

THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS

Texas Tech University

Region 5

BYLAWS

Established June

1990

Revised:

July ##, 2023

Constitutional Bylaws of the Society of Hispanic Professional Engineers Texas Tech University Student Chapter

ARTICLE I Name of the Organization

The name of this organization shall be The Society of Hispanic Professional Engineers-Texas Tech Student Chapter, hereafter referred to as SHPE at TTU within this document.

ARTICLE II Purpose/Objective

The purpose of this student chapter, being funded in June 1990, is to:

1. Increase the number of Hispanic engineering students at Texas Tech University.
2. Promote the advancement of Hispanic engineers and scientists in employment and education.
3. Develop and participate in programs with industry and the university which benefits students seeking technical degrees.
4. Improve the retention of Hispanic students enrolled in engineering and science.
5. Provide a forum for the exchange of technical information among Hispanic engineering/science students enrolled at Texas Tech University.
6. Promote self-respect and self-sufficiency among Hispanic as professionals in science and engineering.
7. Promote excellence and pride among Hispanic engineers and scientists.
8. Promote fellowship and communication between upper-level students and incoming freshmen and transfer students.

ARTICLE III Association

Section 1. Affiliation

The Lubbock 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 procedures within the framework of SHPE Inc.'s Rules and regulations and Texas Tech University's rules and regulations. This student chapter will be part of the "local" as defined by the regional vice-president and the local professional chapter presidents. All active members will abide by all rules and guidelines written within this document. All active members and alumni will work with the TTU SHPE to promote ideas and objectives of the Society of Hispanic Professional Engineers.

Section 2. Non-discrimination

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

ARTICLE IV Membership

Section 1. General Membership

Membership shall consist of two distinct statuses: Active member and alumni. Qualifications for membership shall be as provided in the Bylaws.

Section 2. Membership Dues

1.1 Each Member shall pay dues to begin and or maintain Membership.

1.2 Dues will be for all Underclassmen and Graduates:

- \$15 per semester: Undergraduate Students – Graduate Students
- \$15 year - SHPE National (paid through website)

1.3 Dues will be for Freshman and Transfer students:

- \$15 - TTU SHPE

1.4 Membership dues will be collected throughout the first two months from the first meeting of each semester.

1.5 TTU SHPE dues can be paid in cash or credit to TTU SHPE treasurer.

Section 3. Obligations of Membership

Every active and alumni member shall be granted the privileges of TTU SHPE and must assume the obligations for life of membership.

Section 4. Expulsion

The expulsion of a member of the organization shall be as provided in the Bylaws. A member may be expelled for dishonorable or improper conduct, disloyalty and actions that are harmful to TTU SHPE and Texas Tech University Student Code of Conduct. Any member or officer can submit a member in violation of the organization purpose or constitution to the president. This violation will be reviewed at the next executive board meeting. If the executive board finds the violation credible then they will schedule a time for the member to come speak to the executive board about the violation. After this meeting, a majority vote between the executive offices will decide whether the member is expelled or not.

Section 5. Accountability & Removal Process

1.1 Any member or officer can submit a member in violation of the organization purpose, requirements, constitution, or university policy to the president.

1.2 Once the president receives the violation it will be reviewed at the next executive board meeting.

1.3 If the executive board finds the violation creditable then they will schedule a time for the member to come speak to the executive board about the violation.

1.4 After the meeting with the member in question the executive board will take a vote on whether to move forward with a warning, probation, or removal process. A unanimous vote is required to move the process forward. The executive board can also identify there was no violation and there is no need to move forward with an accountability process.

Section 6. Undergraduate Student Membership

An undergraduate student member shall be any student pursuing any STEM (Science, Technology, Engineering and Mathematics) degree. Undergraduate student members must maintain a minimum GPA of 2.0 to retain their membership in TTU SHPE.

Section 7. Post-Baccalaureate Membership

A post-baccalaureate member must be a full-time student pursuing an advanced STEM degree.

Section 8. Associate Student Membership

An associate student member shall be any student pursuing a non-technical degree. Associate student members must maintain a minimum GPA of 2.0 to retain their membership in TTU SHPE. Associate student membership shall have limited TTU SHPE privileges such as exclusion from the point system.

Section 9. Member Point System

1.1 A member point system may be used to help determine and promote an important level of student involvement with the chapter.

1.2 A maximum of one point shall be given for each hour of attendance and/or participation in meetings, social events, and community service projects and or other events deemed deserving of a point decided by the executive officers, point value determined.

1.3 A maximum of 3 points shall be given to members under certain circumstances per event i.e. (Staying extra time at an event, being the only volunteer member at an event, etc.)

1.4 Point system table

3pt: General Meeting Attendance

2pt: SHPE Jr. Attendance, Fundraiser Volunteering

1pt: Fundraiser Show up, Study Hours Attendance, Community Service, Social Event Attendance, Intramural Game Attendance

Section 10. Jurisdiction and Duties

The duties of the organization are as follows:

1.1 Guide its members in fulfillment of the ideas and objectives of TTU SHPE by creating laws for governing TTU SHPE.

1.2 All business pertaining to TTU SHPE shall be conducted by majority vote.

ARTICLE V Officers

1.1 The term of an Executive Officer shall be 1 year, Fall to Spring Semester; Non-executive officers shall hold office per semester.

1.2 Officers of TTU SHPE are required to attend all meetings and may be absent no more than two unexcused absences.

1.3 Officers are only allowed to miss due to academics in extreme circumstances i.e. (Exams, academics, out of town, job interviews, family matters.)

1.4 Potential candidates for Executive and Non-Executive positions must qualify based on certain criteria to be considered and run for desired position.

1.5 Executive Roles:

- President
- External Vice President
- Internal Vice President
- Treasurer
- Secretary

1.6 Non-Executive Roles:

- SHPE Representative
- SHPE Mentor
- Historian
- Webmaster
- SHPE Jr. Mentor
- Graduate Ambassador
- Chairs

1.7 Criteria Table

President

- 1 year of Executive Position

External Position

- 1 year of Executive Chair
OR
- 1 semester Non-Executive Position

Non-Executive

- Paid Membership for an entire year
- Point regulation
OR
- 1 semester of Non-Executive Chair

- Point regulation

Executive Chair

- Paid Membership for an entire year

Non-Executive Chair

- Paid Membership for 1 semester

1.8 All potential candidates and the current five Executive officers must be part of the top 25% of members with the highest points.

1.9 All five Executive officers must maintain a GPA of at least 2.5 to uphold these positions.

Section 1. President

1.1 The President shall represent the chapter and be responsible for all business concerning the chapter.

1.2 The President shall have full power in the management and business of the chapter and shall see and establish all policy of the chapter and/or other functions or activities under the direction of the chapter.

1.3 The President shall also be the official spokesperson for the chapter, manage the other operating officers and manage the day-to-day affairs of the chapter.

1.4 The President shall maintain a working knowledge of the National SHPE By-laws, chapter constitution, and University policy with regarding to students and student organizations as well as maintaining and making amendments to the local constitution as requested by the president or membership.

1.5 The president shall function as student advisor to the officers and members on matters pertaining the abovementioned items.

1.6 The president shall also be able to inform officers or members of potential disciplinary action if national or local TTU SHPE or University policy is violated.

1.7 In addition, the President shall preside over officer election using an accepted Parliamentary-type procedure.

1.8 The President shall oversee booking rooms for TTU SHPE general meetings.

1.9 The President shall assist other officers as needed.

1.10 The President shall oversee registering TTU SHPE with TTU SGA and for the SHPE National Conference and SHPE Regional Conference.

Section 2. External Vice President

1.1 The External Vice President shall assist the President in all business concerning the chapter and shall function as President pro tempore in the latter's absence.

1.2 The External Vice President will also oversee the external affairs of the chapter (industrial relations, company tours, guest speakers, etc.).

1.3 The External Vice President shall be responsible for all proposals and maintaining company contacts.

1.4 The External Vice President shall keep an updated calendar for planning and executing events.

Section 3. Internal Vice President

1.1 The Internal Vice President shall assist the President and External Vice President in all business concerning the chapter.

1.2 The Internal Vice President shall also oversee the internal affairs of the chapter (Noche de Ciencias, social activities, banquets etc.)

1.3 The Internal Vice President shall directly look over the Freshman Representative community service affairs.

1.4 The Internal Vice President shall oversee all recruitment and retention for the chapter.

1.5 The Internal Vice President shall oversee fundraising and appointing a fundraising committee chair.

Section 4. Secretary

- 1.1 The Secretary will take the minutes of the meeting and post them.
- 1.2 The Secretary will also oversee the records of the chapter and tally elections votes.
- 1.3 The Secretary shall also be responsible for recording and reporting to members the number of points they have received and for what activities.
- 1.4 The Secretary shall also actively maintain the membership email database, contact list of graduate/graduating members.
- 1.5 The secretary shall send out weekly updates via email or other media forms.
- 1.6 The Secretary may send out surveys to collect informative data about the needs and wants for the chapter.

Section 5. Treasurer

- 1.1 The Treasurer shall maintain records of money received or disbursed.
- 1.2 The Treasurer shall maintain and provide a monthly report for all financial records to the officers only.
- 1.3 The Treasurer shall create a budget for the entire year and must have it approved by the president.
- 1.4 The Treasurer must have approval from the president or advisor to used finances.
- 1.5 The Treasurer must follow all SGA and Texas Tech University Policies.
- 1.6 The Treasurer must submit all Travel forms (receipts) to SGA, EOC.
- 1.7 The Treasurer must collect all memberships' dues (cash, checks, square) and TTU SHPE Transactions.
- 1.8 The Treasurer must keep track of the pre- and post- expense reports.

Section 6. SHPE Representative

- 1.1 The SHPE Representative shall oversee all Texas Tech intramural sports.
- 1.2 The SHPE Representative shall attend all SORC meetings required by the University.
- 1.3 The SHPE Representative shall function as the SGA liaison.
- 1.4 The SHPE Representative shall oversee recruitment and retention under the Internal Vice President.
- 1.5 The SHPE Representative shall attend Red Raider Orientation throughout the academic year at Texas Tech.
- 1.6 The SHPE Representative will assist all other officers.

Section 7. Webmaster

- 1.1 The Webmaster shall maintain the chapter website by posting upcoming events and news for members.
- 1.2 The Webmaster shall also assist the officers as required.
- 1.3 The Webmaster shall keep and update records on the website (OrgSync).
- 1.4 The Webmaster shall make sure that all information posted on Facebook and other social media sites shall be retained and backed up on the webpage.

Section 8. SHPE Mentor

- 1.1 The SHPE Mentor shall promote academics to all SHPE members.
- 1.2 The SHPE Mentor shall provide tutoring schedules from Texas Tech.
- 1.3 The SHPE Mentor shall function as liaison for the EOC.
- 1.4 The SHPE Mentor shall maintain a record of available Scholarships for Texas Tech, SHPE, HSF, etc.
- 1.5 The SHPE Mentor shall host scholarship workshops.
- 1.6 The SHPE Mentor shall assist other officers.

Section 10. Historian

- 1.1 The Historian will maintain multimedia records for the SHPE chapter.
- 1.2 The Historian will design flyers and advertisements that the chapter may need.

1.3 The Historian will also make any slideshow that will help the chapter with publicity in any other organization or affiliation.

1.4 The Historian will also oversee any magazine submissions or advertisements needed or hosted by SHPE National.

Section 11. Jr. SHPE Mentor

1.1 Starting fall 2014 the SHPE Jr. Mentor Shall work towards the formation, maintenance, and advising of any SHPE Jr. Chapter in the area.

1.2 The SHPE Jr. Mentor shall be responsible for registering the SHPE Jr. Chapter with Nationals. 1.3 The SHPE Jr. Mentor shall be responsible for keeping up to date on National Jr. SHPE Events.

1.4 The SHPE Jr. Mentor shall assist SHPE Jr. Chapter with BEST Robotics Competition.

1.5 The SHPE Jr. Mentor shall assist SHPE Jr. Chapter with FIRST Robotics Competition.

1.6 The SHPE Jr. Mentor shall fill out SHPE Jr. Report and submit it to Nationals.

1.7 The SHPE Jr. Mentor shall meet with SHPE Jr. twice a month.

1.8 The SHPE Jr. Mentor shall provide a minimum of 2 workshops given by SHPE Inc.

1.9 The SHPE Jr. Mentor shall work along with Executive Board to host “Noche De Ciencias.”

1.10 The SHPE Jr. Mentor shall create a committee(s) to help SHPE Jr. Events, Activities, and Programs.

Section 12. Graduate Ambassador

1.1 The Graduate Ambassador shall actively be involved in the Graduate School Council (GSAC) and actively recruit and promote SHPE for other graduate students.

1.2 The Graduate Ambassador shall conduct at least one graduate event per semester.

1.3 The Graduate Ambassador shall present graduate tips such as GRE and FE presentation exams.

1.4 The Graduate Ambassador shall promote and participate in related activities at the regional and national level.

Section 13. Chairs/Committees

1.1 Chairs and committees may be created as needed, to be supervised by the corresponding officer.

1.2 The majority must vote for a chair or committee before preceding the action in which the chair or committee has been created.

ARTICLE VI Appointments/Nominations/Elections/Voting

Section 1. Appointments

1.1 Appointment of officers will hold position from Fall to Spring semester (1 year term)

1.2 Executive Roles:

- President
- Internal Vice President
- External Vice President
- Treasurer
- Secretary

1.3 Non-Executive Roles:

- SHPE Representative
- SHPE Mentor
- Historian
- Webmaster
- SHPE Jr. Mentor

- Graduate Ambassador
- Chair

Section 2. Nominations

- 1.1 Nominations for each office shall be taken at one general meeting prior to elections.
- 1.2 Nominations will last two weeks from Wednesday to Tuesday.
- 1.3 Individuals running may nominate themselves or be nominated by someone else during nominations or via email to tech.shpe@gmail.com.
- 1.4 Individuals must be seconded via email if the nominee was nominated via email.
- 1.5 Any regular member in good academic standing is eligible for nomination but some restrictions may apply for executive officers. All nominations must be seconded.
- 1.6 Candidates may be obtained for more than one office and may also run for more than one office.
- 1.7 No Executive officer may hold a higher office in another organization. The Executive officers must have been an officer in a previous semester and an active member the year prior to elections to be able to understand and acknowledge the needs of the chapter.

Section 3. Voting

- 1.1 Elections shall be held 3 weeks prior to the last day of the semester; following the nominations. This will aid in providing a transitioning phase between current and incoming officers.
- 1.2 All regular members of TTU SHPE are eligible to vote.
- 1.3 Voting shall be conducted by using a closed voting system tallied by the Secretary. A winning vote shall constitute a simple majority of the eligible voters present.
- 1.4 Nominated persons must be present at the elections to be elected for office unless a written request has been submitted at least two weeks prior to the election meeting.
- 1.5 The secretary shall be responsible for tallying and recording votes if he/she is not being reelected otherwise, any other outgoing officer shall tally and record the votes.
- 1.6 Winning candidates shall assume office beginning on the first meeting of the incoming semester and shall shadow their predecessor during the 3-week transition period.
- 1.7 Questions shall be asked prior to voting.
- 1.8 Members MUST BE PRESENT to vote during elections.

Section 4. Officer Transition

All the materials in the hands of current officers must be turned over to the incoming elected officers within a week of the date of replacement in the most constructive and effective manner possible.

ARTICLE VII Meetings

Section 1. Definition of a quorum

A quorum constitutes a majority number of regular members who are present.

Section 2. General Meetings

The general meetings shall be held on a minimum of a bi-weekly basis.

Section 3. Election Meetings

Elections shall be held by the last meeting of the semester.

Section 4. Parliamentary Authority

All Executive Officer meetings and any parliamentary procedures shall adhere to “Robert’s Rules of Order.”

ARTICLE VIII Resignations and Impeachment

Section 1. Resignations

- 1.1 A letter of resignation shall be submitted to the President or Vice Presidents by any person willing to resign from office at least a week before the next chapter meeting.
- 1.2 During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the group during the following week by a show of hands.
- 1.3 In case an Executive officer resigns without fulfilling the year (Fall to Spring) with an unreasonable excuse, the person shall be placed in probation for a year to prove commitment to the student chapter before he/she runs again for an officer position excluding executive positions.

Section 2. Impeachment

- 1.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to resolve the matter.
- 1.2 During the impeachment proceedings the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officer's vote.
- 1.3 Majority of the officers will decide whether the impeachment will be conducted. A new officer will be nominated and elected as described under Article VI, Sections 1, 2, and 3.

ARTICLE IX Financial Procedures and Fundraising

Section 1. Documentation

- 1.1 Any costs occurred by the organization may be paid by the President or Treasurer.
- 1.2 All expenditure must be documented with an itemized receipt by the Treasurer.
- 1.3 All income must be deposited within 24 hours of receiving it. All income must be documented by a deposit slip.
- 1.4 Any funds donated to the organization shall be deposited into the TTU SHPE bank account within 24 hours of receiving it.
- 1.5 A monthly report for all financial records will be created/maintained by the Treasurer and available to the officers only.
- 1.6 In the event that TTU SHPE ceases to exist, all assets shall be donated to SHPE National.
- 1.7 Fundraising shall be a group effort by all officers. The Internal Vice President shall be responsible for the event and direct tasks as needed to all other officers (i.e., the Treasurer shall be responsible for all finances related to the event, the Historian shall advertise the event...etc.)

ARTICLE X Regional Leadership Development Conference and National Conference (RLDC)

Section 1. Eligibility

- 1.1 A member must meet requirements under the point system to be eligible to attend as a delegate for the National SHPE Conference and RLDC.
- 1.2 A member must maintain a minimum GPA of 2.5
- 1.3 If a regular member is eligible to attend RLDC or SHPE National Conference, the student chapter shall pay their registration fee with regards to the current TTU SHPE budget.

Section 2. Executive Officers

- 1.1 Executive officers (President, External, Internal Vice President, Treasurer, Secretary) must fulfill the requirements of article X section 1 to be eligible to attend RLDC and/or SHPE National Conference with full or partial reimbursement of travel expenses depending on TTU SHPE budget.

1.2 Executive officers must also be in the top 25% of the point system to be eligible to attend RLDC and/or SHPE National Conference.

Section 3. Non-Executive Officers - Chairs

1.1 Other officers (SHPE Representative, SHPE Mentor, Historian, Webmaster, Graduate Ambassador, and SHPE Jr. Mentor) must fulfill the requirements of article X Section 1 to be eligible to attend RLDC and/or SHPE National Conference.

1.2 Regular officers will have the benefit to get their registration fee for the National Conference covered by the Student Chapter as a reward for their commitment to the chapter with up to 25% partial reimbursement of travel expenses depending on TTU SHPE budget.

1.3 Regular Officers must be in the top 25% of the point system to be eligible to attend RLDC and/or SHPE National Conference.

Section 3. Regular Members

1.1 Regular members must fulfill the requirements of article X Section 1 to be eligible to attend RLDC and/or SHPE National Conference.

1.2 Regular members will have the benefit to get their registration fee for the SHPE National Conference and RLDC covered by the Student Chapter as a reward for their commitment to the chapter if decided by executive officers as qualified.

1.3 Regular members must be in the top 25% of the point system to be eligible to attend RLDC and/or SHPE National Conference.

ARTICLE XI Advisor

1.1 There will be one faculty/staff advisor of the student organization. The faculty/staff advisor will not have any voting privileges and be an ex-officio member.

1.2 A new advisor will be selected with the help of the executive board and current advisor. The new advisor will be identified and notified of the request to become advisor within a week of the previous advisor's notice of resignation.

1.3 Responsibilities of the advisor are to provide advice on the affairs of the chapter including finances, growth, and travel.

ARTICLE XII Amendments of the Constitution

1.1 Amendments to this constitution shall be submitted in writing to the TTU SHPE Officers for presentation to the general body during a regular meeting. Voting on amendments shall take place at the following regular meeting in which the amendment was introduced. A simple majority vote is required by the general body for an amendment to pass. The TTU SHPE Amendments shall be reviewed and updated at the end of every year to reflect the changing needs of the TTU SHPE.