

Registered Student Organization Constitution

SHPE at George Mason University

Drafted on: April 15, 2026

Article I: SHPE at George Mason University

- State the full name of the organization and the abbreviated/short name if applicable. For example, “The name of this organization shall be (insert name)”

Article II: Purpose of Organization

- Section I: SHPE at George Mason University’s purpose is to empower Hispanics in the STEM field. To help them realize their fullest potential, stay in good academic standing, aid in academic courses, and provide early career opportunities.
- Section II: Policy Agreement.
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 - We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including, but not limited to:
 - <https://studentcenters.gmu.edu/policies-procedures-guidelines/>
 - <https://brand.gmu.edu/events/policies>
 - <https://universitypolicy.gmu.edu/>
 - <https://studentconduct.gmu.edu/>
 - <https://oacc.gmu.edu/access-services>
- Section III: SHPE at George Mason University is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE's governing documents and policies and University’s policies for students and student organizations. As part of its affiliation, the Chapter shall have a faculty or staff member from the University serve as Chapter Advisor to provide guidance, support and access to University resources. This Chapter shall also be part of the “local chapters” as defined by the SHPE’s established governance structure. SHPE has the authority to, at any time, revoke the charter of Chapter to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

Article III: Membership

- **We do not discriminate on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status, genetic information, or any other characteristic protected by law.**
- A Registered Student Organization is open to all George Mason University students.
 - *Exceptions in Federal and Commonwealth law, and university policy are:*
 - *Official political party student groups*
 - *Groups affiliated with established places of worship*
 - *Social Greek-lettered fraternities and sororities (Fraternity and Sorority Life: FSL will be following up with our groups on guidance for their language)*
- Listed below, are the qualifications required to join the organization.
 - Active Members: Currently enrolled George Mason students and registered SHPE National members.
 - Associate Members: Currently faculty/staff or members of local SHPE chapters.
 - Honorary Members: Alumni or members of SHPE chapters outside of SHPE Region 4.
- In order to be an active member, the student must be a currently registered SHPE National member and enrolled George Mason University student. To be considered an associate member, the person must be currently affiliated in one way or another to George Mason University or currently a member of the local SHPE chapters, and to be considered an honorary member, the person must be a George Mason alumnus or a currently a member of a SHPE chapter outside of SHPE Region 4.
- Only active members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings and may be considered for full reimbursements of SHPE conferences.
- If an active member does not participate in SHPE events or violated SHPE National's code of conduct, the member privileges will be revoked.

Article IV: Officers

- Officers must be enrolled at George Mason University during their elected terms.
 - **Internal President:** The Internal President will be to lead the organization and oversee all internal operations. They will develop and implement strategies to ensure the organization's success, maintain records of all important documents, and ensure effective communication within the executive board and general members.
 - **External President:** The External President will represent the organization to external partners, including professionals, sponsors, and other chapters. They will focus on building and maintaining relationships that enhance the organization's visibility and opportunities. The External President will also collaborate with the Internal President to align external initiatives with organizational goals.
 - **Vice President Internal:** The Vice President Internal will work closely with the Internal President and support all internal operations. They will assume the responsibilities of the Internal President in their absence or inability to serve.

They will also assist in member engagement, internal programming, and organizational logistics.

- **Vice President External:** The Vice President External will work closely with the External President and support all external relations. They will assist in maintaining partnerships with professionals, organizations, and other chapters. In the absence of the External President, they may assume their responsibilities. If a presidential vacancy occurs, a vote among executive board members will determine succession.
- **Event Coordinator:** The Event Coordinator will be responsible for planning, organizing, and executing all organizational events. They will coordinate logistics, timelines, and resources to ensure successful programming.
- **Treasurer:** The Treasurer will be responsible for managing all financial matters of the organization, including budgeting, tracking expenses, and maintaining accurate financial records.
- **Marketing Director:** The Marketing Director will oversee the organization's branding, outreach, and promotional efforts. They will ensure that all platforms, including the website and social media, are regularly updated with relevant information.
- **Co-Communication Chairs:** The Communications Chairs will work under the Marketing Director and assist with content creation, social media management, and promotion of events. They will help ensure consistent and effective communication with members and the public.
- **Event Coordinator:** Will organize, and execute chapter events, ensuring logistics and room bookings are completed in a timely manner. They collaborate with other board members to align events with SHPE's mission, with a key focus on maintaining an event calendar and coordinating with vendors and university officials
- **Community Outreach Chair:** The Community Outreach Chair will be responsible for developing and maintaining relationships with the local community. They will organize and coordinate outreach initiatives, including volunteer opportunities, workshops, and service events that align with the organization's mission. The Community Outreach Chair will work closely with other executive board members to promote member involvement in community service and ensure a positive impact within the community.
- **Graduate Chair:** The Graduate Chair will focus on supporting graduate students within the organization. They will develop programming, resources, and opportunities tailored to graduate member needs and foster engagement at the graduate level.
- **SHPEtinás Director:** The SHPEtinás Director will lead initiatives that support and empower Latina members within the organization. They will create programming, mentorship opportunities, and community-building efforts that promote inclusivity and professional development.
- **Internal Supporting Officer:** The Internal Supporting Officer will be in charge of supporting all executive board positions by helping plan and officiate events, programs, forms, deadlines, fundraising, and operations.
- Officers term will be for one year. They can run for a limit of 2 years. If the person running has made a big positive impact on the organization for 2 years, they can be given permission to run for a 3rd year.
If an officer is to have less than a 2.0 GPA, they will be given a warning. If he/she shows disrespect for any member, officer, or faculty they will be removed immediately from their position. If he/she violates any sector of the honor code he/she will be removed.

Article V: Advisor

- The primary advisor shall be a member of the faculty or staff at George Mason.

- An advisor may offer guidance and support for the organization. An advisor may not complete assigned tasks, hold decision-making, or have voting authority, as organizations are student-initiated and student-run.
- The advisor also has to be committed to help the organization in anything they need.
- The advisor will be selected from the engineering department. He/she has to be either a full-time or part-time faculty at George Mason University.
- If the advisor fails to communicate with the organization and does not show support, he/she will be removed from the position.

Article VI: Elections

- Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: [Registered Student Organizations Registration](https://gmuedu.sharepoint.com/sites/SIRSOHub) or <https://gmuedu.sharepoint.com/sites/SIRSOHub>
- Explicitly state details of the nominating procedures; include the length of time allowed for nominations, who can submit nominations, and the method for submitting nominations.
- Elections will take place usually in April and must take place by April 15th to allow time for officer transitions and an accurate, up-to-date roster for re-registration.
- A one hour meeting will be held for nominations. All members are allowed to submit nominations. There will be a ballot that has to be filled by those who want to nominate.
- Nominees will have to express why they want to run for a position. A brief description of each position will be given out to the members by the vice-president.
- A secret ballot will be the method of voting. The leadership team will be in charge of tallying the votes.
- In the event of a tie, students will be asked to answer a series of questions that will require them to express how they would take care of a situation. The best answer will get the position.
- The procedure for transitioning of current and new officers will take a week. One official meeting will be arranged in which, all previous and new officers will meet and exchange contact information. After this, each corresponding officer will meet and each will train his/her own.

Article VII Impeachment or Resignation

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- Should the officer enter the impeachment process, the officer shall
 - Meet with the Faculty Advisor to discuss problems and issues that lead to impeachment.
 - Meet with the executive board to formally explain why the officer is under impeachment.
 - Should the executive board decide to impeach the officer, the board shall provide written documentation to the officer as to the reasons for the decision.
- Should an elected officer decide that they can no longer continue their work in the organization and wish to resign, the officer shall have a written letter of resignation sent

to the President stating the intentions for resignation as well as a date in which they will no longer be able to execute their duties.

- Should there be a vacant spot due to a removal or resignation, the executive board shall o Accept applications from candidates wishing to be part of the executive board. o Consider all applications and hold elections to fill the vacant spot. o Candidate who receives the majority vote shall win

Article VIII: Meetings

- Officers will meet at least bi-weekly or once every week if necessary. There will be at least three general body meetings per academic semester.
- All officers and members are expected to be present at the general body meetings.
- All officers are expected to be present at the leadership meetings.
- The Presidents and Vice-Presidents are expected to meet with the faculty advisor once a month.
- The quorum will be two-thirds of the active membership plus one officer.
- If a special meeting is in order, an email will be sent by the Presidents to those who need to be informed on it.
- The parliamentary rules of order that will be used is the latest edition of Robert's Rules of Order.

Article IX: Finance

- Each year students will have to pay a due of \$10 dollars to the National SHPE organization. For conferences, if there is enough funding, students may be considered for full reimbursements

Article X: Amendments

- Student Involvement must review all amendments in the same manner as a completely new constitution.
- Amendments may be made by the current executive board but must be approved by more than half of the executive board members before the change occurs.

Article XI: Ratification

- This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member.

Constitution Ratified on:

- April 15, 2026.