# SHPE PROFESSIONAL CHAPTER BYLAWS TEMPLATE

## **About the Template**

* This template applies as the baseline bylaws for all professional chapters

# Items not highlighted are required provisions that cannot be changed

# Items highlighted in yellow

# Are for guidance and must be updated with your chapter's own details or removed.

* + Include comments and tips. Please remove comments and tips before submission.

# The Chapter Bylaws must be approved by SHPE National prior to chapter recognition.

*TIP: This document will serve as the operational guidelines for your chapter over many years. I encourage you to keep it vague, especially around dates, so that you do not need to resubmit the document each year. For example, elections will be help by April 15th and not elections will be held on April 4th. The key word is “by” so that you have a milestone/deadline but operational flexibility to adjust to the current calendar.*

## **Preparation Instructions**

# Fully read this page

# Remove this page in final submission

# Rename the template to R#\_Chapter\_Name\_Bylaws\_YEAR.doc

Where R# indicates your region. For example, R6\_SHPE X\_Bylaws\_24 indicates the chapter is in region 6.

# Replace and/or update all text in yellow highlight to be specific to your Chapter

# Complete draft with chapter leadership and save as a Word document and PDF.

# Complete the document in English.

## **Submissions Instructions**

# Two versions of the bylaws shall be sent to SHPE. Please submit a word (.doc/.docx)

# Make sure the document is complete before submitting to SHPE for review and approval

# Upload approved version into your Chapter's data system (e.g., Google drive, etc.)

## **Questions?**

# Please contact chapters@shpe.org with any questions or requests

# THE BYLAWS OF THE [XX] PROFESSIONAL CHAPTER OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS

## Article I. Name of Organization

The name of this organization shall be the [XX] Chapter of the Society of Hispanic Professional Engineers. This organization may also be referred to as the [XX] Professional Chapter or as SHPE "Chapter Name," herein referred to as the Chapter.

## Article II. Purpose of Organization

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, herein referred to as SHPE National all in accordance with SHPE’s Internal Revenue Code Section 501(c)(3) tax-exempt status.

## Article III. Objectives and Goals of the Organization

The [XX] Professional Chapter is committed to providing professional, educational and cultural support in the community and promotes educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

1. Provide professional development opportunities and promote the career advancement of

Chapter members. These goals shall be implemented by:

1.1. Providing career development tools during meetings and events

1.2. Promoting advanced professional degrees to members through meetings and events

1.3. Providing networking opportunities for members

1.4. Actively recruiting graduating seniors from local SHPE student chapters

2. Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields. These goals shall be implemented by:

2.1. School visitations

2.2. Hispanic community involvement

2.3. Workshops at local institutions

2.4. Establish local student chapters at local colleges and universities

3. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:

3.1. Career/employment workshops

3.2. Technical seminars and symposia

4. Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:

4.1. Scholarships programs

4.2. Recruitment programs

4.3. Tutoring programs

4.4. Curriculum assistance

5. Provide a forum for and to encourage the exchange of technical information, professional development, and entrepreneurial opportunities.

6. Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

7. [Optional] Add additional goals and objectives

## Article IV. Affiliation

The Chapter is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE's governing documents and policies. This Chapter shall also be part of the “local chapters” as defined by the SHPE’s established governance structure. SHPE has the authority to, at any time, revoke the charter of Chapter to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

## Article V. Membership and Privileges

1. Non-Discrimination

No person shall be denied membership in the Chapter on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law.

2. Regular Membership

Regular members shall be:

1. Members in good standing with SHPE; and

State any requirements for maintaining regular membership beyond those stated after the second requirement; e.g., "must attend X% of meetings each year”

Regular members shall be entitled to cast one vote in the election (per Article VII) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership.

Regular members may hold office (per Article VII) and may also nominate themselves or qualified individuals for Chapter and/ or National Office.

2. Associate Membership

Associate members are industry representatives and college staff who do not meet requirements for regular membership and are nonvoting members of the Chapter, but who support the purpose(s) and objective(s) of this chapter. Define any other rights or responsibilities for the member type.

## Article VI. Executive Board of Directors

1. Administration

The Executive Board of Directors (EBOD) consisting of the elected officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The Administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

2. The Elected Officers

The Executive Board shall have the following duties:

* To enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary;
* To establish committees and appoint committee members in accordance with these Bylaws and to define the committee plans, goals and strategic objective, roles, responsibilities, powers, and duties; and
* To select and designate a bank as the chapter depository for funds and to determine the order and way deposits and/or withdrawals are made through the guidance of SHPE National and University Guidelines. Section 3. Executive Board Tenure

The term of office of each Executive Board Member is one year corresponding to the June fiscal year, mirroring the SHPE fiscal year, starting on July 1st of the current year and ending June 30th of the following year, and until their successors take office, subject to their earlier resignation or removal from office.

2.1. The President shall:

2.1.1. Represent the SHPE [XX] Chapter

2.1.2. Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the Chapter.

2.1.3. The President shall chair and preside at EBOD, general, and special meetings.

2.1.4. The President and the EBOD shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the EBOD.

2.1.5. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.

2.1.6 Optional: add responsibilities as needed

2.2. The Vice President shall:

2.2.1. Assist the President in all business concerning the chapter membership.

2.2.2. Be responsible for the establishment of programs aimed at the professional and cultural development.

2.2.4. Co-Chair all meetings and chair meetings in the absence of the President.

2.2.5. Serve as Acting President in the President's absence or dismissal.

2.2.6 Optional- add responsibilities as needed

2.3. The Treasurer shall:

2.3.1. Assist the President and the board in business concerning the Chapter and be responsible for the following:

2.3.1.1. Disbursement of authorized funds.

2.3.1.2. Banking and accounting of all Chapter funds.

2.4.1.3. Prepare and submit monthly financial reports listing all liabilities and assets of the chapter to the EBOD.

2.3.2 All financial reports required by State and/or Federal Governments. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.

2.3.3. Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.

2.3.4 Optional- add responsibilities as needed

2.4. The Secretary shall:

2.4.1. Maintain all official records of the Chapter.

2.4.2. Maintain the official membership roster.

2.4.3. Serve all notices required by law or the Bylaws of the Chapter.

2.4.4. Coordinate the election of officers.

2.4.5. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.

2.4.6 Optional- add responsibilities as needed

The Chapter may create additional officer positions, who may, but need not serve on the Executive Board, as determined by the Chapter, within the framework of SHPE’s policies, should the Chapter grow and the expansion of leadership is required to increase in proportion to the growth. *(TIP: SHPE just requires the four board positions for the chapter. You can add additional officer positions later as your chapter grows and you understand the needs of your chapter!*

3. Committees

The Executive Board may create committees that facilitate the organizing and implementation of chapter activities, events and/or programming. Committees will have the responsibilities and membership composition as determined by the Executive Board. [Optional: If the Chapter desires to expressly identify the committees that it will have in its bylaws, then list here in bullet point format the names of the committees and associated descriptions that are integral to the chapter’s success. If committees are listed, then an amendment will need to be made to the bylaws in order to change the committee structure].

## **ARTICLE VII. MEETINGS**

1. General Meetings

General membership meetings shall take place at least once a month during the academic year. *(TIP: Keep this document vague. You don’t want to say you’ll have the meeting on April 4th but you could say that you’ll have chapter meetings on the first Tuesday of the month)*

2. Election Meetings

The election results will be determined in accordance with Article VII.

3. Additional Meetings

The Executive Board has the privilege of calling additional membership meetings as deemed appropriate

4. Definition of Meeting Quorum (in-person, virtual, or hybrid)

4.1Board Quorum and Voting

4.1.1 A quorum shall consist of at least 50.1% of the Executive Board members in office. A majority vote of the Executive Board members present when there is a quorum shall constitute approval of the Executive Board.

* + 1. Unless these Bylaws contemplate a membership vote to approve a matter, the Executive Board has the authority to determine whether to submit a matter for approval by the Board alone, or by the Board and membership.
	1. Membership Quorum

4.2.1 A quorum for Chapter membership meetings shall consist of at least 33% of the Chapter’s members. A majority vote of the Chapter members present when there is a quorum shall constitute approval of the Chapter’s members.

## Article VIII. Elections and Term of Office

1. Optional The Elections Committee:

The election of the Chapter Officers shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

2. Nominations and Eligibility:

The President and the EBOD consisting of the four administrative positions shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been an official SHPE Professional member. The names of the candidates must be submitted to the Elections Committee by their specified date.

2.1. Voter Eligibility:

Regular members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.

2.2. Candidate Eligibility:

A Regular member is eligible to hold office if he/ she:

2.2.1. Meets the requirements as per Article IV.

2.2.2. Is a member in good standing as indicated by SHPE National.

3. Election of Officers:

3.1. The ballots shall be collected and counted by the Elections Committee/other appointed person at the Annual Election Meeting to be specified by the chapter.

3.2. Candidates receiving the majority of votes per office shall be declared the winners.

4. Duration of Term

The term of office shall be July 1-June 30.

5. Notice of Elections

A meeting notice shall be delivered to all members not less than ten (10), or more than sixty (60) days prior to the meeting.

6. Removal from Elected EBOD

An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article VI or by not being in good standing with SHPE National.

6.1. Removal of EBOD Members

A candidate for recall can be nominated by submitting a petition to the President and a copy to any of one other officer on the EBOD. The petition must be signed by a minimum of fifty-one percent (51%) of the regular membership. The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any EBOD member.

6.2. Terminated EBOD Members

Any EBOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the EBOD and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term. Should the President be recalled, the Treasurer of the EBOD shall assume the office of President for the remainder of the term and shall be the Immediate Past President for the succeeding term.

7. Vacancies

The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy must be filled by the EBOD within thirty (30) days of the vacancy for the remaining portion of the term.

## Article IX. Jurisdiction

The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

## Article X. Fiscal Year

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of each year.

## Article XI. Dues

Dues are as follows:

The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid online via the SHPE Connect portal with a registered account. National membership dues are not to be collected directly by the chapter. To be recognized as a national SHPE member you must pay dues directly online through your individual registered member account.

## Article XII. Meeting

1. Quorum:

To establish a quorum for a General, EBOD, or BOD meeting, not less than one half (1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present.

2. Annual Election Meeting:

An Annual Election Meeting of the members shall be held in the month of April.

3. General Meetings:

At least three (3) general meetings shall be held each fiscal year, in addition to the Annual

Election Meeting.

4. EBOD/BOD Meetings:

The EBOD /BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

5. Special Meetings:

The President or any member of the EBOD may call a special meeting of the Chapter general membership.

6. Meeting Notices:

A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date and time of the meeting and shall be delivered in writing or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

7. Meeting Rules:

All meetings shall adhere to "Robert's Rules of Order." Only EBOD may vote on monetary issues.

## Article XIII. Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated to the governing SHPE Regional Vice-President, while assets belonging directly to SHPE National, shall be returned.

## Article XIV. Donations

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy.

## Article XV. Liability of Members

No member of the EBOD or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

## Article XVI. Amendments to the Constitution and Bylaws

1. Amendment Procedure:

1.1. A motion to amend the constitution must first be made, entertained, and approved by the EBOD.

1.2. The proposed amendment, after EBOD approval, shall be submitted to the Secretary for presentation to the regular membership at an annual or general meeting.

2. Chapter Approval:

2.1. Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which proposed will be voted upon.

3. SHPE National Approval:

3.1. After Chapter approval, proposed amendments shall be submitted to SHPE National for approval by the National Membership Coordinators.

4. Date of Effect:

4.1. All amendments to this constitution shall become effective immediately after approval by National Board of Directors.

This constitution, in its entirety, was approved by a 2/3 vote of the members of the

 [x] Chapter of the Society of Hispanic Professional Engineers on:

Date: