# SHPE JUNIOR CHAPTER BYLAWS TEMPLATE

## **About the Template**

* This template applies as the baseline bylaws for all junior (Jr) 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](mailto:chapters@shpe.org) with any questions or requests

# BYLAWS OF THE SHPE [HIGH SCHOOL] JUNIOR CHAPTER

## **ARTICLE I. NAME OF ORGANIZATION**

# The name of this organization is the [High School] Chapter of the SHPE (the “Chapter”).

## **ARTICLE II. PURPOSE & OBJECTIVES**

# The purpose of this Chapter is to realize the mission of SHPE at the [High School] by organizing events and programs in accordance with SHPE’s Internal Revenue Code Section 501(c)(3) tax-exempt status.

# Chapter objectives include:

* Promote the advancement of Hispanic high school students as engineers and scientists in employment and education.
* Develop and participate in programs with industry and the school, which benefit students seeking technical degrees.
* Improve the retention of Hispanic students to enroll in engineering and science.
* Provide a forum for the exchange of information pertinent for Hispanic students enrolled in the school.

# [Optional] Add additional objectives, if desired

## **ARTICLE III. AFFILIATION**

The SHPE High School Junior Chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers. The organization possesses the right to adopt its own rules and procedures within the framework of SHPE’s rules and regulations and the SHPE High School Junior Chapter’s rules and regulations. This student chapter will be part of the “local” as defined by the Regional SHPE Leadership, local chapter presidents and representatives.

## **ARTICLE IV. SHPE NATIONAL MEMBERSHIP AND DUES**

### Section 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.

### Section 2. Regular Membership

Regular members shall be:

1. Members in good standing with SHPE;
2. Students enrolled at high school; and
3. Students in search of information to pursue a science, technical, engineering, and/or mathematics (STEM) degree or career.

State any requirements for maintaining regular membership beyond those stated after the second requirement; e.g., "must attend X% of meetings each (semester/quarter)"

### Section 3. Associate Membership

Associate members shall be teachers, professors, industry representatives, and school staff who do not meet requirements for regular membership, but who support the purpose(s) and objective(s) of this chapter. These members do not hold voting power and cannot hold an elected office for this chapter.

## **ARTICLE V. EXECUTIVE LEADERSHIP**

### Section 1. Executive Board

The Chapter shall have an Executive Board, composed of Chapter officers elected by members of the Chapter. Subject to the direction of the Chapter Advisor and SHPE, the Executive Board shall manage the affairs of the Chapter. Executive Board Members shall include the following: President, Vice President, Secretary, Treasurer, and Academic Excellence Chair. These positions will serve as the core of the leadership team for the chapter.

### Section 2. Specific Powers of the Executive Board

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; (and)
* [Optional] Add responsibilities, if needed

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.

### Section 3. Board Position Roles & Responsibilities

President

* Represent the chapter and be responsible for all business concerning the chapter.
* Manage the business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter.
* Be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.
* [Optional] Add responsibilities, if needed

Vice President

* Assist the President in all business concerning the chapter and shall act as a President Pro Tem in the latter’s absence.
* Manage the external affairs of the chapter (industrial relations, company tours, Noche de Ciencias events, etc.).
* [Optional] Add responsibilities, if needed;

Secretary

* Take the minutes of the meeting and post them.
* Manage the physical or digital bulletin board.
* He/she will be responsible for registering the organization with the school each academic year.
* [Optional] Add responsibilities, if needed

Treasurer

* Manage books and records on money received and disbursed.
* Create quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership.
* Present annual budget and complete financial report to the Executive Board.
* [Optional] Add responsibilities, if 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!*

### Section 4. 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 VI. MEETINGS**

### Section 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)*

### Section 2: Election Meetings

The election results will be determined in accordance with Article VII. Election meetings will happen before May 1. *(Tip: we recommend that you have your elections late in the Spring term so that there is overlap between current and future chapter leaders. However, we recognize that this may not always be practical at the high school level. Please adjust this date to early in the Fall term if that makes more sense for your school.)*

### Section 3: Additional Meetings

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

### Section 4: Definition of Meeting Quorum (in-person, virtual, or hybrid)

* Board Quorum and Voting
  + 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.
  + 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.

Membership Quorum

* 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 VII. ELECTIONS**

### Section 1. Elections Timeline

*[Comment: We recognize that in your initial year you may not be able to follow this timeline depending on when your chapter is approved. Please plan the election timeline dates for all subsequent years when your chapter is operating on a standard, academic year schedule.]*

Elections timeline shall be as follows:

* By February 15:The membership payment is due to be eligible to nominate, vote or run for office
* By March 15: Nominations for positions must be submitted by end of day 11:59PM (local time)
* By April 1: Elections must be held prior and results are announced to the chapter by this date
* By April 15: Report election results to SHPE Staff [[chapters@shpe.org](mailto:chapters@shpe.org)]

*(Tip: we recommend that you have your elections late in the Spring term so that there is overlap between current and future chapter leaders. However, we recognize that this may not always be practical at the high school level. Please adjust this date to early in the Fall term if that makes more sense for your school.)*

### Section 2. Nominations Procedure

1. Persons can self-nominate or can be nominated by a member during a general membership meeting
2. Those nominated can decline the nomination up to the day before elections
3. Multiple nominations are allowed but only one position can be held per member.
4. Members who are eligible for nomination are current SHPE members, {optional: additional characteristics determined by chapter- GPA, # of meetings attended, etc}.

### Section 3. Elections Procedure

1. Elections shall be held amongst Chapter members when a quorum of Chapter members is present.
2. Members who are eligible for voting current SHPE members, {optional: additional characteristics determined by chapter- GPA, # of meetings attended, etc}.
3. If in-person, an absentee vote shall be accepted if submitted to the Secretary in a sealed, signed and dated envelope prior to the election. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election. Absentee ballots shall count toward establishing quorum. If virtual, an email must be sent twenty-four (24) hours prior to the election *(Your chapter can decide if they want to allow absentee ballots or not)*
4. Voting shall be by secret ballot, and the nominee with the majority of votes shall be considered the winner. If no candidate receives a majority of votes, runoff election(s) shall be conducted until a candidate receives a majority of votes and is elected. In each round, the candidate with the fewest votes shall be eliminated until only two candidates remain
5. The Chapter Advisor or Secretary shall tally the votes and promptly disclose results to the Executive Board and the Chapter. [Optional: Add definition of how soon after the elections meeting results will be shared with the general membership should be made here. Definition around whether or not the Executive Board will receive the results prior to the general membership should be made explicit here]
6. Only Executive Board positions must be elected by the Chapter’s members. Committee can be appointed by the Executive Board or in accordance with other practices as the Chapter sees fit.
7. Any and all persons in elected positions must meet or exceed a 3.0 GPA and be SHPE members in good standing
8. The Executive Board may adopt additional rules consistent with these Bylaws to implement the nominations and election process

### Section 4: Transition Process

1. {Optional- recommended best practice}There shall be at least a one-month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
2. Newly elected officers shall assume office as soon as they have been successfully on boarded, but no earlier/later than the beginning of the fiscal year (July 1st)
3. New chapter officers must comply with the SHPE Chapter Affiliation Agreement.

New chapter officers assume office on August 1. (*Please adjust this date to early in the Fall term if that makes more sense for your school.)*

## **ARTICLE VIII. RESIGNATIONS AND REMOVALS**

### Section 1. Resignations

Any Executive Board member may resign from office at any time by submitting a letter of resignation at least one week before the next chapter meeting to the President or one of the Vice Presidents and the Chapter Advisor. The resignation shall be effective at the time the resignation is tendered, unless the resignation specifies a later effective time.

### Section 2. Removals

When any Executive Board member feels that an officer is not fulfilling their duties, they may call upon the rest of the Executive Board to discuss/resolve the matter. An officer may be removed by an Executive Board member should that officer not comply with SHPE’s code of conduct and/or High School guidelines.

1. When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.
2. During the removal or impeachment proceedings, the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officers’ vote.
3. A majority of the officers ( %) will decide whether the removal will be carried out. A new officer will be nominated and elected as described under Article VII Section 3.

Section 3. Vacancies The Executive Board shall fill vacancies in any office and may fill them at any time.

1. Nominations will be taken to fill the office during the meeting when a resignation is presented.
2. An individual elected to fill a vacancy shall serve for the unexpired portion of the term for which their predecessor was elected.
3. During a meeting when a resignation is presented, nominations will be taken to fill the office. The chapter shall elect a personal during the following week by secret ballot following Article VII Section 3.

## **ARTICLE IX. AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any time with the written approval of the Executive Board, the Chapter’s members, and the advisor. Following, the written documentation will be reviewed and approved by SHPE. Amendments shall become effective after approval by SHPE.

Adopted by the Chapter Name on [Date]