Society of Hispanic Professional Engineers

Drafted on: (April 15, 2018)

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, get help with 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, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, sex, or age.**

* To be able and join this organizations, 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 fifteen dollars of 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 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

* **President:** His/her role will be to lead the organization, guide the organization to create strategies that will lead to the success of the organization. He/she will keep a record of all important documents and will also keep in contact with every client.
* **Vice President:** Will work closely with the president and will take over presidency should the president not be present or not want to continue in his/her position. A vote among the executive board members will decide which Vice President will hold presidency. He/she will also be in charge of setting up the members for conference and helping them with registration.
* **Secretary:** Will be in charge of setting up meetings (leadership and member), promoting events, and assist the organization with what it needs.
* **Treasurer:** Will be in charge of all financial means.
* **Marketing Chair:** Will be in charge of keeping the organization’s website updated and with all relevant information.
* **Academic Chair:** Will be in charge of keeping the member’s academic records on track. Will also be responsible for educating new members about academic resources on campus.
* **Retention and Recruitment Chair:** Will be in charge of recruitment and retention of new members.
* **Event Coordinator:** Will be in charge of coordinating events.
* 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.

**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 is failure 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

## Article Five 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 Six 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 Faculty Advisor to discuss problems and issues that lead to impeachment

- Meet with the executive board to formally explain why the officer in under impeachment

- Should the executive board decide to impeach the office, 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 a immediate dismissal.

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

 - Accept application from candidate wishing to be part of the executive board

 - Consider all applications and hold elections to fill the vacant spot

 - Candidate who receives that majority vote shall win.

## Article Seven 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 advisor should be present at the general body meetings. 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.
* 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 Eight **Finance**

* Each year students will have to pay a due of $10 dollars to the National SHPE organization and $10 to the local Mason Organization in order to be considered a member. For conferences, if there is enough funding, students may be considered for full reimbursements.

Article Nine **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 Ten **Ratification**

This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.

Constitution Ratified on: (April 15th, 2019)