SHPE

IIT

SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS

Illinois Institute of Technology

CONSTITUTION

UPDATED 2017

Preamble

The student chapter of the Society of Hispanic Professional Engineers at the Illinois Institute of Technology (SHPE-IIT) is a social technical organization whose primary function is to enhance and achieve the potential of Hispanics in the fields of science, technology, engineering, and mathematics. SHPE-IIT will fulfill its mission by increasing educational opportunities, and promoting professional and academic growth. The organization will carry out its social responsibility by getting involved in educational, business, and government conversations that affect our students and their communities. Members of the SHPE-IIT "familia" (Translation: family) will pride themselves as being a vital and reputable part of the organizations and the Hispanic community as a whole.

Society of Hispanic Professional Engineers

Illinois Institute of Technology

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1.0 ARTICLE I – Name

This organization should be officially recognized by the name of the Society of Hispanic Professional Engineers at the Illinois Institute of Technology (SHPE-IIT).

2.0 ARTICLE II – Purpose

Section 2.1: The purpose of this organization shall be to:

2.1.1) Promote the enrollment of Hispanics and other minorities in the fields of science, technology, engineering, and mathematics (STEM).

2.1.2) Provide information on opportunities and programs available in the STEM fields to Hispanics and other minorities who are currently enrolled in high schools and junior colleges.

2.1.3) Provide academic guidance and professional development opportunities.

2.1.4) Provide a meeting place for Hispanics and other minorities with similar interests, goals and aspirations.

3.0 ARTICLE III – Association

Section 3.1: Affiliation

The Illinois Institute of Technology student chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The student chapter possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and IIT's rules and regulations.

4.0 ARTICLE IV – Membership

Section 4.1: General Membership Status

4.1.1) Membership shall not be discriminated upon based on race, color, religion, ethnicity, national origin, gender identity, sexual orientation, age, physical ability, veteran status and/or socio-economic status.

4.1.2) SHPE-IIT membership will be open to all enrolled IIT, Shimer and Vandercook students.

4.1.3) Active membership shall be maintained through an academic semester basis.

4.1.4) A member may only be expelled from the organization if two-thirds of the present membership votes for his/her expulsion as a result of abusing chapter privileges, misrepresentation and/or defamation of the chapter. In more severe cases expulsion of the member will be determined by majority vote of the executive board.

4.1.5) Any member may renounce his/her membership at any point.

Section 4.2: Active Membership Status

4.2.1) An active member in SHPE-IIT is defined as a member that participates in at least 60% of the events that are planned by the organization. Those events include academic events, professional events, leadership events, community events, social events, executive board meetings, and fundraisers.

4.2.2) Active members should attend 70% of the general body meetings.

4.2.3) The executive board shall keep track of this policy through the maintenance of attendance sheets, committee reports, and receipts.

4.2.4) Any member failing to maintain active member status shall lose for one semester the following privileges: sponsorship for conferences, or any discount on chapter events derived from membership, and shall forego the right to run for the executive board if sanctioned during the Spring Semester. The member will also forfeit their voting privileges. These actions will be at the discretion of the executive board by majority vote.

4.2.5) Reactivation of "Active Membership" shall be on a semester basis

4.2.6) Chapter membership will be officially tracked through the organization's HawkLink page. (https://iit.collegiatelink.net/organization/shpe)

Section 4.3: SHPE National Membership

4.3.1) National Membership will be granted to those who have officially register online at the SHPE National Website. National membership is open to all SHPE-IIT members. (http://SHPEConnect.org)

4.3.2) National membership should be renewed every academic year, starting in July, to receive SHPE national benefits.

Section 4.4: Membership Dues

4.4.1) Members will pay a registration fee as administered by SHPE National.

4.4.2) All other dues are subject to the need of the chapter. Chapter dues will not be mandatory but members who pay these dues will receive additional benefits.

5.0 ARTICLE V – Chapter Organization

Section 5.1: Officers

5.1.1) President

5.1.2) Internal Vice President

5.1.3) External Vice President

5.1.4) Secretary

5.1.5) Treasurer

5.1.6) Technical Officer

Section 5.2: Chairs

5.2.1) Finance Chair

5.2.2) Outreach Chair

5.2.3) SHPE Jr. Chair

5.2.4) Public Relations

5.2.5) Event Coordinator

5.2.6) Graduate Student Chair

5.2.7) Scholars Chair

5.2.8) Fundraising Chair

5.2.9) As the general body of members increases, new chairs may be opened with a majority vote of the executive board.

Section 5.3: Qualifications for Officers

5.3.1) Must be an enrolled student at IIT, Shimer, or Vandercook.

5.3.2) Must have held a chair position or upon approval from the current executive board.

5.3.3) Must have 2.75 (out of 4.0) cumulative Grade Point Average and not be in academic probation the previous semester. If officer is in academic probation at the time of office, they must step down from their position.

5.3.4) Minimum of three (3) semesters as active member (see Article IV) for presidency and two (2) for other offices.

5.3.5) Must read and comprehend SHPE-IIT Constitution.

5.3.6) Must fulfil all membership dues and have national membership.

5.3.7) Students running for the President and Vice President Office shall be available to attend NILA during the summer.

5.3.8) Must not hold a critical position in another student organization's executive board. Critical positions include, but not limited to: President, Vice President, Secretary, Finance, or Treasurer.

Section 5.4: Qualifications for Chairs

5.4.1) Must be an enrolled student at IIT, Shimer, or Vandercook.

5.4.2) Must have 2.50 (out of 4.0) cumulative Grade Point Average and not be in academic probation the previous semester. If chair is in academic probation at the time of office, they must step down from their position.

5.4.3) Active member for 1 semester (see Article IV)

5.4.4) Must read and comprehend SHPE-IIT Constitution.

5.4.5) Must fulfil all membership dues and have national membership.

Section 5.5: Terms of Office

All offices shall be held for one full academic year effective at the start of the summer semester and will be inaugurated at the end of the year banquet.

Section 5.6: Duties of Officers

5.6.1) President
I. Presides over meetings and votes only as a tiebreaker during board meetings.
II. Coordinates activities between other officers.
III. Shall be responsible for organizing a weekly board meeting.
IV. Shall be responsible for keeping connections with corporations in the region and the Regional Student Representative (RSR).
V. Determine NILA Attendees.
VI. Shall be responsible for the completion of the National Report Program (NRP) report at the end of each semester.

5.6.2) Internal Vice President
I. In absence of the president or by delegation, the internal vice president shall take over the president's responsibilities. The internal vice president shall become the interim president if and when the president resigns or becomes disqualified for the position up to and including the day of the new president.
II. In addition, the internal vice president shall serve as the spokesperson for SHPE-IIT in the End of the Year Banquet.
III. Head of the Future Leadership Initiative (FLI).
IV. Will oversee the Scholars Chair.

5.6.3) External Vice President
I. Shall maintain relationships with the professional chapter (SHPE-Chicago) and other regional chapters.
II. Shall be responsible for keeping connections with other student organizations at the Illinois Institute of Technology.
III. Shall be responsible for chapter development events with other chapters.
IV. Maintain record of alumni and oversee the Graduate Chair. This includes overseeing the Alumni Committee.

5.6.4) Secretary
I. In charge of the minutes for each general and executive board meeting.
II. Maintains important records as well as action items with person held responsible and deadline.
III. Shall be responsible for votes and keep record of it in the minutes.
IV. Shall serve as chairperson for the National Report Program (NRP) committee.
V. Shall be responsible for printing and providing an attendance list for all general meetings.
VI. Provide a calendar of events per semester.

5.6.5) Treasurer
I. Shall be responsible for the organization's financial accounts and bookkeeping. This includes managing donations, placing purchase requests, and reimbursing members for SHPE-related expenditures.
II. Ensures funds are not misused.
III. Shall be responsible for providing budget and submitting proposals to Finance Board, and contacting student activities advisor.
IV. Maintain sufficient funds for normal operation.
V. Develop a funding proposal for each event during the year.
VI. Will oversee the finance chair and the fundraising chair. In absence of the finance chair or the fundraising chair, the treasurer shall take over their responsibilities.

5.6.6) Technical Officer
I. Shall be responsible for managing the electronic accounts and emails for the executive board and organization. This includes password recovery. Also, ensure that the recovery information is not changed by the rest of the executive board.
II. Shall be responsible for managing and updating the website in accordance with NRP Report guidelines.
III. Shall be responsible for ensuring any technical equipment is available for events.
IV. Provide any technical knowledge and advice for the rest of the executive board.
V. Shall be responsible for introducing new technologies to assist the organization's operations.

Section 5.7: Duties of Chairs

5.7.1) Finance Chair
I. Pursue information regarding grants, events and other fundraising opportunities.
II. Coordinate fundraising events or assist the Fundraiser Chair (if one is appointed). This includes creating and handling all of the fundraising proposal projects.
III. Shall be responsible for learning how to complete all of the treasurer's tasks.

IV. Work closely with the treasurer and assist where needed. In absence of the treasurer, the finance chair shall take over the treasurer's responsibilities.

5.7.2) Outreach Chair
I. Shall serve as a source of information and activities for community involvement
II. Shall solicit from the membership and executive board community service ideas and community service goals.
III. Propose and plan community service projects for the chapter and present to the executive board for approval.
IV. Encourage SHPE-IIT's participation in neighborhood groups and other SHPE chapter outreach events.
V. Shall be responsible for planning and executing a minimum of one Noche De Ciencias per semester. Assisting another SHPE chapter with their Noche de Ciencias also counts.
VI. Maintain communication with SHPE Jr. Chair and assist where needed.

5.7.2) SHPE Jr. Chair
I. Maintain communication with SHPE Jr. Chapter advisor and president.
II. Coordinate events that promote the STEM fields with the SHPE Jr. Chapter. A minimum of one event per month or minimum set by SHPE-IIT president.
III. Shall be responsible for obtaining information and resources from SHPE National and providing them to the SHPE Jr. Chapter. This also includes assisting the monthly SHPE National webinars on SHPE Jr. resources.
IV. Assist the outreach chair with Noche de Ciencias. This includes inviting the SHPE Jr. Chapter to the event.

5.7.3) Public Relations
I. Shall be responsible for maintaining communication with IIT Departments.
II. Shall be in charge of creating and posting advertisements for SHPE events on all types of media (Facebook, HawkLink, etc…) and updating anything web related. This includes assisting the Technical Officer to ensure that the website has the latest content.
III. Will take pictures and video of events. This includes posting on the Facebook group after every event.
IV. Shall be responsible for the completion of any article relating any SHPE event that is requested by the school or outside organizations.
V. Shall be responsible for submitting to IIT-Today articles relating any award awarded to SHPE-IIT.
VI. In absence of the event coordinator, the public relations chair shall take over the treasurer's responsibilities.

5.7.4) Event Coordinator
I. Shall be responsible for coordinating events in benefit of SHPE-IIT.
II. Shall be responsible for finding volunteers and meeting up with them in a regular basis to hold successful events.
III. Shall be responsible for having a brief outline of the planned events to present to the executive board.
IV. Shall be responsible for assisting the President in finding an End of the Year Banquet venue.
V. Shall be responsible for submitting room requests for the different events on campus.
VI. Shall be responsible for creating a HawkLink event request for every event. This includes coordinating with Public Relations chair and obtaining the flyer for the event.
VII. In absence of the public relations chair, the event coordinator chair shall take over the treasurer's responsibilities.

5.7.5) Graduate Student Chair
I. Shall be responsible for being in contact and keeping track of the graduate students interested in SHPE-IIT.
II. Shall be responsible for organizing workshops pertaining graduate school and graduate programs available to undergraduate and graduate students.
III. Shall be responsible for the Alumni Committee.

5.7.6) Scholars Chair
I. Shall be responsible for an academic program and leading members towards academic excellence.
II. Will maintain communication with advisor about and maintain records of SHPE-IIT's GPA. This includes sending anonymous surveys to the general body to record GPAs a week before finals and after finals for each semester.
III. Shall be responsible for planning and executing at least one study night prior to finals week of each semester.

5.7.7) Fundraising Chair
I. Shall be responsible for planning and executing fundraising events. Should seek assistance from event coordinator and public relations chair if needed.
II. Shall be responsible for contacting local business for possible fundraising events.

Section 5.8: Provisions for Removal of Officer or Chair

If an officer or chair is unable to fulfill their duties to the organization or meet eligibility requirements, he/she may be removed from office with a two-thirds vote of the executive board. In some cases, the Office of Campus Life (OCL) might need to be contacted to receive

final approval. If officer is removed, the elected president shall appoint interim board member(s) in case no nominations are received and approved.

6.0 ARTICLE VI – Nominations

6.1.1) A nomination can be made by any member and must be seconded if the member is not present to accept.

6.1.2) Nominees shall have the option to accept or reject the positions from the time at which nominations open until Election Day.

6.1.3) Nominations shall be begin during the second general meeting of the Spring Semester.

6.1.4) The length of the candidates' speeches shall be decided upon at the time of nomination by the president. Usually around 45 seconds.

6.1.5) The speeches shall be made on the day of elections. If unavailable to attend elections, speech should be prewritten and given to someone to read that is attending elections and/or sent through to the general body the day of elections.

6.1.6) Nominated members will be checked for eligibility by the internal vice president, this revised list will then be sent to the board for further revisions. If a member is a coop or intern and previous held a position with SHPE-IIT, they are eligible to run for a board position.

6.1.7) Individuals nominated for Treasurer and Finance must have prior experience managing money for student organizations and working with SAF. Experience can be in the shape of holding a similar position in a different student organization or have shadowed the current Finance or Treasurer for SHPE-IIT.

6.1.8) Some positions can be retained by current officer/chair if approved with a 2/3 majority vote of the executive board after request is approved by president and chapter advisor. These positions only include: Graduate Chair, Outreach Chair, and SHPE Jr. Chair. Note: These positions can only be retained for two academic years in a row.

7.0 ARTICLE VII – Elections

Section 7.1: Regular Elections

7.1.1) Elections shall be held during the second to last meeting of the Spring semester.

7.1.2) All qualified (i.e. active) members of SHPE-IIT are eligible to hold office and vote for officers.

7.1.3) Votes will be tallied on election day.

7.1.4) Any nominated member not present and without a prewritten speech can be disqualified at the president's discretion.

7.1.5) Chapter advisor is NOT eligible to vote.

7.1.6) Votes will only be counted for SHPE National members, have to be part of the HawkLink group, and voters have to be present at the time of the election. Exceptions on presence can be made for members at an internship, coop, or with president's approval.

Section 7.2: Special Elections

7.2.1) Vacant positions are open for active members who show interest. This positions also include any position open after an executive board member had to step down from office because of academic probation or due to removal by the board.

7.2.2) The member is elected into the vacant position if they receive two-thirds vote from the executive board.

7.2.3) Upon receiving the position they will be put on a month's probation to insure they can fulfill the position's responsibilities.

7.2.4) Once the probation period has ended, the member will either be kept in the position or the process will begin once again

7.2.5) If the person is given the position they will assume full responsibility and be held accountable for the position.

7.2.6) The member must meet all the requirements and criteria previously described for the vacant position.

8.0 ARTICLE VIII – General Body Meetings

8.1.1) General meetings of this organization shall be held every two weeks or at president's discretion with a minimum of one per month.

8.1.2) Special meetings may be called at any time by the executive board.

8.1.3) The president will preside at the meetings.

8.1.4) At every meeting, two-thirds of the active membership present will constitute a quorum.

8.1.5) No meeting shall be conducted without the presence of at least four members of the executive board.

8.1.6) In the absence of an executive board member, the vice president will report on their behalf.

8.1.7) An email update will be sent by the secretary to the general body after every meeting.

9.0 ARTICLE IX – Chapter Advisor

9.1.1) SHPE-IIT shall have one or more advisors, which will be either full time faculty members or academic staff persons. Teaching assistants will not be eligible.

9.1.2) The purpose of selecting this candidate(s) will be to ensure that the organization is functioning according to its objectives.

9.1.3) The chapter advisor will assist with the list of events and provide their signature for the NRP.

9.1.4) The chapter advisor will support all chapter events throughout the academic year.

9.1.5) Chapter advisor is NOT eligible to vote.

10.0 ARTICLE X – Future Leadership Initiative

10.1.1) This group will be overseen by the internal vice president. Once a FLI president is appointed, he will meet with the internal vice president for all FLI-related matters and FLI meeting planning.

10.1.2) This group will serve as the official committees for the organizations. A committee can be opened for each executive board position with the executive board officer/chair as the

chairperson. SHPE-IIT executive board officers/chairs can request help from FLI on their tasks or upcoming events. Requests will be reviewed by the internal vice president and FLI president (once appointed).

10.1.3) Establishment of new committees shall be approved by the majority of the executive board.

10.1.4) Halve way through the fall semester, FLI members will vote on a president, vice president, secretary, and treasurer for FLI. Theses positions will assist the SHPE-IIT executive board counterparts on their operations. The FLI treasurer should be someone who is interested in running as treasurer or finance chair for SHPE-IIT executive board. Note: theses FLI board members are not executive board members for SHPE-IIT and therefore can't vote as executive board members on official SHPE-IIT matters. Note 2: FLI executive board nominees/officers must not be in academic probation and have a minimum cumulative GPA of 2.50.

12.0 ARTICLE XII – Handling of Funds

Funds shall be handled by the treasurer and shall be deposited in the student organization's account. When in question of a serious financial status, the treasurer shall hold the obligation of presenting such discussed investments to the members in order to formulate voting and also ensure the proper disbursement of funds. Money or items owed by the organization are to be returned to the student activity fund. Any official investigations can be requested to the Office of Campus Life (OCL) anonymously by any member or executive board officer/chair.

13.0 ARTICLE XIII – Amendments

13.1.1) The constitution will be amended before each academic year.

13.1.2) Advanced notice of the constitutional amendments will be announced at the general meetings.

13.1.3) Amendments can be proposed by any members and will be approved by the executive board.

13.1.4) A constitutional committee shall stand for the members if so deemed by a quorum.

14.0 ARTICLE XIV – STATEMENT OF NON-HAZING

This organization will not conspire to engage 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 this institution. Any general body member involved in this type activity could be removed from the organization. Any executive board officer/chair involved in this type of activity will be removed from their position, only exception can be approved by chapter advisor and Officer of Campus Life (OCL) staff representative (not student worker). All accusation must be presented to the chapter advisor and Officer of Campus Life (OCL) staff representative (not student worker).

15.0 ARTICLE XV – STATEMENT OF COMPLIANCE with CAMPUS REGULATIONS

This organization shall comply with all university and campus policies and regulations. This organization shall also comply with all local, state and federal laws.

16.0 ARTICLE XVI – Referendum

The aforementioned quorum (Article VII, Section 7.1.4) constitutes a referendum committee, which shall have the power to overrule any actions taken by the executive board.