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 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:

<table>
<thead>
<tr>
<th>Advisor</th>
<th>First Name</th>
<th>Last Name</th>
<th>Member ID</th>
<th>Title/Role</th>
<th>Email</th>
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<tr>
<th>10 Paid Members</th>
<th>First Name</th>
<th>Last Name</th>
<th>Member ID</th>
<th>Region</th>
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<tr>
<th>Officers ([at least 4 individuals to serve as President, Vice President, Secretary, &amp; Treasurer])</th>
<th>First Name</th>
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<th>Member ID</th>
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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