

Chapter Bylaws

GEORGE MASON UNIVERSITY

Student Involvement

SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS

Revised on: (April 15, 2024)

Article One NAME OF ORGANIZATION

- The official name of this society will be: “Society of Hispanic Professional Engineers.”

Article Two PURPOSE OF ORGANIZATION

- Purpose of organization: To empower Hispanic students in the fields of engineering. To help them realize their potential, keep an excellent academic standing, aid in academic courses, and obtain internships.
- Mission: SHPE changes lives by empowering the Hispanic community to realize their fullest potential and impacts the world through STEM awareness, access, support and development.

Article Three MEMBERSHIP

Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.

- To be able to join this organization, students are encouraged to have a minimum GPA of 2.0 and must participate in at least 50% of the events held.
- There are three types of memberships: *active* (currently enrolled GMU students who attend meetings/functions and pay dues if applicable), *associate* (may include members of faculty/staff, community members or students from other schools), and *honorary* (alumni or community members).
- In order to be considered an **active** member, the student must pay the ten dollars of national membership and participate in at least 50% or more of the events held. To be considered an associate member, the person must be a part-time/full-time teacher at George Mason University, and to be considered an honorary student, a student must be a graduate from George Mason University.
- The privileges of members are: 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 the student has failed to obtain/maintain a 2.0 GPA and does not participate in SHPE events, he/she will lose their privileges.

Article Four OFFICERS

- **Executive President:** Will be in charge of directing and overseeing all facets of the SHPE-GMU chapter and its executive board. Their primary focus will be on proactively shaping the chapter's future trajectory, while formulating strategic objectives aimed at fostering a sustainable and

enduring impact on the organization. Will also keep a record of all important documents and will also keep in contact with every client.

- **Corporate President:** Will aid the executive president and shall assume the presidency in the event of the executive president's absence. Will be in charge of all corporate relations and in overseeing all aspects pertaining to national conferences. Their primary focus will be to cultivate and expand the organization's network of corporate partnerships, while diligently steering the SHPE-GMU chapter towards a more professional trajectory.
- **Executive Vice President:** Will be in charge of maintaining contact with the executive board, alumni, professionals, other Mason student organizations and other SHPE chapters. They shall assume the presidency in the event of both president's absence.
- **Corporate Vice President:** Will be in charge of maintaining contact with company sponsors and keeping record of the progress of company sponsorships.
- **Secretary:** Will be in charge of managing administrative tasks, maintaining records, and facilitating effective communication within the organization.
- **Treasurer:** Will be in charge of overseeing financial matters, managing budgets, and ensuring proper financial record-keeping within the organization.
- **Marketing Chair:** Will be in charge of the creation of promotional material, the update of social media platforms with relevant information and the advertisement of events in a timely manner.
- **Event Coordinator:** Will be responsible for arranging events, executive board meetings and tabling/kiosking.
- **Recruitment & Retention Chair:** Will be in charge of developing tactics to recruit new members and keeping a record of recurring members.
- **Academic Char:** Will be a resource for the executive board and members in balancing academia and professional endeavors.
- **Multimedia Chair:** Will be in charge of leading social media initiatives and capturing/managing event media content
- **SHPEtinias Coordinator:** Will be in charge of organizing and leading the SHPEtinias branch in George Mason University.
- **Student Advisor:** Serve as a resource and guiding hand for the upper management team of SHPE.

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 Five **FACULTY ADVISOR**

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

- 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. The advisor also has to be committed to help the organization in anything they need.
- If the advisor fails to communicate with the organization and does not show support, he/she will be removed from the position.
- The advisor may offer guidance and support for the organization, but MAY NOT have a vote.

*****If there are any additional articles that apply to your organization, place them after Article Eight and before Article Nine. Consult the Assistant Director for Recognized Organizations before doing so.**

Article Six **ELECTIONS**

- 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 Seven **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.
- The officer shall be responsible for ensuring that any current tasks are resolved before they leave and their previous responsibilities are resolved, unless emergency circumstances result in an immediate dismissal.

Should there be a vacant spot due to a removal or resignation, the executive board shall

- Accept applications from candidates wishing to be part of the executive board.
- Consider all applications and hold elections to fill the vacant spot.
- Candidate who receives the majority vote shall win.

Article Eight **MEETINGS**

- Officers will meet at least by-weekly and once every week if necessary. There will be one general body meeting a month.
- All officers, members, and the faculty advisor should be present at the general body meetings. The faculty advisor and officers have to be present at the leadership meetings (once every week.)
- The quorum will be two-thirds of the active membership plus one officer.

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- If a special meeting is in order, an email will be sent by the secretary to those who need to be informed on it.
- State parliamentary rules of order that will be used (usually the latest edition of Robert's Rules of Order.)

Article Nine 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 Ten AMENDMENTS

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.

The Office of Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Eleven RATIFICATION

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

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