



## **NEW SHPE CHAPTER REQUIREMENTS**

The purpose of this document is to help account for all the information one will need to submit an online chapter application.

### **Minimum Requirements**

#### **1. Ten Founding Members**

All (10) members must register on <https://shpeconnect.org/> and pay the membership fee. Contact [membership@shpe.org](mailto:membership@shpe.org) if you have any questions about this process or run into any issues.

#### **2. Develop Chapter Bylaws & Operating Budget**

You may use our bylaws template found in the [New Chapter Application](#)

#### **3. One Committed Chapter Advisor [Jr & Student Chapters Only]**

Advisor must be a school employee.

#### **4. School Agreement [Jr & Student Chapters Only]**

Find the school agreement template on page 3 of this document. Establish your upcoming SHPE Chapter through the school protocol. It must be on school letterhead & signed by a school employee.

#### **5. Complete New Chapter Application Online**

Visit the [New Chapter Application](#) enter all information & charter documents outlined in this document.

## **Checklist:**

- Host Informational Session/Meeting
- Recruit 10 Individuals & have them become members
- Identify an Advisor [must be a school employee]
- Create a Chapter Email Address
- Submit Chapter Application including chapter charter documents:
  - Submit Bylaws [this will serve as your governing document]
  - Submit Budget [this will help qualify you for seed money]
  - Submit School Letter of Recognition



## 10 Paid Members + Advisor Info:

### Advisor

First Name	Last Name	Member ID	Title/Role	Email

### 10 Paid Members

First Name	Last Name	Member ID	Region	Email

### Officers [at least 4 individuals to serve as President, Vice President, Secretary, & Treasurer]

First Name	Last Name	Member ID	Region	Email

Submit via [New Chapter Application](#)

Schedule [CHAPTER SUPPORT](#) with SHPE Membership Department for help or to answer questions.

*Note: Professional Chapter applications need not include an advisor or a school agreement.*



*For Jr & Student Chapters:*

## **School Agreement/Acknowledgement Letter** **Template**

[MUST BE ON SCHOOL LETTER HEAD & LOGO]

August 22, 2022

To Society of Hispanic Professional Engineers,

I hereby certify that the **SCHOOL NAME** SHPE Chapter is recognized as an official student organization by **SCHOOL NAME**.

Sincerely

PRINTED SIGNATURE OR E-SIGNATURE

NAME  
TITLE  
SCHOOL NAME  
ADDRESS  
PHONE NUMBER  
EMAIL

PRINTED SIGNATURE OR E-SIGNATURE

NAME of ADVISOR  
TITLE  
SCHOOL NAME  
PHONE NUMBER  
EMAIL