

**Constitution of Joint Student Chapter UTEP SHPE//MAES
Society of Hispanic Professional Engineers
Latinos in Science and Engineering
at The University of Texas at El Paso**

PREAMBLE

The Joint Student Chapter of SHPE//MAES, Society of Hispanic Professional Engineers and Latinos in Science and Engineering, aims to:

1. Promote the professional advancement of minority students enrolled in STEM fields.
2. Increase the number of minority students enrolled in STEM at the University of Texas at El Paso.
3. Provide a space for networking and mentorship for all minority students.
4. Promote the advancement of minorities in engineering and science in both employment and education.
5. Improve the retention of minority students enrolled in engineering and science.
6. Provide a forum for the exchange of information pertinent to minority engineering/science students enrolled at The University of Texas at El Paso.
7. Develop a working network with local schools to encourage minority students to enter engineering and science fields.
8. Promote professional advancement for minority engineers and scientists by fostering cooperation among industry, government, and the academic and professional entities to improve educational and employment opportunities.
9. Provide counseling and financial assistance to minority students in engineering and science.

This chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers (SHPE) and the Latinos in Science and Engineering (MAES). This organization possesses the right to adopt its own rules and regulations in accordance with both The University of Texas at El Paso's rules and regulations. This chapter falls under SHPE Region V and MAES Region II. In case of conflicts or policy discrepancies, The University of Texas at El Paso's policies will take precedence over the policies of SHPE and MAES.

Article I – NAME

The official designation of this organization shall be SHPE//MAES, which shall stand for the full titles of "Society of Hispanic Professional Engineers" and "Latinos and Science and Engineering."

Article II – UNIVERSITY COMPLIANCE

This organization is a recognized student organization at The University of Texas at El Paso and adheres to all campus policies as set forth in the Handbook of Operating Procedures as outlined by the Office of the Vice President for Business Affairs and the Registered Student Organization Handbook as outlined by the Student Engagement & Leadership Center at The University of Texas at El Paso.

Article III – UNIVERSITY POLICIES

Non-Discrimination Policy: Accordance with the UTEP Student Organization Handbook, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Prohibition of Hazing Policy: Hazing in state educational institutions is prohibited by both state law (Sections 51.936, 37.151 (5) and (6), and 37.155, Texas Education Code) and by the Rules and Regulations of The Board of Regents of The University of Texas System, Series: 50101, Section 2.8). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. For more information on UTEP's hazing policy, please visit UTEP's Handbook of Operating Procedures, Chapter 1, Section 1.2.3(g).

Title IX of the Education Amendment of 1972: Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the university unless such programs and activities are specifically exempt from the law. The university is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the university. Since passage of this law and the publication of the implementing regulations, the U. S. Department of Education Office of Civil Rights has evolved a rather clear set of criteria for determining when single sex organizations are exempt from the provisions of Title IX. The criteria are as follows: the organization must have tax-exempt status under Section 501 of the Internal Revenue Code; members must be limited to students, staff or faculty at The University of Texas at El Paso; the organization must be a "social fraternity" as defined by the Department of Education.

Article IV – MEMBERSHIP & ELIGIBILITY

Texas Board of Regent's Statement: At the beginning of each academic year, each registered student or group must file with the appropriate institutional officer an affidavit stating that the organization or group does not, and will not during the year, have as a member any person who is not a student or a member of the faculty or staff of the institution.

Members must be in good standing to retain all the rights and privileges of membership, such as eligibility to accept an officer nomination, to vote, and to attend regional/national conferences. A member must attend at least one event such as a general meeting, workshop or social event organized by the organization to be considered active.

A merit/demerit-based point system will be used to keep track of member participation accurately and fairly:

- a. Merit shall be given to members that show active participation in chapter related events, including but not limited to local, regional, and national events.
- b. Demerit shall be given to members that fail to fulfill the previous commitment, as well as show unprofessional and/or unethical behavior in chapter events, including but not limited to local, regional, and national events.

To be considered an official member of the local chapter, the student must join the organization on Minetracker. The students will be encouraged to become an official SHPE and/or MAES National member but are not obliged to.

Article V – OFFICERS

Section 1: Officer Composition and Terms of Office

Executive board officers shall include *Section 2*, consisting of:

- | | |
|---------------------------------------|---------------------------------------|
| 1. President | 3. Vice-President of External Affairs |
| 2. Vice-President of Internal Affairs | 4. Secretary |

5. Treasurer
6. Director of MemberSHPE
7. Director of SHPEtinias
8. Director of Operations

9. Director of Outreach
10. Director of Communications
11. Student Advisor
12. Webmaster

Chair officers shall include *Section 3*, consisting of:

1. Internal Affairs Chair
2. Academic Chair
3. Athletics Chair
4. Community Service Chair
5. Graduate Chair

Committees shall include *Section 4*, consisting of:

1. Marketing Committee
2. Outreach Committee
3. MemberSHPE Committee
4. SHPEtinias Committee
5. Academic Committee
6. Athletic Committee
7. Community Service Committee

The term of office is one full year. Most of the officers must be University of Texas at El Paso undergraduate students, and only University of Texas at El Paso students may serve as officers. Chair and Committee positions listed in *Section 3* and *Section 4* shall not be considered as officers nor part of the Executive Board, and they are supervised by the Vice-President of Internal Affairs. All officers/representatives must be currently enrolled students at the University and maintain at least a minimum 2.0 grade point average per University Policy.

Section 2: Executive Board Officers

I – President

- a. The President shall represent the chapter and be responsible for all matters pertaining to the chapter.
- b. The President shall have full authority in the management and operations of the chapter, setting and establishing all chapter policies and overseeing its various functions and activities.
- c. The President shall serve as the official spokesperson for the chapter, supervise the other officers, and manage the day-to-day affairs of the chapter.

II –Vice-President of Internal Affairs

- a. The Vice-President of Internal Affairs shall support the President in all matters pertaining to the chapter and assume the role of the President in their absence.
- b. The Vice-President of Internal Affairs will also be responsible for affairs within the university, including but not limited to conference coordination, department relations, campus relations, and national organization reports.
- c. The Vice-President of Internal Affairs will be responsible for supervising the Chair officers in Section 3 and the Committees in Section 4, ensuring that all Chairs and Committees remain active throughout the academic year.
- d. The Vice-President of Internal Affairs will be responsible for registering the organization with the university each academic year and for reviewing and updating the organization's constitution/by-laws.
- e. The Vice-President of Internal Affairs will be responsible for managing the organization's academic calendar and keeping Minetracker updated.
- f. The Vice-President of Internal Affairs will be responsible for updating the annual sponsorship package.

III –Vice-President of External Affairs

- a. The Vice-President of External Affairs shall be responsible for contacting companies for potential sponsorship and partnership opportunities and for submitting sponsorship applications.
- b. The Vice-President of External Affairs will also be responsible for reaching out to professionals for any events that require workshops to be hosted.

IV – Secretary

- a. The Secretary will take minutes during the Executive Board meetings, and attendance of the officers.
- b. The Secretary will be in charge of creating member check-in forms for all organizational events such as general meetings, workshop events, and socials.
- c. It is the Secretary's responsibility to assist with keeping the UTEP Minetracker updated, and document and manage any records.
- d. The Secretary will be in charge of creating a mass list of all Freshmen-Sophomore level engineering courses for early in-class recruiting purposes.
- e. The Secretary will be held liable for tallying election votes.

V – Treasurer

- a. The Treasurer will keep books and records on money received, disbursed, and promised.
- b. The Treasurer shall make monthly, quarterly, and yearly financial reports, along with any other time one is needed, listing all liabilities and assets of the organization to the Executive Board and the general membership.
- c. It will be the Treasurer's responsibility to present an annual budget and complete financial reports to the Executive Board and the National Boards of SHPE and MAES.

VI – Director of MemberSHPE

- a. The Director of MemberSHPE will be in charge of recruiting members along with managing their membership applications. By doing so, they will be setting up any recruitment opportunities such as tabling events during orientations and during the academic year.
- b. The Director of MemberSHPE will be in charge of the MemberSHPE Committee listed in *Section 4 point III*. They will delegate tasks to the committee related to the MemberSHPE goals of the academic year.
- c. The Director of MemberSHPE will be in charge of managing the Point System, where member attendance to events is recorded.

VII – Director of SHPEtinias

- a. The Director of SHPEtinias will be in charge of forming their own SHPEtinias Committee listed in *Section 4 point IV*. They will delegate tasks to the committee related to the SHPEtinias goals for the academic year.
- b. The Director of SHPEtinias is in charge of organizing events catered to women in STEM, such as social events and workshops.
- c. The Director of SHPEtinias is responsible for contacting and organizing events with companies for SHPEtinias.

VIII –Director of Operations

- a. The Director of Operations will be in charge of reserving rooms for all SHPE//MAES events. They will also be in charge of reserving rooms with the required occupancy.

- b. The Director of Operations will be responsible for determining food logistics, such as picking up and/or delivering the food. They will be the point of contact (POC) for food delivery.

IX –Director of Outreach

- a. The Director of Outreach will be responsible for contacting K-12 schools to establish Junior SHPE Chapters.
- b. The Director of Outreach will be in charge of selecting Junior SHPE Chapters Representatives, such as Advisors and Officers. They will also oversee the Junior Chapter's activities.
- c. The Director of Outreach will be in charge of organizing Noche de Ciencias and applying for financial support with SHPE National.
- d. The Director of Outreach will be in charge of contacting local non-profit organizations to organize K-12 outreach events related to STEM.
- e. The Director of Outreach will be in charge of forming their own Outreach Committee listed in *Section 4 point II*. They will delegate tasks to the committee related to the Outreach goals for the academic year.

X –Director of Communications

- a. The Director of Communications will be responsible for obtaining all chapter memorabilia. This includes photographs of all events and any items that are deemed important to the chapter as a keepsake.
- b. The Director of Communications will be responsible for managing all social media platforms and following the SHPE//MAES identity. Platforms include: Instagram, Whatsapp, LinkedIn, Slack, Linktree and all relevant platforms.
- c. The Director of Communications will also be responsible in the advertising/marketing of chapter events, such as social events, general meetings, and workshops. They will design all flyers for all SHPE//MAES events.
- d. The Director of Communication will also be responsible for all external and internal correspondence.
- e. The Director of Communications will be in charge of forming their own Marketing Committee listed in *Section 4 point I*. They will delegate tasks to the committee related to the Communications goals for the academic year.

XI –Student Advisor

- a. The student advisor will serve as the point of contact for the organization when seeking general advice or knowledge on how previous boards handled problems or what programs and strategies they implemented.
- b. This position is intended to serve as the link between the current and former boards, and it will preferably be held by the exiting President or Vice-President.

XII –Webmaster

1. *Position requirements:* All applicants must have previous technical experience in web development.
 - a. The Webmaster will be responsible for managing and administering the website of the organization.

- b. The Webmaster will keep the webpage updated with the events the organization is hosting and serve as the overall administrator. This includes all new features added for the benefit of members and the executive board.

Section 3: Chairs Officers

I – Internal Affairs Chair

- a. The Internal Affairs Chair will be in charge of overseeing all Chairs and Committees listed in *Section 3* and *Section 4*. They shall also be the main point of contact for all Chairs.
- b. The Internal Affairs Chair will report to the Vice-President of Internal Affairs regarding any questions and issues related to the Chairs and Committees.

II – Academic Chair

- a. The Academic chair is responsible for organizing all academic events, they are also responsible for collaborating with other student organizations for said events.
- b. The Academic Chair will be responsible for organizing Study Mondays and all technical workshops outside of Professional Development Workshops. Some examples for technical workshops would include ANSYS or Fusion workshops, or Circuit design, etc.
- c. The Athletic Chair will be in charge of forming their own Athletic Committee listed in *Section 4 point V*. They will delegate tasks to the committee related to the Athletics goals for the academic year.

III –Athletics Chair

- a. The Athletic Chair is responsible for organizing all athletic social events, they are also responsible for collaborating with other student organizations for said events.
- b. The Athletic Chair shall be responsible for coordinating with the UTEP Intramurals programs provided at the Recreation Center for all in-campus events.
- c. The Athletic Chair will be in charge of forming their own Athletic Committee listed in *Section 4 point VI*. They will delegate tasks to the committee related to the Athletics goals for the academic year.

IV – Community Engagement Chair

- a. The Community Engagement Chair is responsible for seeking and providing opportunities to engage our members in the El Paso Community.
- b. The Community Engagement Chair shall be responsible for contacting other student organizations for collaboration.
- c. The Community Engagement Chair may use UTEP's CUE platform to track student information and find community service opportunities.
- d. The Community Engagement Chair will be in charge of forming their own Athletic Committee listed in *Section 4 point VII*. They will delegate tasks to the committee related to the Athletics goals for the academic year.

V – Graduate Chair

- a. The Graduate Chair shall contact and encourage graduate students to join the UTEP SHPE/MAES chapter.
- b. The Graduate Chair shall work with the Director of MemberSHPE to recruit the graduate members. They will also work alongside the Director of MemberSHPE to overview the MentorSHPE program.

- c. The Graduate Chair will be in charge of leading and organizing the Graduate Mixer. This is a major event for graduate students to network. The Graduate Chair is responsible for contacting other universities, companies, and SHPE National to invite people and request funding.

Section 4: Committees

I – Marketing Committee

- a. The Marketing Committee will be responsible for assisting the Director of Communications with the creation of flyers, managing social media platforms, etc.

II – Outreach Committee

- a. The Outreach Committee will be responsible for assisting the Director of Outreach by contacting and/or establishing POCs with high schools in the city of El Paso.
- b. The Outreach Committee will be responsible for assisting the Director of Outreach by organizing the Noche de Ciencias event during the Spring.

III – MemberSHPE Committee

- a. The MemberSHPE Committee will be responsible for assisting the Director of MemberSHPE in any tasks related to members, such as the MentorSHPE program, and keeping track of all members in the system.

IV – SHPEtinias Committee

- a. The SHPEtinias Committee will be responsible for acting as the board of the SHPEtinias Chair. They shall be responsible for organizing and planning events related to SHPEtinias.

V – Academic Committee

- a. The Academic Committee will be responsible for assisting the Academic Chair in the planning and organizing of all events related to the Academic Chair.

VI – Athletic Committee

- a. The Athletic Committee will be responsible for assisting the Athletic Chair in the planning and organizing of all events related to the Athletics Chair.

VII – Community Engagement Committee

- a. The Community Engagement Committee will be responsible for assisting the Community Engagement Chair in the planning and organizing of all events related to the Community Engagement Chair.

VIII – Junior Chapter Representative

- a. The Junior Chapter Representative shall act as a connection between the UTEP Student Chapter SHPE//MAES and the corresponding Junior Chapter School.
- b. The Representative position must include the Advisor in the school and if applicable, the executive board of officers within the school.
- c. The Junior Chapter Representatives will report to the Director of Outreach and Outreach Committee for bi-weekly updates, and/or questions related to the chapter.

Section 5: Selection Process

Members of the executive board are selected for the academic year during general elections as described in *Article VIII*, except for the Webmaster and Student Advisor Positions:

- a. The Webmaster position shall be appointed by the incoming Executive Board each year by opening an application and conducting interviews, in order to ensure the person has the technical expertise required for web development.
- b. The Student Advisor shall also be appointed by the incoming Executive Board, but the exiting President or Vice-President should always be the first option.

In the case that positions are still vacant after elections, the executive board shall re-open an application process and move forward with candidate interviews.

Section 6: Resignations

- a. A letter of resignation shall be submitted to the President and/or Vice-Presidents by any person willing to resign from office at least a week before the next general meeting.
- b. During a meeting when a resignation is presented, the resigning officer shall continue to fulfill the duties of office until replacement has been assigned.
- c. The process for an officer vacant position will be offered based in the line of succession from the chapter, if no replacement occurs, nominations will be taken to fill the position. A person shall be elected by the Executive Board during a special nomination meeting through secret ballot.

Section 7: Impeachments

- a. When any officer feels that an officer is not fulfilling their duties, they may call upon the rest of the officers to call a special meeting within the next week to discuss/resolve the matter.
- b. During the impeachment proceedings the case will be presented. The officer under investigation will be given the opportunity to present their defense before the final vote.
- c. A two-thirds vote, excluding the investigated officer, is needed for the impeachment to be carried out.
- d. In the event the impeachment is carried out, a new candidate will be nominated and elected as described under *Article IV Section 3*.

Article VI – MEETINGS

Section 1: Definition of Quorum

A quorum shall consist of fifty percent of all members and a majority of the executive officers.

Section 2: General Meetings

The executive board shall call general meetings, whereas a minimum of one meeting per major academic semester month shall be held.

Section 3: Executive Board Meetings

Executive board members shall hold meetings weekly with six or more of the officers present.

Article VII - UNIVERSITY ADVISOR

Section 1: Advisor Requirements

This organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:

- a. A part-time or full-time employee of the University
- b. A representative of a national organization that is associated with the registered student organization.
- c. Must also satisfy one of the following:
 - i. Currently a part-time or full-time employee of the University of Texas at El Paso

- ii. Currently a representative of a national organization that is associated with the registered student organization (registered student organizations only)

The advisor's field of study should be in the engineering or science fields, but it is not mandatory. The chapter officials shall choose and vote on an appropriate person for this position following the organization's elections. The advisor acts as an ex-officio member and cannot vote.

Section 2: Advisor Duties

The advisor's duties are:

- a. The advisor should assist the officers in organization decisions and offer counsel.
- b. The advisor is encouraged to attend the organization's meetings and sponsored trips.
- c. The advisor should assume an active role in the organization and provide all necessary and proper support.

Article VIII – FINANCES

Section 1: Membership

Members are encouraged to pay a national SHPE \$10 USD fee. Any local fees are paid to the chapter by cash directly or by corresponding commercial applications for the purpose (CashApp, Venmo). SHPE National membership fee is paid through the SHPE National website.

Section 2: Disbursements

- a. All disbursement of funds must be approved by the President and Treasurer and signed by the Advisor. Only the President and Treasurer will have access to financial accounts.
- b. The treasurer is responsible for managing any request and spending of funds with the Student Engagement & Leadership Center or with Business Center specialists.

Section 3: Fund Disbursement due to Inactivity

If the organization becomes inactive, or loses registration status at UTEP, funds will be dispersed to the College of Engineering. If said option is not feasible, all funds will be dispersed to the Student Organization Advancement Fund, managed by the Student Engagement & Leadership Center.

Article IX – ELECTIONS

Section 1: Nominations

- a. Nominations are to be made in a general meeting held at least two weeks prior to the university's club Coordination Council's deadline for submitting annual reports. Members are notified through social media and email at least two weeks before the election.
- b. Only members as defined in *Article III* may accept nominations.
- c. Candidates may be nominated for more than one office but can only hold one position.
- d. Nominations for President and Vice-President are only contingent on past officers who have served for at least one calendar year to be eligible to run for election.

Section 2: President Election

- a. The President election will run separately from the Executive Board elections.
- b. Only the current executive board will vote for the President, based on their performance and achievements during the academic year.

Section 3: Executive Board Election

- a. Elections shall occur in the following order: Vice-Presidents, Directors, Treasurer, and Secretary.

- b. Only members in good standing, as defined previously in *Article IV*, and who are present at the time of elections, unless it is an online vote, are eligible to vote.
- c. Voting shall be by secret ballot, either online or paper vote, with tallying conducted in the absence of the candidates.
- d. In the event that there is no majority vote, the top two vote receivers will participate in a runoff election.
- e. Members of the executive board may vote for all elections, but in the event of a tie, only the executive board can break the tie.
- f. Officers may be re-elected.
- g. In the event that an officer is re-nominated, they may not vote in breaking a tie for the position they are vying for.
- h. Tie breaking vote order: Vice-Presidents, Secretary, Treasurer, Directors, and Webmaster.

Section 3: New Board Transition

The newly elected officers shall undergo a transitional period in which the old officers shall introduce the new officers to the responsibilities and duties of the respective officers.

Section 4: New Board Start

The newly elected officers shall begin their term at the beginning of April during the spring semester.

Article X – AMENDMENTS

- a. Any proposed amendments shall be submitted in writing to the membership at a general meeting by the Executive Board.
- b. A favorable vote of two thirds of the members on the issue is required for amendment passage.
- c. The amendment shall be submitted to the SHPE National Board, MAES National Board, and the University of Texas at El Paso Student Engagement & Leadership Center for approval.

Article XI –RATIFICATIONS

This is the final version of the constitution that was effective upon approval by a majority vote of members present at an executive board meeting. Carried out on Wednesday, September 20th, 2023, virtually.