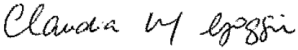


Society of Hispanic Professional Engineers Inc. Procedure	Procedure No: 1000.3 Page 1 of 2 Issue Date: January 21, 2017 Author: Alex Saint-Blancard
Title: Membership Classification	Approved by: Claudia Goggin  Date Approved: January 21, 2017

1.0 PURPOSE

The purpose of this procedure is to define the different classifications, benefits and rights of the membership.

2.0 SCOPE

This procedure shall apply to all SHPE.

3.0 DEFINITIONS

SHPE	Society of Hispanic Professional Engineers
Membership Department	SHPE Membership Department
Director of Operations	Director of Operations of SHPE
NBOD	National Board of Directors
Chapters	Professional or Student Chapters as defined in SHPE Bylaws
Member	Member in good standing as defined in SHPE Bylaws

4.0 RESPONSIBILITY

The NBOD and Director of Operations shall be responsible for the effective implementation of this procedure.

5.0 REQUIREMENTS

- 5.1 Each individual member has the right to designate her/his professional chapter affiliation.
- 5.2 The Membership Department shall designate a professional chapter affiliation for Professional and Associate members who do not choose to do so themselves based on their address on record. A member may choose to be a member at large.
- 5.3 SHPE will only consider new members who have submitted a signed or an online membership application stating their membership classification and qualifications. Their qualifications must agree with the following classifications:
 - 5.3.1 A Professional member shall be a person who holds a bachelor's in any discipline of engineering, science, mathematics or any technologically focused (STEM) field. Six years of experience as a STEM educator may be substituted for the bachelor's degree. A Professional member can be a Lifetime member.
 - 5.3.2 An Associate member shall be a person who believes and supports the purpose of this corporation. An associate member is one who is a non-STEM professional or student. An Associate member can be a Lifetime member.
 - 5.3.3 Honorary members shall be individuals who have been awarded a lifetime membership by the NBOD.
 - 5.3.3.1 They shall be Hispanic persons who have accomplished an outstanding achievement in their engineering or science profession.
 - 5.3.3.2 They shall be persons who have participated beyond requirement to the advancement of Hispanic persons in the field of engineering or science.
 - 5.3.4 Undergraduate Student members shall be students enrolled in an undergraduate curriculum leading to an Associate's, Bachelor's or other

technical degree in a STEM field.

5.3.5 Graduate student members shall be students enrolled in a full time curriculum leading to a Master's of Science, Master's of Engineering, Doctorate of Philosophy or Doctorate of Engineering degree in any STEM field.

5.4 Members approved by the Membership Department are entitled to the following rights:

5.4.1 Professional members shall be entitled to cast one vote in elections of designated professional directors to the board, the Regional Vice President and all business that the NBOD refers to the membership. Professional members may hold a NBOD position.

5.4.2 Associate members in good standing shall be extended all privileges of a regular member other than voting.

5.4.3 Honorary members shall be extended all privileges of a professional member other than voting and nomination privileges and the right to hold a position on the NBOD.

5.4.4 Graduate student members shall be entitled to cast one vote in elections of STEM professional designated directors to the board, the National Graduate Representative, the Regional Vice President, the Regional Graduate Representative and all business that the NBOD refers to the membership. Graduate student members may hold a NBOD position as outlined in the by-laws.

5.4.5 A student chapter shall be entitled to cast one vote in the elections of STEM professional designated directors, the National undergraduate representatives, the Regional Vice President, the Regional Student Representative and all business that the NBOD refers to the membership if it is a chartered chapter. This chapter is a chapter that has been officially approved by the NBOD and has a minimum of 10 paid members by February 15 of the fiscal year.

5.4.6 SHPE national and regional conference registration will be more affordable for paid members than for non-members.

6.0 REFERENCES

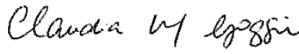
SHPE Policies and Procedures

SHPE Bylaws

State Non Profit Charter, State of CA

Federal Non Profit Charter, IRS

Business and Professions Code, State of CA

Society of Hispanic Professional Engineers Inc. Procedure	Procedure No: 1000.4 Page 1 of 2 Issue Date: January 21, 2017 Author: Alex Saint-Blancard
Title: Release of Membership Information	Approved by: Claudia Goggin  Date Approved: January 21, 2017

1.0 PURPOSE

To define the use of membership information.

2.0 SCOPE

This procedure shall apply to all SHPE.

3.0 DEFINITIONS

SHPE	Society of Hispanic Professional Engineers
Membership Department	SHPE Membership Department
Director of Operations	Director of Operations of SHPE
NBOD	National Board of Directors
National Secretary	National Secretary as defined in the SHPE Bylaws
Chapter	Professional and/or Student Chapter as defined in the SHPE Bylaws

4.0 RESPONSIBILITY

The NBOD shall be responsible for the effective implementation of this procedure. The Membership Department and the Director of Operations shall share in the responsibility of adhering to this procedure.

5.0 REQUIREMENTS

- 5.1 The National Directory is a list of names and email addresses of chapter presidents, NBOD members, committee chairs, regional representatives and SHPE National staff. The National Directory of SHPE is published for SHPE business.
- 5.2 SHPE National's membership list is intended solely for SHPE business.
 - 5.2.1 The Membership Department shall approve all changes to the membership list.
 - 5.2.2 Use and maintenance of the membership list shall be the responsibility of the Membership Department and the NBOD.
 - 5.2.3 SHPE National's membership list shall supersede regional and professional chapter lists and shall be the official membership list for SHPE business.
 - 5.2.3.1 The National membership list shall be updated on a weekly basis.
 - 5.2.3.2 SHPE National shall provide the Regional Vice-President with an updated regional list of members on a quarterly basis.
 - 5.2.3.3 SHPE National shall provide the Professional Chapter President with a chapter list of members on a quarterly basis in the format specified in procedure 1000.1.5.
 - 5.2.4 The business of the local and regional organizations for SHPE is considered to be SHPE business.
 - 5.2.5 The National Secretary is authorized, on written request by the Regional Vice-President of any region, to furnish to any local chapter or regional SHPE leader the membership lists pertaining to that region or local chapter. Requests to the Secretary for such lists shall state that they are for use in SHPE business and for the SHPE local or regional organization concerned.

- 5.2.6** In addition to the uses herein prescribed for the SHPE National membership list, the NBOD or their designated representative is authorized to utilize it otherwise when in their judgment the interests of the SHPE will be served or when the NBOD authorizes some special use.
- 5.3** Information supplied on the membership application form may be divulged upon request from sources considered appropriate by the National Secretary or by NBOD approval. Otherwise, this information is confidential and for use solely by SHPE National to contact members concerning SHPE business, to determine eligibility of membership and to provide appropriate voting eligibility information to the National Elections Committee.
- 5.4** Release of address records to an outside organization will be decided by a contractual agreement between SHPE and the outside organizations in accordance with the policies of the NBOD.

STUDENTS

- 5.5** Undergraduate and graduate student membership lists shall be the responsibility of the Membership Department with oversight by the NBOD.
 - 5.5.1** The Membership Department may provide information/material of the student membership list to each student chapter as requested by elected regional leaders for SHPE business purposes only.
 - 5.5.1.1** The Membership Department shall provide the Regional Vice President, the National Undergraduate Representatives, National Graduate Representative, the Regional Graduate Representative and the Regional Student Representative with an updated list of SHPE student members on the 1st of every month.
- 5.6** Information supplied on the membership application form may be divulged upon request for sources considered appropriate by the National Secretary or by the NBOD approval. Otherwise, this information is confidential and solely for internal use of SHPE. Release of address records to an outside organization will be decided by a contractual agreement between SHPE and the outside organizations in accordance with the policies and procedures of NBOD.
- 5.7** General Information, such as chapter address, advisor information and chapter president will be available for public access.

6.0 REFERENCES

SHPE Policies and Procedures
SHPE Bylaws
State Non Profit Charter, State of CA
Federal Non Profit Charter, IRS
Business and Professions Code, State of CA

Title:

Policy for Elections

Approved by: Claudia Goggin

Claudia M Goggin

Date Approved: January 21, 2017

1.0 POLICY

Elections shall be held in a fair and impartial manner to be as inclusive as possible while maintaining the integrity of the election process. All eligible members shall be given an opportunity to run, nominate and vote for whomever they choose. Controls shall be implemented to ensure only eligible members and chartered student chapters participate in elections.

2.0 SCOPE

This policy shall apply to all SHPE elections.

3.0 DEFINITIONS

NEC National Elections Committee
NBOD National Board of Directors of SHPE

4.0 RESPONSIBILITY

NEC and NBOD.

5.0 REQUIREMENTS

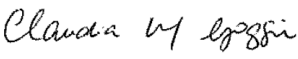
- 5.1 This policy shall conform to SHPE's by-laws and Articles of Incorporation.
- 5.2 The National Elections Committee shall conduct fair and impartial elections for all open Professional and Student positions.
- 5.3 In the case of a recall election or a by-law amendment, the National Board of Directors (NBOD) shall instruct the National Elections Committee (NEC), or at their discretion appoint an ad-hoc committee, to conduct a special election in accordance with the National by-laws and these policies and procedures.
- 5.4 SHPE National's membership database shall be the official list for election purposes.
- 5.5 The NEC shall be chaired by a SHPE member appointed by majority vote of the NBOD. The SHPE office staff members responsible for membership and IT matters will also be members of the NEC. Other members may be appointed to the NEC by the NBOD. The NEC chair may not be a SHPE member running for office.
- 5.6 The NEC shall validate the eligibility of each candidate for office in accordance with the national bylaws.
- 5.7 No candidate can run for or hold more than one position at a time.
- 5.8 Write-in candidates are allowed. The qualifications of a write-in candidate that wins an election will be reviewed after the election.
- 5.9 Ballots will be accepted when submitted in accordance with the approved Procedures for Elections.
- 5.10 The NEC shall validate each name on a nomination or recall form. Once the names are validated, the candidate shall be considered "Official."

- 5.11** The NBOD may appoint a qualified member to a vacant elected position to serve until the next regularly scheduled election.
- 5.12** SHPE National office stationery, equipment postage, telephone, duplicating machine, etc., cannot be used in campaigns unless specified by the NBOD.
- 5.13** Use of any information in part or in whole of data provided for official SHPE business to include SHPE membership lists shall not be used in any way for campaigning purposes unless specifically allowed by the NBOD.
- 5.14** The counting of ballots shall be performed by the elections website chartered by SHPE National and overseen by the NEC and the NBOD.
- 5.15** Each professional and graduate student member in good standing whose dues are received by February 15th is entitled to one vote in the elections taking place that calendar year. Each chartered student chapter in good standing by February 15th is entitled to one vote in the elections taking place that calendar year.
- 5.16** Every eligible graduating student member, having submitted a valid graduating affidavit (attachment A) by February 15th to vote separate from their chapter, shall be entitled to one vote in all National Elections.
- 5.17** In accordance with the by-laws, each professional, graduate student or undergraduate student member in good standing shall be entitled to nominate a candidate for an open office. Associate members shall be entitled to nominate a candidate for an open office.
- 5.18** Any challenge of the election results or any allegations that a violation of election procedures has occurred shall be resolved by the National Elections Committee, unless the allegation or challenge relates to actions or omissions by the National Elections Committee itself, which will be submitted to and resolved by the NBOD. Determinations made by the NEC or the NBOD will be final.
- 5.19** The candidate with the most votes is the winner; provided, however, that the number of votes cast by ballot must equal or exceed a quorum of 10% of the eligible voting membership and provided further that the number of votes cast for the successful candidate exceed 5% of the eligible voting membership. If the number of votes cast for a particular position or candidate does not meet these percentage requirements or if the election ends in a tie, the election for that particular position will be declared invalid and the position will be declared vacant.
- 5.20** If the candidate with the most votes in a valid election declines to accept the position, the runner-up candidate will be offered the position as long as he/she meets the above described percentages.
- 5.21** No person currently holding a SHPE regional or national leadership position or SHPE staff member may use his/her SHPE title to endorse a candidate. A region may endorse a candidate with the approval of a majority of its chapters. A chapter may endorse a candidate with the approval of a majority of its members.
- 5.22** All local, regional or national SHPE event organizers holding SHPE-sponsored events must notify the NEC a week prior to scheduling any forum where declared candidates for national or regional office will be allowed to speak. Prior to such a forum, all declared candidates will be given an equal notice

- and opportunity to speak.
- 5.23** No SHPE National official method of communication can be used for campaign purposes. This includes membership lists created and used for any SHPE local, regional or national groups or events.
 - 5.24** The NEC reports election issues to the NBOD. Other than challenges and issues identified in 5.18 that are to be resolved by the NEC, the NBOD will investigate and resolve the issues.
 - 5.25** The NEC will send ballot information to a third party elections website chartered by SHPE National that will distribute, receive and count the ballots.
 - 5.26** Undergraduate students running for office shall have a 3.0 GPA or better. Graduate students running for office shall have a 3.25 GPA or better.
 - 5.27** Student chapters shall have a vote for the Regional Student Representative position. Graduate students shall have a vote for the Regional Graduate Student Representative position.
 - 5.28** Persons running for a regional position shall either attend a school in the region for at least 6 months prior to the election if running for a student position or reside in the particular region for at least 6 months prior to the election if running for a professional position.
 - 5.29** In order to preserve continuity, professional positions will be staggered. Two STEM professional Designated NBOD positions and the RVP position for the odd numbered regions will be up for election on odd numbered years. One STEM professional Designated NBOD position and the RVP position for the even numbered regions will be up for election on even numbered years.

6.0 REFERENCES

SHPE Policies and Procedures
SHPE Bylaws

Society of Hispanic Professional Engineers Inc. Procedure	Procedure No: 1040.1 Page 1 of 2 Issue Date: January 21, 2017 Author: Alex Saint-Blancard
Title: Procedures for Elections	Approved by: Claudia Goggin  Date Approved: January 21, 2017

1.0 PURPOSE

The purpose of this procedure is to establish a method to conduct fair, impartial, and efficient regional and national elections.

2.0 SCOPE

This document includes procedures for announcing, balloting, tabulating, and analyzing the regional and national elections.

3.0 DEFINITIONS

NEC	National Elections Committee
Member	Member in good standing per by-laws
Student Chapter	Confirmed eligible chartered student chapter

4.0 RESPONSIBILITY

The NEC shall ensure all who are eligible to hold office are notified of elections with sufficient time to plan and execute an effective campaign. The NEC shall receive the list of eligible voters from the Membership Department no later than March 1st. It is the responsibility of each member or student chapter to vote for the candidate they feel is best qualified.

5.0 REQUIREMENTS

- 5.1 Preparation.** The NEC shall notify the chapter presidents and the regional and national office holders by email of the upcoming elections no later than February 1st. This notification shall include the approved timeline and the approved policies and procedures.
- 5.2 Announcement.** Prior to February 1st, the NEC shall post on the SHPE website an election announcement to all eligible voting members and chartered student chapters. The announcement shall include open offices, qualifications, duties, a blank petition, responsibilities and the instructions for submittal.
- 5.3 Nominations.** Candidates running for a professional position may nominate himself/herself with a petition and five signatures from professional members or a professional member may nominate a candidate with a petition and five signatures from professional members. Candidates running for a graduate student position may nominate himself/herself with a petition and five signatures from graduate student members or a graduate student member may nominate a candidate with a petition and five signatures from graduate student members. Similarly, candidates running for an undergraduate student position may nominate himself/herself with a petition and five signatures from undergraduate student members or an undergraduate student member may nominate a candidate with a petition and five signatures from undergraduate student members. Petition signatures for candidates running for a regional position shall come from within the region. The NEC must receive the petition by 11:59 PM Pacific Time on March 31. Once the NEC verifies the eligibility of the candidate and the names on the petition, the candidate will be an "Official Candidate."
- 5.4 Membership List.** SHPE membership lists will not be provided unless specified by the NBOD.

- 5.5 Biographies.** A candidate shall submit an electronic copy of his/her biography with a photo to the NEC with the petition. The format is open as long as the biography fits on a single-sided 8.5x11 sheet. The NEC will provide the photo and biography to all eligible voters via the ballot or any other mean. The NEC must receive the biography and photo by 11:59 PM Pacific Time on March 31.
- 5.6 Web Page.** The NEC shall develop and maintain an elections website with the latest information regarding the elections. The NEC shall have complete control over all content of the elections website. No candidate can utilize the SHPE National website to display campaign or biographical information.
- 5.7 Teleconference/On Line/Live Debates.** The NEC or someone appointed by the NEC shall moderate any debate with a format agreed to by the candidates debating.
- 5.8 Ballots.** On the Friday closest to April 15th at 12:01 AM Pacific Time, the elections website chartered by SHPE National will forward a ballot to each eligible voting member and student chapter via email. The NEC shall have complete control over all the content on the ballot; provided that the NEC will not be responsible for verifying the truth or accuracy of content provided by the candidates. The ballot shall include instructions for the ballot submittal. The ballots must be received by 12:01 AM Pacific time on May 9th.
- 5.9 Voting.** An eligible member or chapter will be able to vote for up to two "Official Candidates" in races where two persons are to be elected (e.g. National Undergraduate Representatives, STEM professional designated directors on the National Board of Directors).
- 5.10 Tabulation.** The ballots are tabulated by the elections website chartered by SHPE National and overseen by the NEC and the NBOD. The NEC will share the election results with the "Official Candidates" and ask the candidates to accept the election results prior to the public announcement. The winners will be announced on or before May 16th.
- 5.11 Report.** The NEC shall prepare a report detailing the election results and voter turnout. This report shall be delivered to the NBOD prior to the release of the election results on or before May 16th.

6.0 REFERENCES

SHPE Policies and Procedures
SHPE Bylaws