

The Society of Hispanic Professional Engineers at UCR



-Constitution-

Article I: Name of the Organization

The name of the organization is the University of California Riverside (UCR) Student Chapter of the Society of Hispanic Professional Engineers (SHPE). Henceforth, the organization shall be referred back to as SHPE at UCR.

Article II: Purpose and Objective

The purpose and objective of this organization is to promote the advancement of Hispanic Engineers and Scientists in education and in future employment. We will accomplish this through: Improving the retention and enrollment of Hispanic students in engineering and science whom are seeking technical and science degrees

Providing a forum for the exchange of information pertinent to the development of future Hispanic professionals

Developing opportunities in the local Hispanic community

Article III: Association

Section I: Affiliation

SHPE at UCR is a non-profit organization affiliated with the Society of Hispanic Professional Engineers, Inc (SHPE, Inc.). SHPE at UCR possesses the right to adopt its own rules and regulations.

Section II: Non-Discrimination

No person shall be denied membership in SHPE at UCR because of race, color, sex, disability, nationality, religious affiliation, sexual orientation, or course of study.

Article IV: Membership

College students pursuing a degree in any course of study are eligible for membership in SHPE at UCR. Active Members are those that:

Attend no less than 60 percent of the general meetings, from the time they attend their first meeting.

Pay the dues, if any, established by SHPE at UCR

Take active part in SHPE sponsored activities and committees

Will be eligible to run and vote for an office position

Will be eligible to apply for SHPE Member-only scholarships
Will be considered first for SHPE Event support, i.e. Funding for Conferences
Associate Members are those that:
Attend less than 60 percent of the general meetings, from the time they attend their first meeting.
Pay the dues, if any, established by SHPE at UCR
Will not be eligible to run for an officer position

Article V: Committees

The affairs of SHPE at UCR shall be dealt with by three committees, the Leadership Committee, the Student Affair Committee, and the External Affair Committee. The latter two committees will report to the Leadership Committee.

Section I: The Leadership Committee

The Leadership Committee is responsible for overseeing all the activities and proceedings of SHPE at UCR. Each position will consist only one member unless stated otherwise. The Leadership Committee shall consist of the following student members:

Committee Chairperson(s) [**President(s)**]: Maximum of two members for the Committee Chairperson position shall be allowed and be referred to as Co-Presidents. The Committee Chairperson shall represent SHPE at UCR as the chapter's official spokesperson, and shall oversee all of SHPE at UCR's functions and activities. The Committee Chairperson(s) shall also oversee the Leadership Committee. The Chairperson(s) will be the liaison for the College of Engineering Leadership Council (CELC), and will oversee the compilation of meeting agendas. The Chairperson(s) will assume the title of President(s) when representing SHPE at UCR on campus, in regional and national activities, and when maintaining contact with Professional Chapters in the area. The Chairperson(s) shall be responsible for the Mid-Year-Report and the End-of-the-Year-Report that are submitted to the National office and to the Office of special Programs.

Committee Vice-Chairperson [**Vice-President**]: The Committee Vice-Chairperson shall assist the Chairperson(s) in all of SHPE at UCR business in the above mentioned duties, and shall act as Chairperson Pro Tempore in the latter's absence. It will be the responsibility of the Committee Vice-Chairperson to oversee the registration of SHPE at UCR members for their chapter and national memberships and for regional and national conferences. It will also be the responsibility of the Committee Vice-Chairperson to keep an updated list of member emails and compose emails to members regarding SHPE matters.

Committee Financial Chairperson [**Treasurer**]: The Financial Chairperson shall maintain books and record of all monies received or disbursed by SHPE at UCR. The Financial Chairperson shall keep records of members who have paid their dues, if any. The Financial Chairperson shall make quarterly reports listing all SHPE at UCR transactions, liabilities and assets to the Board. The Financial Chairperson will also request funding from ACE funding from the SHPE National Office every year. The Financial Chairperson shall see that reimbursements and refunds to those members that have contributed to SHPE at UCR be handed out. The Financial Chairperson, with the help of the External Affairs Committee, and with the help of other committees as warranted, shall request funding from surrounding companies, and from ASUCR.

Committee Secretary: **The Secretary** shall scribe the minutes of each SHPE at UCR meeting and provide them to the chapter's Webmaster(s) for public posting within one week of each

meeting. The Committee Secretary shall be responsible for recording the attendance at each SHPE at UCR meeting, keeping a record of all of SHPE at UCR's documents, including and not limited to: SHPE at UCR's Constitution, minutes, agendas, membership applications, registration forms, Continuous Feedback Forms and shall be responsible for tallying votes for any elections held by SHPE at UCR.

Section II: The Student Affairs Committee

The **Student Affairs** Committee will be responsible for handling student services and social activities for SHPE at UCR. It will consist of three elected positions: Internal Affairs, Student Representatives, and the Webmaster(s). Unless stated otherwise each position will consist of only one elected official

Internal Affairs: The Internal Affairs responsibilities include and are not limited to organizing and running activities that serve the student members, organize a social to be taken place at the end of each quarter, submit Club Registration forms to Student Life and Leadership (SLL) and attend Club Orientation, and collect information in SHPE at UCR mailboxes in SLL and in Chicano Student Programs (CSP). The Internal Affairs will serve as the liaison for other clubs on campus and will work with the Student Representatives in order to maintain club relationships and organize activities.

Student Representative(s): Maximum of three members for the Student Representative position shall be allowed. The Student Representative(s) will assist the Internal Affairs Chair in the organizing and running of activities. The responsibilities of the Student Representative(s) include, and are not limited to attending recruiting events, i.e. Bear Facts, Bienvenida; Club exposure and promotion, i.e. fliers, Highlander ads, ASUCR event booths. Maintaining the club poster board and to organize a social activity to be taken place at the beginning of each quarter.

Webmaster(s): Maximum of three members for the Webmaster position shall be allowed. The Webmaster(s) shall be responsible for providing, updating and maintaining a SHPE at UCR's website that is interactive, user friendly and informative. Updates and maintenance should be on a weekly basis, check SHPE at UCR email, search and post online scholarships. Also, posting any documentation handed in by an officer upon approval of the Leadership Committee and posting any announcements regarding SHPE at UCR matters.

Historian: The Historian shall work along with the Leadership Committee Secretary to keep an accurate account of SHPE activities. The Historian shall also be responsible for taking photographs at meetings, conferences and other SHPE activities, therefore the Historian's attendance is necessary at most events. The Historian should also work with the Student Representative(s) in order to work on projects such as the poster board, and club exposure and the End of The Year Presentation, i.e. slide show.

Section III: The External Affairs Committee

The **External Affairs** Committee will be responsible for dealing with affairs that deal with sources, organizations, and contacts outside of SHPE at UCR. Its members shall consist of two elected positions: the External Affairs Chair, and Fundraising Chair

Fundraising Chair: The Fundraising Chair will be responsible for organizing and running activities that raise funds for SHPE at UCR. These activities include, but are not limited to written proposals, food sales and competitions. The Fundraiser Chair shall work together with the External Affairs Chair and Treasurer when working on proposals.

External Affairs Chair: The External Affairs Chair will be responsible for maintaining records of industry contacts, including company names, contact person's, and their specific contributions to the organization. The External Affairs Chair will also be responsible for maintaining these industry contacts and establishing new contacts. They will, with the Leadership Committee,

form relationships with industry, with the goal of benefiting all involved.

The **External Affair Committee** will be responsible for organizing activities that benefit the local community, inspiring young people to succeed in their education. Activities the Committee will organize include, but are not limited to, tutoring, homework assistance, mentoring, presentations, and field trips.

Section IV: The Advisor

The Director of Special Programs will serve as the advisor. The advisor is to advise the committees on SHPE at UCR matters. The advisor will also arbitrate any unresolved issues between or within committees. The Advisor will also serve as a liaison between SHPE at UCR and college faculty leadership.

Article VI: Meetings

Section I: Quorum

A quorum in any affairs where it will be needed shall consist of two-thirds of the Board and two-thirds of the active membership.

Section II: Committee Meetings [Board Meetings]

SHPE at UCR active members may attend the Committee meeting. Time and location of these meetings shall be announced to the general membership. Attendance is mandatory for all committee members. A committee member should advise the Leadership Committee Chair if he/she will not be able to attend a meeting well in advance, at least 24hrs, unless it is an emergency. If a committee member does not attend a meeting without notice, he/she will provide a reason to the Committees at the next available meeting. If absences and inactivity become a problem the Leadership Committee has the right to begin the Impeachment process.

Section III: General Meetings

General membership meetings shall be held at least four times a quarter. A quarterly calendar will list the scheduled general meetings. Attendance is mandatory for all committee members; SHPE at UCR understands that academics comes first, therefore it is also understood that class comes before meetings. The organizing and running of the meetings shall be planned by committee members for the benefit of themselves and the general membership.

Article VII: Elections

Section I: Nominations

Elected positions include Leadership Committee, Student Affairs Committee, and External Affairs Committee members. Active members in good academic standing (cumulative GPA: 2.0) are eligible to be nominated for committee membership. Nominees need not be present to accept the nomination. Nominations must be made by paid members and nominees must be paid active members. Members may nominate themselves. In order to be considered, nominations must be seconded. The order of nomination shall be the same as the order of the committee members on this constitution.

Section II: Voting

Election of officers shall be held during the second to last meeting in Winter Quarter. Only active members are eligible to vote. An absentee vote shall be accepted if submitted in a sealed envelope to the SHPE at UCR advisor prior to the elections. Voting shall be by secret ballot and a majority votes shall constitute a vote.

Section III: Declaring a Winner

To be declared a winner of an election, an officer must receive a majority of the votes cast. A majority shall be defined as one more than fifty percent of the total votes cast. In the event that no one candidate receives a majority of the votes cast, a run-off election will be held between the top two nominees, and the winner shall be the candidate that receives a majority of the votes cast.

Section IV: Installation of Officers

Newly elected officers shall assume office at the end of the Spring Quarter. Officers shall be installed no later than the end of June (at the May banquet?). Newly elected officer are to be briefed on their duties and responsibilities, and given materials and documents relevant to their office before installation. The outgoing Committee members shall install the newly elected chairs.

Article VIII: Resignation and Impeachment

Section I: Resignation

An officer wishing to resign shall submit a letter of resignation to the Leadership Committee at least two weeks prior to the date of intended resignation. The vacancy shall be filled by any other member of the Leadership Committee. The general membership shall be notified of the resignation; from thence the nomination process shall commence to fill the open position.

Section II: Impeachment

When any general member or committee member feels that another committee member is not fulfilling their duty, the following steps will be taken:

The committee member in question shall meet with the member bringing the grievance within seven days after the member contacts the officer. At the meeting, a sincere effort will be taken by both parties to resolve the issue in private.

If the private meeting does not resolve the issue, the issue will be brought before the Leadership Committee. The Leadership Committee shall meet with the conflicting parties to try to resolve the issue. If the issue cannot be resolved, and it is an issue of sufficient gravity, the member in question can be removed by a unanimous vote by the Committees. Only a unanimous vote will remove an officer or a member.

If the issue is still not resolved, the issue shall be brought to the general membership. After both sides of the issue are presented to the general assembly, and the issue is completely explained and discussed, a vote will be taken. Two-thirds of the vote is necessary to remove the officer. If the officer is not removed, the issue shall go to arbitration.

The arbitrators shall be the SHPE advisor and a faculty member. They will decide on the issue ten days prior to the impeachment general meeting. Their decision is final.

If a position is left unfilled due to the impeachment process the nomination process shall commence at the next general meeting following the removal of the officer.

Article IX: Money Requests

Section I: Petty Cash Expenditures

Petty cash is defined as any expenditure below ten dollars. These expenditures need not be pre-approved.

Section II: Regular Expenditures

Regular expenditures are those defined as greater than ten dollars. The leadership committee must approve these expenditures if any reimbursement is to be given. Approval of the expenditure requires the agreement of at least three of the Leadership Committee members. No abstentions shall be allowed on money matters.

Section III: Check Requests

A member can fill out a check request only after the expenditure has been approved. The form will be filled-out by the Leadership Committee Chair and Treasurer. Upon completion of the request, the appropriate money will be issued to the requesting member by the treasurer.

Article X: Amendments to the Constitution

Proposed amendments must be submitted in writing to the Leadership Committee. To be considered by the general membership, the amendment must be passed by the Committees and endorsed by at least twenty five percent of the general membership. The amendment will then be presented at the following general meeting, where a two-thirds majority can approve the amendment after it is presented and discussed.

The SHPE at UCR Chapter agrees to abide by the rules and regulations of the Office of Student Life and Leadership. This constitution, amendments, and by-laws of this organization shall be subject to review by the Office of Student Life and Leadership to ensure that they are in accordance with the aforementioned rules and regulations.

Article XI: Ratification

This constitution will be officially ratified by a majority of the active membership present at a designated Constitutional general meeting.