



## **CONSTITUTION**

### **THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS University of Delaware Student Chapter**

#### **ARTICLE I: NAME OF THE ORGANIZATION**

The name of the organization is The Society of Hispanic Professional Engineers (SHPE), University of Delaware Student Chapter.

#### **ARTICLE II: PURPOSE AND OBJECTIVES**

1. Promote the advancement of Hispanic engineers and scientists in education and in future employment.
2. Improve the retention and enrollment of Hispanic students in engineering, science and other technical fields.
3. Develop and participate in programs with the university and industry, which benefit students seeking technical and science degrees.
4. Provide a forum for the exchange of information pertinent to the development of future Hispanic professionals.
5. Develop opportunities in the local Hispanic community.

#### **ARTICLE III: ASSOCIATION**

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

SHPE at UD is a not-for-profit organization affiliated with the Society of Hispanic Professional Engineers, Inc. (SHPE Inc). SHPE at UD possesses the right to adopt its own rules and regulations.

##### **Section II: Non-Discrimination**

No person shall be denied membership in SHPE at UD because of race, color, sex, disability, nationality, religious affiliation, sexual orientation, or course of study, even though the name "Society of Hispanic Professional Engineers" was chosen.

#### **ARTICLE IV: MEMBERSHIP**

1. Undergraduate students pursuing a degree in any course of study are eligible for membership. Graduate students may only be "associate" members.

2. Active Members are those members that:

- (a) Attend no less than 60% of the general meetings, from the time they attend their first meeting.
- (b) Pay the dues established by SHPE at UD.
- (c) Take active part in SHPE sponsored activities and committees, as specified in a policy developed by the Board at the beginning of each academic year.

## **ARTICLE V: BOARD OF OFFICERS**

The SHPE at UD Board consists of the President, Vice-President, Secretary, Treasurer, Engineering Student Council Representative, Webmaster, Community Service/Fundraising Coordinator. The order of succession for officers is as follows: President, Vice-President, Secretary, Treasurer.

The SHPE Board shall decide how to implement the purpose and objectives of SHPE at UD, and ensure a timely implementation. The Board shall submit votes for regional and national offices, and for any other issues for which SHPE at UD is eligible to vote. At the beginning of the fall semester, the Board shall produce an Active Member policy, as per Article IV, Section 2, part C. The Board shall assist the Activities Coordinator with the preparation of the SHPE Calendar.

Each officer shall prepare a list of goals within the first two weeks of each semester. Officers shall report their activities at each Board Meeting.

Board meetings shall take place prior to general meetings. At the beginning of each semester, the board shall choose the date, time, and location of Board meetings in a manner that accommodates the needs of all of the officers.

Board members must ensure that their duties are carried out at all times. Board members are ultimately responsible to the membership.

### **Section I: PRESIDENT**

The President shall represent SHPE at the University of Delaware as the chapter's official spokesperson, and shall oversee all SHPE functions and activities. The president shall oversee the officers and SHPE's day-to-day affairs. The President shall compile the SHPE Agenda for Board meetings.

### **Section II: VICE-PRESIDENT**

The Vice-President shall assist the President in all SHPE's business, and shall act, as President Pro Tempore in the latter's absence. The Vice-President shall be responsible

for the preparation of the Mid-Year Report and the End-of-Year Report that are submitted to SHPE, Inc. The Vice-President shall serve as the Head Committee Chairperson and shall be responsible for ensuring that each of the established committees is fulfilling its responsibilities.

### **Section III: SECRETARY**

The Secretary shall scribe the minutes of each SHPE meeting and publicly post them within one week of said meeting. The Secretary shall compile the SHPE agenda for general meetings. The Secretary shall register the organization with the Undergraduate Association each academic year. The Secretary shall compile and distribute the student chapter directory. The Secretary shall record the attendance of members at meetings, and shall be responsible for tallying the votes during elections and any other time the Board or the chapter votes.

### **Section IV: TREASURER**

The Treasurer shall maintain books and records of all monies received or disbursed by SHPE at UD. The Treasurer must approve all SHPE expenditures, and shall provide reimbursements in a timely manner. The Treasurer shall coordinate the preparation of a yearly budget for approval by the Board. The Treasurer shall keep records of members who have paid their dues. The Treasurer shall make monthly reports listing all SHPE transactions, liabilities and assets to the Board. The Treasurer shall prepare thank-you letters to organizations that provide unsolicited, general funds or assistance to SHPE at UD. The Treasurer shall prepare a funding request to the Allocations Board each year.

### **Section V: ENGINEERING STUDENT COUNCIL REPRESENTATIVE**

This representative will assist the Vice-President in internal affairs and will have the responsibility of attending the regular meetings of the Engineering Student Council of the University of Delaware. The representative shall serve as SHPE's photographer.

### **Section VI: REGIONAL REPRESENTATIVE**

The Regional Representative shall be a spokesperson for SHPE at UD and shall serve as a liaison between other SHPE chapters and SHPE at the University of Delaware. The Regional Representative shall maintain constant contact with Professional Chapters in the area, the Regional Student Representative, and the National Student Representative. The Regional Representative shall be responsible for maintaining an accurate directory of all SHPE chapters in the region, including pending chapters and groups interested in forming new chapters. The Regional Representative shall promote attendance and organize travel to regional and national events, such as conferences. The Regional Representative shall announce regional and national events and information to the membership, and shall be responsible for obtaining copies of Regional and National SHPE Newsletters for SHPE at UD.

## **Section VII: FUNDRAISING/COMMUNITY SERVICE COORDINATOR**

The Fundraising/Community Service Coordinator shall promote the educational, cultural, and professional advancement of Hispanics in the Greater Philadelphia area. The Fundraising/Community Service Coordinator shall coordinate activities between SHPE members at the University of Delaware and existing community service organizations. The Fundraising/Community Service Coordinator shall serve as the head of the Community Service and Fundraising Committee. The Fundraising/Community Service Coordinator shall prepare funding requests and proposals for SHPE at UD, activities and events. The Fundraising/Community Service Coordinator shall approve all funding requests and proposals submitted on behalf of SHPE at UD, or related to SHPE at UD. The Fundraising/Community Service Coordinator shall maintain records of all funding requests and proposals, and their outcomes. The Fundraising/Community Service Coordinator shall ensure that thank-you letters are sent to organizations providing funds or services to SHPE at UD or its members as a result of a proposal or request. The Fundraising/Community Service Coordinator shall ensure compliance with a any conditions under which funds or services are provided.

## **Section VIII: WEBMASTER**

The webmaster shall maintain the SHPE web page. The web master is in charge of posting pictures taken at SHPE events. The webmaster shall distribute information pertaining to the UD student chapter, including event information, and important updates. The Webmaster shall maintain SHPE resources on the campus computer network, including the mailing lists and the SHPE locker.

## **ARTICLE VI: MEETINGS**

### **Section I: Quorum**

A quorum shall consist of at least four officers and two-thirds of the active membership.

### **Section II: Board Meetings**

SHPE active members may attend Board meetings. The time and location of the Board meetings shall be announced to the general membership.

### **Section III: General Meetings**

General body meetings shall be held approximately once every month. The SHPE calendar shall list the scheduled general body meetings.

## **ARTICLE VII: ELECTIONS**

### **Section I: Nominations**

(a) Only Active Members in good academic standing, i.e. a GPA of 2.5 and above,

are eligible to be nominated for office.

(b) Nominations shall take place at the second to last scheduled meeting. Nominations may also be submitted, in writing, to the Secretary two days prior to the nominations meeting.

(c) In order to be considered nominations must be seconded.

(d) Nominations for President shall be held first, followed by nominations for the other offices, in the order listed in Article V of this constitution.

### **Section II: Voting**

(a) Annual elections of officers for the following year shall take place in April of every year.

(b) Only Active Members are eligible to vote.

(c) Elections may be held only in the presence of a Quorum of members. If a Quorum is not present at the elections meeting, elections shall be held before the end of the semester at an emergency meeting.

(d) An absentee vote shall be accepted if submitted in a sealed and signed envelope to the Secretary prior to the elections.

(e) Voting shall be by secret ballot, and a plurality of votes shall constitute a win. The Secretary shall tally the votes and disclose the winner.

### **Section III: Installation of Officers**

(a) Newly elected officers shall assume office as soon as they have been successfully installed.

(b) Officers shall be installed no later than the end of the semester.

(d) The outgoing president shall install the newly elected president. The newly installed president shall then install the other officers, in the order listed in Article V.

## **ARTICLE VIII: RESIGNATION AND REMOVAL FROM OFFICE**

### **Section I: Resignations**

(a) An officer wishing to resign shall submit a letter of resignation to the President or Vice-President at least one week before the next general meeting.

(b) The resignation shall be presented at the subsequent general meeting, and the vacancy shall be filled as follows:

i.) For any of the following offices, President, Vice-President, or Secretary, the vacancy shall be filled by order of succession, as defined in Article V.

ii.) For any of the offices not mentioned in part i, nominations shall be accepted, as per Article VII, Section 1, at the general meeting. Elections shall be held, as per Article VII, Section 2, at the same general meeting.

## **Section II: Removal from Office**

(a) When any member feels 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. If either the member or officer does not agree on a resolution at said meeting, the action in Step 2 shall be taken.

2. The member shall present the matter to the President or to the Vice-President if the President is the officer in question. The President or Vice-President and the member shall meet within seven days after the member speaks with them. At said meeting, the President or Vice-President, and said member, will make a sincere effort to resolve the matter. If either the member or the President or Vice-President do not agree on a resolution at said meeting, the action in Step 3 shall be taken.

3. The matter shall be placed on the agenda for discussion at the next Board meeting. 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. The Board must take action within seven days of said Board meeting. If either the Board or the member does not agree on a resolution at said Board meeting, the action in Step 4 shall be taken.

4. At the next Board meeting, the Board shall decide whether to remove the officer in question from office by a secret-ballot vote. If two-thirds of the Board members are in favor of removal, the officer will be removed from office, and the office will be filled as per Section I, Part B. If the Board does not remove the officer, the action in Step 5 shall be taken.

5. A resolution shall be chosen via arbitration. The arbitrator shall be SHPE's advisor at the University of Delaware, or any unbiased individual agreed upon by both the member and the officer in question. Arbitration will taken 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.

## **ARTICLE IX: AMENDMENTS TO THE CONSTITUTION**

1. Proposed amendments must be submitted in writing to the Board. In order to be considered by the general membership, the amendment must either be passed by the Board, or must be endorsed by two-thirds of the active membership. The Board will review the amendment at the next Board Meeting. The proposed amendment will be subsequently presented to the membership at the next general meeting. A three-fourths majority of the active membership is required to amend the constitution.

2. The SHPE student chapter at UD agrees to abide by the rules and regulations of the Activities and Programs Office. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Committee to ensure that they are in accordance with the aforementioned rules and regulations.

## **ARTICLE X: RATIFICATION**

This Constitution will be ratified by a two-thirds majority of the active membership present at the designated Constitutional general meeting.

Constitution of  
The Society of Hispanic Professional Engineers  
Student Chapter  
at  
The University of Delaware

BY-LAWS

Article 1

Name of Organization

This organization shall be known as The Society of Hispanic Professional Engineers, University of Delaware Student Chapter.

Article 2

Purpose

The purpose of this organization shall be:

Section 1. Increase the recruitment and retention of Hispanic engineering students at the University of Delaware.

Section 2. Promote the advancement of Hispanic engineers and scientists in employment and education.

Section 3. Develop and participate in programs with industry and the university which benefit students seeking technical degrees.

Section 4. Improve the retention of students involved in engineering and science.

Section 5. Provide a forum for the exchange of information pertinent for Hispanic engineering/science students enrolled at University of Delaware.

Section 6. To promote engineering minority programs at University of Delaware.

Section 7. Represent the Hispanic professional student at University of Delaware.

Article 3

Association

Section 1. Affiliation

The society of Hispanic Professional Engineers student chapter is part of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The organization possesses the right to its own rules and procedures within the framework of SHPE's Inc. rules and regulations and the University of Delaware's rules and regulations.

Section 2. Non-Discrimination

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc. even though the name of the organization is The Society of Hispanic Professional Engineers.

## Article 4

### Membership

1. Full-time matriculated undergraduate college students pursuing a degree in any course of study are eligible for membership. Graduate student will only be considered "associate" members.

2. Active Members are those members that:

(a) Attend no less than 60% of the general meetings, from the time they attend their first meeting.

(b) Pay the dues established by SHPE at UD.

(c) Take active part in SHPE sponsored activities and committees, as specified in a policy developed by the Board at the beginning of each academic year.

## Article 5

### Dues

Section 1. This section shall describe the handling of annual membership dues. Membership dues shall apply to all regular, associate, and honorary members of the SHPE student chapter at the University of Delaware.

Section 2. All membership dues shall be paid directly to the chapter Treasurer.

Section 3. All membership dues shall be collected during the first four weeks of the fall semester.

Section 4. The annual membership dues of the chapter will be \$5.00 per year.

Section 5. All membership dues shall go towards the operating costs of the SHPE student chapter at the University of Delaware.

Section 6. Funds left in the Treasury should the organization become inactive will be donated to the University of Delaware.

## Article 6

### Officers

Section 1. Only active members shall be eligible for office within the organization.

Section 2. The terms of office for all elected officers shall be two consecutive semesters commencing at the of each academic calendar year and terminating at the end of the academic calendar year.

Section 3. The title of the elected officials shall be: President, Vice-President, Secretary, Treasurer, Engineers Council Representative, and Department Representatives.

Section 4. The duties of the selected officers shall be:

a. President:

1. Shall represent the chapter and be responsible for all business concerning the chapter.

2. Shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter.
  3. Shall also be the official spokesperson for the chapter, manage the other operating officers and manage the day to day affairs of the chapter.
  4. Shall preside over all meetings.
  5. Shall set the date for the next meeting. At least one meeting per month should be held.
  6. Shall cast the deciding vote if there is a tie in normal voting procedures.
  7. Shall not vote unless a deciding vote is necessary.
- b. Vice-President:
1. Shall assist the President in all business concerning the chapter and shall act as President in the latter's absence.
  2. Shall also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.) and internal affairs of the chapter (campus relations, social activities, etc.).
  3. Shall preside over all meetings in absence of the president.
  4. Shall act as chairman of the programs committee.
  5. Shall have the right to vote except when acting as President.
- c. Secretary:
1. Shall keep accurate minutes of all the meetings and shall keep all necessary records, post them and maintain them.
  2. Shall preside over all meetings in the absence of the President and Vice-President.
  3. Shall have the right to vote except when acting as president.
  4. Shall handle all club correspondence
  5. Shall keep a list of all active members.
  6. Shall serve as club historian.
- d. Engineer's Council Representative:
1. This representative will assist the Vice-President in internal affairs and will have the responsibility of attending the regular meetings of the Engineers Council of the University of Delaware.
  2. Shall serve as club photographer.
- e. Treasurer:
1. Shall keep books and records on money received or disbursed.
  2. Shall make quarterly financial reports listing all liabilities and assets of the organization to active members.
  3. Shall be responsible of presenting an annual budget and complete financial report to other officers and advisors.
  4. Shall preside over all meetings in the absence of the President, Vice-President, and Secretary.
  5. Shall have the right to vote except when acting as President.
  6. Shall serve as chair of the Funding Committee.

**Section 5. Election of Officers:**

1. Active members only shall be nominated for officers, appointed, or serve as committee chairperson. A student must be full time and not be on disciplinary or academic probation.
2. To be elected, it is necessary for a member to be nominated, and thereupon receive majority approval.
3. To be eligible to seek or hold office, a student must be enrolled as a full-time student, have an overall GPA of 2.5 or better.
4. All voting will be secret ballot.
5. A member can hold only one office per year, with the exception of secretary-treasurer if needed.
6. Elections of officers for the following year shall take place in April of every year.
7. All persons who have become active regular members of the organization at least thirty days prior to the annual election shall be eligible to vote.
8. Nominations of officers shall be submitted two weeks prior to the election

#### Section 6: Voting

(a) Annual elections shall take place during the last scheduled meeting of the academic year.

(b) Only Active Members are eligible to vote.

(c) Elections may be held only in the presence of a Quorum of members. If a Quorum is not present at the elections meeting, elections shall be held before the end of the semester at an emergency meeting.

(d) An absentee vote shall be accepted if submitted in a sealed and signed envelope to the Secretary prior to the elections.

(e) Voting shall be by secret ballot, and a plurality of votes shall constitute a win. The Secretary shall tally the votes and disclose the winner.

### Article 7

#### Advisors

There shall be a member of the University of Delaware faculty or Professional staff who shall serve in an advisory capacity to the organization.

#### Committees

There shall be standing committees: a) Finance, b) Membership/Nomination, c) Programs. The Treasurer shall serve as a chairperson of the Finance committee, the Vice-President shall serve as chairperson of the Programs committee, and a Membership/Nominating chairperson shall be appointed by the President.

- a. Finance Committee - The finance committee shall provide an annual budget for the organization. They shall also determine the means to develop additional resources for the group.
- b. Membership/Nominating Committee - This committee is responsible for establishing the means to attract and maintain members. Additionally, this committee shall contact,

interview, and present a slate of officials in February of each year to the general membership. This committee should contain representatives from all the departments of engineering.

- c. Programs Committee - This committee shall present to the organization a minimum of two major programs/activities a year that the membership will be involved in to promote the goals of the organization.

#### Article 8

##### Quorum, Meetings and Voting

Section 1. A quorum shall consist of at least 4 officers and 2/3 of the active membership officers inclusive.

Section 2. Meetings will be held at least once a month.

Section 3. The President may call a meeting when deemed necessary.

Section 4. A simple majority of those present and voting is required to pass.

#### Article 9

##### Resignations

Section 1. A letter of resignation shall be submitted to the President or Vice-president by any willing to resign from office at least a week before the next chapter meeting.

Section 2. During a meeting when a resignation is presented, nominations will be taken to fill the office. A new officer will be elected the following meeting as described under Article 2, Section 5.

#### Article 10

##### Impeachment

Section 1. Considerations - All officers are expected to complete their duties as assigned to them in the SHPE Constitution and by-laws as well as maintaining the standards required of every member in the chapter . The removal of an officer is a serious matter and should only be done after giving the individual the opportunities to meet expectations. The advisor should have met with the individual at least once and have given the individual at least one written letter of warning on two separate occasion prior to the officer being considered for removal.

Section 2. The President shall preside over the matter unless the procedures are being initiated against him/her. In that case, the Vice-President shall preside in his or her place.

Section 3. During the impeachment proceedings the case will be presented. The officer under investigation will be given an opportunity to present his/her defense before the officers vote.

Section 4. Two-thirds of members are required for the impeachment to be carried out. A new officer will be nominated and elected as described under Article 2, Section 5.

Section 5. If the vote fails, then the same motion may not be introduced for the next two subsequent meetings.

#### Article 11

##### Amendments to Constitution

Section 1. Proposed amendments shall be submitted in writing to the membership at a general

meeting one week prior to the vote.

Section 2. A two-thirds majority of the active membership is required to amend the constitution.