Constitution of the Society of Hispanic Professional Engineers

We, the member of the Society of Hispanic Professional Engineers do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I – Name

The name of this organization will be the Society of Hispanic Professional Engineers, henceforth referred to as SHPE.

Article II – Purpose

SHPE changes lives by empowering the Hispanic community to realize their fullest potential and impacts the world through STEM awareness, access, support and development.

SHPE understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

Article III – Membership

Membership shall be limited to persons officially connected with the University of Maryland, College Park as faculty, staff or currently enrolled students. To become a member of SHPE, interested persons must register on the National SHPE website (shpe.org) as a member of Region IV and more specifically the University of Maryland’s chapter of SHPE. Memberships are renewed on an annual basis and depend on whether the interested parties have paid their membership due of $10/year.

The organization does not discriminate in violation of the University’s Code of Equity, Diversity and Inclusion (see http://www.president.umd.edu/policies/vi100bhtml) or in violation of University policies (see http://www.president.umd.edu/policies/vi105.html). The organization, its officers and members must agree to abide by University policies and procedures and applicable federal, state and local laws.

Article IV – Officers

SHPE will be governed by the following means:

1. An elected President will preside at all Executive Board meetings of SHPE. They should be present at 90% of the meetings and events and will act as the ‘face’ of SHPE.
2. SHPE shall also maintain a Vice President. The Vice President's duties shall be maintaining contact with corporate sponsors that the President is not already in direct communication with. Other duties shall be to preside at all meetings and functions that the President cannot attend.
3. Club members shall also elect a Chief Financial officer who will handle all dues, accounts, and new member fees and will act as the SGA liaison and who will complete a sponsorship packet to send to potential and current corporate sponsors as well as find new funding opportunities for SHPE at the beginning of every academic semester (or year, at the CFO’s discretion).
4. Club members shall also elect a Secretary who will handle all meeting minutes, list-serve messages, and other announcements. He or she will maintain all social media (Facebook, Twitter, etc.)
5. Club members may also choose to apply for the positions of Social chair, who will maintain photographic records of meetings and events, who will make flyers for events, and plan such events as to keep the SHPE student body involved through social or professional events. He or she is also responsible for applying to the Stamp Student Union for registration on an annual basis one month after SHPE new officer elections.

6. Club members may also choose to apply for the positions of Academic chair who will assist the Center for Minorities in Science and Engineering organize the annual Alumni Banquet. The Academic chair’s duties also include communicating with National as necessary and planning midterm and finals study events.

7. Club members may also choose to apply for the position of Community Service chair who will establish and run all SHPE Jr. chapters and events in local high schools as well as who will organize community service events both on campus and in the local area at a recommended minimum of 1 major event per semester.

8. Club members may also choose to apply for the position of Graduate Coordinator. The Graduate Student Coordinator plans and hosts engaging events for SHPE’s general body that pertain to post-baccalaureate education.

9. The role and duties of the staff advisor shall include providing counsel to the organization’s officers, aiding the CFO in managing the FRS account, etc.

10. All officers of this organization must be currently enrolled students at the University of Maryland College Park.

11. No other titled Executive Board positions may be created without submission in writing and must address needs not met by current board positions. General Executive board positions will be created at the board’s discretion to act in a supportive capacity to current members.

12. All Executive board officer positions must demonstrate a need of retention by showing proof of involvement of a minimum of 2 or 3 hours per week.

Article V – Operations

1. Voting Eligibility
   a. Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

2. Election Process
   a. All officers shall be elected by a majority vote of eligible voting members of SHPE. All elections will be held on an annual basis during the month of April with at least one week’s notice given prior to the meeting where elections are to be held. Terms of office shall begin immediately upon adjournment of the election meeting.
   b. The President will take nominations from the floor. The nominated parties will be allowed to vote.
   c. All voting shall be done by secret ballot to be collected and tabulated by the Secretary.
   d. Anyone running for the position of President must have been involved with SHPE for a minimum of 1 years, with at least a semester of Executive board experience; a member may mount a campaign to run for president but must be elected by popular vote; a president may be chosen by the Staff Advisor at his or her discretion for the interim if no suitable candidate is established.
e. Anyone running for other Executive Board position must have been involved with SHPE for a minimum of 1 semester with demonstrated involvement with the society.

3. Removal
   a. Any officer of SHPE in violation of the Organization's purpose or constitution may be removed from office by the following process:
   b. A written request by at least three members of the Organization presented to any Executive Board member.
   c. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.

Article VI – Amendments

1. The constitution is binding to all members of SHPE.
2. Amendments to the constitution may be proposed in writing by any voting member of SHPE at any meeting at which 2/3 of the voting members is present.
3. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
4. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

Article VII – Registration Renewal

SHPE will apply to the Stamp Student Union for registration on an annual basis one month after SHPE new officer elections. The Social chair is responsible for doing this.

Bylaws

1. Meetings
   a. General Body Meetings (GBMs) should be held on a monthly basis to update active members on upcoming events. They will follow the procedure set below:
      i. Attendance
      ii. Report by the President
      iii. Committee reports
      iv. Vote on all committee motions and decisions
      v. Any other business put forward by the members of the club
      vi. Presentation by corporate sponsor
      vii. Dismissal by the President
   b. Each semester, there must be at least one event for each of the five pillars of SHPE: Academics, Community Outreach, Chapter Development, Leadership Development, and Professional Development.

Article IX – Finances

SHPE will finance the activities it engages in by the following means:
1. Corporate Sponsor Donations – The sponsorship packet compiled by the Chief Financial Officer at the beginning of the year will be sent out to all current and potential corporate sponsors. Any donations resulting from said packet will be placed in SHPE’s FRS account for future use.

2. Fundraising Activities – SHPE members will actively seek out opportunities for fundraising, including food sales in the front lobby of Martin Hall, charging non-members for entrance into social events, etc.

3. SHPE will submit a budget to the Student Government Association Finance Committee or Graduate Student Government Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.