minutes of each board meeting
- b. Send weekly email for review to Internal VP on Saturdays by 10:00pm
- c. Send out weekly emails on Sundays before 10:00pm
- d. Update directory of emails ensuring participation
- e. Record the attendance of members at meetings via google forms
- f. Responsible for tallying the votes any time the Board or the chapter votes
- g. In charge of updating the Chapter management tool
- h. Attend professional committee

### *Clause VI: Director of Marketing*

- a. Update social media accounts: Instagram and Facebook
- b. Post weekly events on Instagram story every Monday by 12:00pm
- c. Create a marketing plan for on campus
- d. Create an engagement plan via social media (eg board takeover)
- e. Develop flyers, posters and other promotional materials for all of CSUF SHPE's events and activities
- f. Take pictures and videos for all meetings, socials and other events
- g. Attend social committee

### *Clause VII: Director of Events*

- a. Leader of Social committee
- b. Plan at least one social each month
- c. In charge of operations of all events
- d. Reserve rooms/locations for events
- e. Promote PartnerSHPEs with companies
- f. Plan one event a month for MentorSHPE

**Signature Events:** White Elephant, End of year Banquet

*Clause VIII: Director of Fundraising*

- a. Organize Fundraising opportunities such as food selling, restaurant, and other fundraising opportunities
  - a. Minimum of two fundraisers a month (one on campus and the other off campus)
- b. Raises money for Scholarships
- c. Create new ideas and opportunities for fundraising
- d. Acquire volunteers for Fundraisers
- e. Attend Social Committee

*Clause IX: Director of Intramurals*

- a. Coordinate the teams and default captain for Intramurals
- b. Manage schedules and times for games
- c. Plan team practices
- d. Final say on the team cut offs
- e. Track interest of teams based off google form

*Clause X: Director of SHPEtinias*

- a. Preside over the SHPEtinias committee
- b. Address women's challenges in engineering
- c. Provide a safe space and resources for these conversations
- d. Plan, coordinate and execute SHPEtina events
- e. Develop and maintain a professional network with industries and SHPEtina alumni

*Clause XI: ECS ICC Representative*

- a. Attend all ICC meetings
- b. Create and present funding proposals (SHPE National Convention)
- c. Take notes as well as keep updated on the events of the council and of the organizations involved
- d. Co-chair to SHPE Jr Committee
- e. Attend professional committee

*Clause XII: MESA Representative*

- a. Attend all MESA meetings

- b. Create and present funding proposals
- c. Take notes as well as keep updated on the events of the council and of the organizations involved
- d. Co-chair to SHPE Jr. Committee
- e. Attend Social committee

*Clause XIII: Webmaster*

- a. Maintain the SHPE at CSUF website while ensuring it provides members with up-to-date information on any type of event being held by SHPE at CSUF
- b. Update google calendar for upcoming events
- c. Attend social committee

*Clause XIV: Faculty Advisor*

- a. Advise the Board on club matters.
- b. Act as arbitrator in the event that officers are unable to resolve conflict within officers, or club policy
- c. Reach out to have faculty reserve rooms in special circumstances (eg: Library rooms)
- d. Have attend at least 1 board and general meeting each semester to promote bonding and discuss National Reporting Program

*Clause XV: Committees*

- a. A committee may be proposed by any board member
- b. A majority vote ruling is required to initiate a committee

**Section III Officer qualifications (President and Treasurer only):**

*Clause I:* The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c. Officers must be in good standing and must not be on probation of any kind.
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

#### **Section IV: Resignations**

In the event an elected officer is unable to fulfill their term of office, there will be a “Special Election.” For any of the following officers: President, Internal Vice-President, External Vice-President or Treasurer, the vacancy shall be filled by order of succession as defined in Article III Clause III.

- a. If the next officer in line is unable to succeed, the vacancy shall be filled as follows: the positions of President, Internal Vice-President and External Vice-President must be filled by a current board member at the board meeting in which the resignation is in effect.
- b. The positions of Treasurer and Secretary may be opened up to the general membership at the next general meeting, but should be temporarily filled by a current member of the Board until the new election is held.
- c. For any of the offices not mentioned above, nominations shall be accepted, as per Article V, Section I at the general meeting.
- d. Elections shall be held as per Article V, Section II, at the same general meeting.

An officer wishing to resign shall submit a letter of resignation to the President at least two weeks prior to the date of intended resignation. Resignation letter will be given to the current board at the meeting following submission.

#### **Section V: Conflict**

##### *Clause I: Impeachment*

When any member thinks that an officer is not fulfilling their duty, the following steps will be taken:

1. The officer in question shall meet with the member within seven days after the member contacts the officer. At the meeting, both the officer and the member shall make a sincere effort at resolving the situation.
2. If there is no resolution then the member shall present the matter to the President or to the Vice-President(s) if the President is the officer in question, the President or Vice-Presidents and the member shall meet within seven days after the member speaks with them.
3. If either the member or the President or the Vice-President does not agree on a resolution at said meeting, then the matter shall be placed on the agenda for discussion at the next Board Meeting.
4. The Board shall make a sincere effort to resolve the situation, possibly by assigning another officer to assist the officer in question with their duties and responsibilities.
5. The Board must take action within seven days of said Board Meeting.

6. If either the Board or the members do not agree on a resolution at said Board Meeting, the action succeeding shall be taken: at the next Board Meeting, the Board shall decide whether to remove the officer in question from office by a secret-ballot vote.
7. If the majority (51%) of the Board members are in favor of removal, the officer will be removed from office, and the office will be filled as per Article 3 Section I.
8. If the Board does not remove the officer then a resolution shall be chosen via arbitration.
9. The arbitrator shall be SHPE at CSUF's Faculty Advisor. Arbitration will take place within ten days of the last Board meeting, or at the earliest possible time that the arbitrator is available. The arbitrator's decision shall be final.

#### *Clause II: Member Conduct*

Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization, for conduct that impairs the rights of the members to enjoy the benefits of the organization, or any violations of the Student Code of Conduct.

If any member believes another member is in violation the following actions are to be taken:

1. The offense must be expressed in writing through the misconduct form and submitted to the Internal Vice President.
2. After the offense is submitted the offending member must meet with a member of the board and offended member within seven days. During the meeting they must make a sincere effort to resolve the issue.
3. If no resolution is met then the member shall present the matter to the President. The President and the offending member shall meet within seven days after the offended member speaks with them.
4. If either the President or the members do not agree on a resolution then the offending member has the right to a 24-hour notice of a hearing before his/her peers at a regular meeting.
5. The offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present.

Depending on the severity of the infraction, steps may be skipped as deemed necessary by the executive board.

### **Article IV: Meetings**

#### **Section I: General Meetings**

Regular meetings are scheduled weekly during the academic year. There must be at least a total of 7 general meetings to be an official organization under SHPE National.



## **Section II: Special Meetings**

Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hours (2 working days) prior to the Special Meeting time.

## **Section III: Quorum**

Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as two-thirds (51%) of the Board and two-thirds (51%) of the active general membership respectively.

## **Article V: Elections**

### **Section I: Nominations**

Officers are elected once an academic year. Only active members in good academic standing (cumulative GPA: 2.0) are eligible to be nominated for office. Nominations for officers shall be taken at least one week prior to the Election meeting using a google form. Members may nominate themselves.

### **Section II: Election Meeting**

Elections are held in the second general meeting of April. At least one week's notice will be provided for any meeting at which an election is held.

### **Section III: Voting Period**

The voting period will be open for at least one meeting. Any member is eligible to vote. An absentee vote shall be accepted if submitted via email to the SHPE E-board prior to elections.

### **Section IV: Voting**

Votes will be cast via google form or by other electronic means such as the TitanLink elections feature and counted by board members who are not rerunning for board or an impartial party.

### **Section V: Election Results**

Results of elections must be available to SHPE at CSUF members no later than 1 week after elections via weekly email.

### **Section VI: Declaring a Winner**

A candidate must receive a majority of the votes or if necessary runoff elections will be held. A majority shall be defined as the highest percentage of total votes. In the event of a tie, a second election will be held between those who received the tie.

### **Section VII: Petition**

Petition by 1/3 of the total number of members is cause for a recall election vote meeting. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall

election will be conducted as a “Special Election”. Recall election requires an affirmative vote of 2/3 of the total voting membership.

## **Article VI: Advisors**

### **Section I: Advisor Requirements**

Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor’s Office which includes training assigned by the Office of Student Life & Leadership.

### **Section II: Advisor’s Eligibility**

Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization. (Please see the Student Life and Leadership Office for more information on Auxiliary Employee Advisors.)

### **Section III: Advisor’s Term**

The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.

### **Section IV: Advisor’s Impeachment**

The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting or at the discretion of the University.

### **Section V: Advisor’s Assignment:**

A staff member from the Office of Student Life & Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the advisor(s) and the organization.

## **Article VII: Dues**

### **Section I: Membership Fees**

The organization can assess membership fees on a yearly basis.

### **Section II: Money Deposit**

All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account. (The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton.)

### **Section III: Petty Cash Expenditures**

Petty cash shall be defined as any expenditure incurred that is under \$10.00. Petty cash expenditures do not need to be pre-approved.

### **Section IV: Regular Expenditures**

Regular expenditures shall be defined as any expenditure incurred that is over \$10.00. These expenditures need to be brought up to the board prior to the money being spent. No reimbursements shall be given if any expenditure incurred is not pre-approved. Board Members shall propose intended expenditure to the board. In order to be approved, one more than fifty percent of the officers must approve the request. No abstentions shall be allowed on money matters.

#### **Section V: Check Request**

After having a regular expenditure approved, the Board member requesting funds shall fill out a check request form, the form must be filled out by the Board member requesting funds. The form shall be signed by the Treasurer and the President. At this time, the treasurer will issue monies requested to the board member or general member.

### **Article VIII: Method to Amend the Constitution**

#### **Section I: Amendments**

Proposed constitutional amendment or changes will be presented, in writing, to the board one meeting before this amendment is voted on.

#### **Section II: Approval**

Approval by 2/3 of the board present will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

#### **Section III: Student Life and Leadership**

A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.

#### **Section IV: University Rights**

The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.

### **Article IX: Disbursal of Organization Assets**

#### **Section I: Disbursement**

In the event the SHPE at CSUF should become defunct for a period of more than 2 years, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

### **Article X: Statement of Affiliation**

#### **Section I: Affiliation**

This organization is affiliated with the Society of Hispanic Professional Engineers. In order to maintain affiliation SHPE at CSUF must adhere to branding regulations (e.g. logo and name). SHPE at CSUF possesses the right to adopt its own rules and regulations.

## **Section II: Constitution/ By-Laws**

A copy of any constitution/by-laws must be filed in the Office of Student Life & Leadership at CSU Fullerton. Constitution will be made available through the website and titanlink.

## **Article XI: Rules of Order**

### **Section I: Roberts Rules**

SHPE at CSUF accepts "Robert's Rules of Order" (newly revised) as its Rules of Order and any issue not directly written in this Constitution will be resolved by referring to rules as such.

Link: [Roberts Rules Handout](#)