

# Society of Hispanic Professional Engineers (SHPE) Auburn Student Chapter



## Constitution and Bylaws

October 2010

[City], [State] [Postal Code]  
Phone: [Your Phone]  
Fax: [Your Fax]  
E-Mail: [Your E-Mail]  
Web: [Web Address]

# SHPE Auburn Student Chapter

1

## Table of Contents

### Constitution

Article I – Name and Affiliation	2
Article II – Purpose	2
Article III – Membership	2
Article IV – Officers	
Section 1 – Positions	3
Section 2 – Position Requirement	3
Section 3 – Term Limit	3
Section 4 – Officer Removal	3
Article V – Faculty Advisor	
Section 1 – Requirements	3
Section 2 – Advisor Removal	3
Section 3 – Duties	3
Article VI – Meetings	
Section 1 – General Chapter	3
Section 2 – Executive Committee	4
Article VII – Amendment	4

### Bylaws

Article I – Membership	
Section I – Members	5
Section II – Active Status	5
Section III – Expulsion	5
Section IV – Duties	5
Article II – Chapter Leadership	
Section I – Positions	5
Section II – Eligibility	5
Section III – Duties and Responsibilities	6
Article III – Officer Elections	
Section I & II – Process	8
Section III – Voting	8
Section IV – Transition	9
Section V – Officer Removal	9
Article IV – Faculty Advisor	
Section I – Duties	9
Section II – Requirements	9
Article V – Finances	
Article VI – Parliamentary Authority	
Article VII – Amendments	

## Constitution of the Society of Hispanic Professional Engineers Auburn Student Chapter

### Article I: Name and Affiliations

- 1-1-1 The name of this organization shall be as it is registered at the Dean of Students Office at Auburn University, *Society of Hispanic Professional Engineers Auburn Student Chapter*.
- 1-1-2 The organization shall be abbreviated as *SHPE-Auburn Student Chapter*.
- 1-1-3 The Auburn Student Chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers, Inc. (SHPE Inc.). The organization possesses the right to adopt its own rules and procedure within the framework of SHPE's rules and regulations, and Auburn University's rules and regulations.
- 1-1-4 This document shall be named the Constitution and Bylaws of the *Society of Hispanic Professional Engineers Auburn Student Chapter* and abbreviated as the *Constitution and Bylaws of SHPE Auburn Student Chapter*.

### Article II: Purpose

- 2-1-1 The purpose of this student chapter, being founded in September 2010, is to:
  - 1. Increase the number of Hispanic engineering students at Auburn University.
  - 2. Promote the advancement of Hispanic engineers and scientists in employment and education.
  - 3. Improve the retention of Hispanic students enrolled in engineering and science.
  - 4. Promote diversity and encourage students from other ethnicities to join our chapter.
  - 5. Develop and participate in programs with industry and the university which benefits students seeking technical degrees.
  - 6. Promote self-respect and self-sufficiency among students as professionals in science and engineering.
  - 7. Help our members improve their communication and leadership skills as well as advance in their future careers.
  - 8. Promote fellowship and communication between upper level students and incoming freshmen and transfer students.

### Article III: Membership

- 3-1-1 Membership is available to any full-time Auburn University student and activates upon payment of local chapter dues.

# SHPE Auburn Student Chapter

3-1-2 Members will be expected to maintain an active status through regular meeting attendance.

## Article IV: Officers

4-1-1 The officers of the organization shall be as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Fundraising/Philanthropy Chair
6. Web Master(s)

Officer duties are included in the SHPE Auburn Student Chapter Bylaws, Article II: Section III.

4-2-1 The President, Vice-President and Treasurer of SHPE Auburn Student Chapter shall be on a junior level standing or higher and an active member of the Chapter for at least one year prior to taking office.

4-3-1 Officers will hold office from the beginning of the summer semester until the end of the next spring semester. Officers may be re-elected.

4-4-1 In case of removal or vacancies refer to SHPE Auburn Student Chapter Bylaws, Article IV: Section IV.

## Article V: Advisors

5-1-1 The Chapter's Advisor must be a full time Auburn University faculty member. The officers shall invite and approve the Advisor. The officers must confirm the faculty advisor's commitment for the next academic year by the end of each academic year. The length of appointment is active until resignation or removal.

5-2-1 A faculty advisor may be removed for not carrying out the defined duties and expectations. The process shall be as follows:

- a. The officers will call a meeting with the faculty advisor to express concerns
- b. If the faculty advisor cannot commit to a meeting, it will be considered a resignation
- c. A majority vote by the officers will remove the faculty advisor
- d. Efforts toward filling the vacant position shall begin immediately

5-3-1 Refer to Article IV: Section I for Advisor duties.

## Article VI: Meetings

6-1-1 The purpose of the General Chapter Meeting shall be to keep the members at large interested, involved, and informed.

# SHPE Auburn Student Chapter

- 6-1-2 The President shall chair the General Chapter Meetings.
- 6-1-3 General Chapter Meetings shall be held no less than once a month.
- 6-1-4 The President, with the advice and consent of the Executive Committee, shall prepare the agenda for the meeting.
- 6-1-5 The agenda shall be strictly followed throughout the meeting. Therefore, any new business must be processed by the Executive Committee before motioned in the General Chapter Meeting.
- 6-1-7 *Robert's Rules of Order* shall govern all meetings.
- 6-1-8 Any number of regular members who are present shall constitute a quorum.
- 6-2-1 The Executive Committee shall meet at least as often as the General Chapter.
- 6-2-2 Other committees should meet as often as deemed necessary by the chairperson or advised by the Executive Committee.
- 6-2-3 *Robert's Rules of Order* shall govern committee meetings.

## Article VII: Amendments

- 7-1-1 Amendments to this *Constitution and Bylaws of SHPE Auburn Student Chapter* shall be submitted in writing to the Executive Committee for consideration.
- 7-1-2 After approval by the Executive Committee, the amendment shall be read in a general chapter meeting.
- 7-1-3 The amendment shall then be sent to all members via email.
- 7-1-4 At least one week after the email, the chapter shall vote on the amendment. A two-thirds vote of approval shall be required for adoption.

## Engineers Auburn Student Chapter

### Article I: Membership

- 1-1-1 Membership is available to full-time Auburn University students, graduate or undergraduate pursuing Engineering, Mathematics and Science degree.
- 1-1-2 Associate membership is available to any AU student pursuing a non-technical degree, AU faculty, AU staff, local professionals, and alumni.
- 1-2-1 Members of SHPE-Auburn must maintain active status by attending at least two meeting per semester. Students who are away from Auburn University completing a co-op work term will maintain active status for the semester.
- 1-3-1 At the end of each semester, the Executive Committee will review the membership roster and will evaluate the status of each active member. A member who does not comply with the requirements described above will automatically be expelled.
- 1-4-1 Dues are paid on a yearly basis and are collected at the beginning of the semester. The Executive Committee decides the amount of membership dues.

### Article II: Chapter Leadership

- 2-1-1 The officers of the organization shall be as follows:
  - 1. President
  - 2. Vice-President
  - 3. Treasurer
  - 4. Secretary
  - 5. Fundraising/Philanthropy Chair
  - 6. Web Master(s)
- 2-2-1 Candidates must meet the eligibility requirements listed below:
  - 1. All officers must be declared in good standing at the University as an undergraduate or graduate student
  - 2. All officers must be paid members (National and chapter dues) prior to taking office
  - 3. All officers must be in Auburn for the fall and spring semesters of their elected year or Advisor may approve circumstance
  - 4. Adhere to The Academic Honor Code as outlined in the student Tigercub Handbook.
- 2-3-1 General Officer Responsibilities
  - 1. Each officer shall be required to maintain a binder and/or digital record containing all typed correspondences, informational publications, records of events and all other records of his/her

# SHPE Auburn Student Chapter

activities. This record shall be transferred to the new officers before the end of the academic year to facilitate the transfer of administrations

2. Each officer shall be also responsible for attending all relevant chapter events barring conflicts

## 2-3-2 Detailed Officer Duties

### 1. President

- a. The following shall be the responsibilities of the President during his/her term:
  - i) Act as the chief executive officer of the chapter
  - ii) Charged with the execution of the rules and laws of the Chapter as established by the constitution
  - iii) Maintain the goals of the Chapter to the best of his or her abilities and to encourage the other officers to do likewise
  - iv) Serve as liaison between Auburn and SHPE National
  - v) Facilitate execution of SHPE National goals
  - vi) Serve as a representative for SHPE to the faculty or correspondence with industry (that does not overlap with the office of the Vice-President)
  - vii) Preside over all general body meetings
  - viii) Preside over Officer meetings for the purpose of organizing general meetings and other SHPE events
  - ix) Listening and delegating authority and tasks to each of the officers in an organized and fair manner
  - x) Overseeing and maintaining the proper registration of the organization with all appropriate organizations within the University and the University itself (SGA)
  - xi) Planning of regional and national event trips
  - xii) Preside, along with the Treasurer, over the overall allocation of the organizations money and the compilation of an itemized budget
  - xiii) Veto any distribution of the organizations funds that the President deems inappropriate
  - xiv) Vetoing any event that is held in the name of SHPE if the event is deemed as harmful to the organization
  - xv) Take on the responsibility of any officer should the position be vacant and have the power to delegate duties associated with the position to other officers
  - xvi) Submit annual report (NRP) to SHPE National
- b. The President shall be notified of all publications, flyers, and letters that bear the SHPE logo or that represent the organization in due time before they are published. The President can halt the distribution of any such document(s) if deemed that the document(s) is not representative of the organization.

### 2. Vice-President

- a. The following shall be the responsibilities of the Vice President during his/her term:
  - i) Assisting the President in the performance of his or her duties and shall preside at

# SHPE Auburn Student Chapter

- meetings in the absence of the President
- ii) Maintaining contact with corporations regarding the organization of general body meetings, funding requests, plant trips, etc.
- iii) Planning plant trips
- iv) Maintaining good relations between the Chapter and organizations within Auburn University
- v) Planning of regional and national event trips in conjunction with the President
- vi) Oversee the revision of the Chapter Constitution as needed
- vii) Organizing the T-shirt selection and sales and other fundraisers in conjunction with the Fundraiser/Philanthropy chair and the Treasurer.
- viii) Organizing the distribution of any awards that the Chapter endorses in conjunction with the SGA and the College of Engineering or COSAM
- ix) Oversee the updating of officer binders and facilitate officer transitions

## 3. Treasurer

- a. The following shall be the responsibilities of the Treasurer during his/her term:
  - i) Maintenance of SHPE expense account
  - ii) Collecting and maintaining a record of due paying members in conjunction with the Secretary
  - iii) Keeping adequate financial records and permit their inspection by anyone upon request
  - iv) Maintain budgetary records of each officer
  - v) Work in conjunction with the Fundraiser/Philanthropy Chair
  - vi) It will be the Treasurer's responsibility to present annual budget and complete financial reports to the entire SHPE membership.

## 4. Secretary

- a. The following shall be the responsibilities of the Secretary during his/her term:
  - i) Maintaining a membership database that should include up-to-date information of the members
  - ii) Maintaining sign-in sheets at all meetings
  - iii) E-mail the above records to the Webmaster for posting
  - iv) Acquiring room reservations and any further details required for smooth running of general body meetings including contracting speakers, when necessary, and obtaining any equipment they may require
  - v) Organize the membership recognition awards, including but not limited to Most Active Member and Perfect Attendance awards
  - vi) Maintaining an alumni database to the best of his/her ability
  - vii) Send e-mails and reminder e-mails for all chapter events and meetings
  - viii) Record key points discussed in officer meetings and send them to all the officers
  - ix) If sufficient funds are available for food for meetings, plan and coordinate food before meetings.

## 5. Fundraising/Philanthropy Chair



- a. The following shall be the responsibilities of the Fundraising/Philanthropy Chair during his/her term:
  - i) Advertise SHPE Chapter meeting around campus
  - ii) Oversee the organization of all SHPE Volunteer Activities
  - iii) Work with Treasurer to raise money for the chapter
  - iv) Plan and organize fundraising events
  - v) Plan and budget social events as well as promote faculty and student events
  - vi) Organize sales of the Chapter T-shirt

## 6. Webmaster(s)

- a. The following shall be the responsibilities of the Webmaster(s) during his/her (their) term:
  - i) Maintaining and updating the SHPE homepage as well as facebook group
  - ii) Update Chapter e-mail lists
  - iii) Overseeing any technological challenges encountered by the Chapter
  - iv) Serve as a photographer at necessary events, or delegate photography
  - v) Keep chapter documents (constitution, bylaws, records, etc.)

## 7. Chairs/Committees

- a. Chairs and Committees may be created as needed and supervised by the corresponding officer. The majority must vote for a chair or committee before preceding the action, in which the chair or committee has been created.

## Article III: Elections

- 3-1-1 The officers for the organization shall be elected annually, the elections being held in the last meeting of April.
- 3-2-1 One week before elections, chapter members shall submit via e-mail their nominations. Nominations may be made at the election meeting as well. Members may nominate themselves.
- 3-2-2 There may be more than one Webmaster Chair, which shall be decided by the majority of votes.
- 3-2-3 Officers may be re-elected for another term.
- 3-3-1 The vote shall be by secret or non-secret ballot as specified by the majority of votes. Members unable to attend elections can vote via e-mail; sending their proxy vote to the Advisor. Only members shall be qualified to vote.
- 3-3-2 A candidate receiving a majority of the votes shall be declared elected. If no one receives a majority, a run-off will be held between the two candidates that received the most votes. In the event of a tie, the Advisor shall cast the deciding vote.
- 3-4-1 The newly elected officers will take office as soon as spring semester ends. An officer transition

meeting shall be held between each outgoing officer and the respective incoming officer in their corresponding position to pass on materials and advice.

- 3-5-1 In the event an officer fails to fulfill the eligibility requirements he/she shall resign immediately.
- 3-5-2 If it is believed an officer is not fulfilling his/her duties, then he/she shall be removed immediately with two out of three of the following:
  - a. A majority decision of the officers
  - b. A majority vote by the Chapter
  - c. Recommendation from the Advisor
- 3-5-3 In the event an officer steps down or the position becomes vacant by any of the two previous sections, then nominations and election shall be held to fill vacant position.
- 3-5-4 If the President resigns or is removed, then the Vice-President shall assume his/her position. Nominations and election shall be held for a new Vice-President.

## Article IV: Advisors

- 4-1-1 Duties
  - 1. Attend most of the general meetings
  - 2. Meet with the officers for updates on Chapter decisions
  - 3. Sign all required documents
  - 4. Advise on organization leadership, possible guest speakers and Auburn University policies
  - 5. Serve as liaison between Auburn University administration and other appropriate groups
  - 6. Make suggestions for possible fundraisers and/or activities
- 4-2-1 The Chapter's Advisor must be a full time Auburn University faculty member. The officers shall invite and approve the Advisor. The officers must confirm the faculty advisor's commitment for the next academic year by the end of each academic year. The length of appointment is active until resignation or removal.

## Article V: Finances

- 5-1-1 All credits, withdrawals, and checks from the organizations checking account must be approved by the president or treasurer as well as the advisor of the organization.
- 5-1-2 All deposits will be made by officers who are account holders.
- 5-1-3 All forms of income (such as dues or fundraiser) are to be deposited into the organizations banking account and recorded. No income will be spent without being deposited in the checking account first.
- 5-1-4 The treasurer will make available all finances of the organization by the end of every semester, unless requested by the executive board.

## Article VI: Parliamentary Authority

6-1-1 All meetings and elections shall be governed by *Robert's Rules of Order*.

## Article VII: Amendments

7-1-1 Amendments to this *Constitution and Bylaws of SHPE Auburn Student Chapter* shall be submitted in writing to the Executive Committee for consideration.

7-1-2 After approval by the Executive Committee, the amendment shall be read in a general chapter meeting.

7-1-3 The amendment shall then be sent to all members via email.

7-1-4 At least one week after the email, the chapter shall vote on the amendment. A majority of votes of approval shall be required for adoption.