# SHPE STUDENT CHAPTER BYLAWS TEMPLATE

## **About the Template**

* This template applies as the baseline bylaws for all student 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 XXX [College/University] STUDENT CHAPTER

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

# The name of this organization is the [College/University Name] Chapter of the SHPE (the “Chapter”).

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

# The purpose of this Chapter is to realize the mission of SHPE at the [XXX College/University] (“University”) by organizing events and programs that directly lead members towards their post-graduation success, all in accordance with SHPE’s Internal Revenue Code Section 501(c)(3) tax-exempt status.

# Chapter objectives include:

# Providing an inclusive community (via the Chapter) for Hispanic STEM students enrolled at University that realizes the SHPE mission;

# Recruiting Hispanic STEM (science, technology, engineering, math) students into the Chapter;

# Retaining and advancing Hispanic STEM students via leadership, professional, familial, and academic development, and community service programs; and

# Contributing to the post-graduation success of chapters members into STEM careers (e.g., industry, graduate school, entrepreneurship, etc.)

# [Optional] Add additional objectives, if desired

## **ARTICLE III. AFFILIATION**

1. 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 and University’s policies for students and student organizations. As part of its affiliation, the Chapter shall have a faculty or staff member from the University serve as Chapter Advisor to provide guidance, support and access to University resources. 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 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. Moreover, the Chapter will adhere to the University non-discrimination policy. Provide website link here and insert key verbiage from your university’s policy.

Section 2. Regular Membership

Regular members shall be:

1. Members in good standing with SHPE; and
2. Students enrolled at University

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

[Optional] Section 3. 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 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. The Executive Board shall create and manage committees that organize activities for the Chapter to recruit, retain and work towards the post-graduation success of its members. Executive Board Members shall include the following: President, Vice President, Secretary, and Treasurer. 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;
* 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.

Section 3. Board Position Roles & Responsibilities

President

* Represent the Chapter as the official Chapter spokesperson and be responsible for Chapter business
* Preside over Executive Board and Chapter membership meetings
* Manage the Chapter Executive Board and activities (using the Chapter Management Tool [CMT])
* Set Chapter policy/focus for the year
* Oversee the development and submission of the National Reporting Program requirements
* [Optional] Add responsibilities, if needed

Vice President

* Oversee external affairs of the Chapter (industry relations, company tours, etc.)
* Assist the President managing the Chapter and act as interim President in his or her disability, absence, removal or resignation
* Oversee internal affairs of the Chapter (campus relations, social activities, etc.)
* [Optional] Add responsibilities, if needed; The Chapter may separate the position and responsibilities of Vice President into Vice President of External Affairs and Vice President of Internal, if desired

Secretary

* Manage the Executive Board meetings using the CMT
* Register the Chapter with the University for the academic year
* Organize and implement the Chapter elections procedures including tallying the election votes
* Manage the development and submission of the National Reporting Program requirements
* Take minutes of Executive Board and Chapter membership meetings
* [Optional] Add responsibilities, if needed

Treasurer

* Manage the Chapter’s finances including keeping financial records via CMT or similar tools
* Make quarterly (three months) financial reports available to the Executive Board and to SHPE, listing all liabilities and assets of the Chapter
* Present an annual budget and complete full year financial report to the Executive Board and to SHPE
* [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.

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

Elections timeline shall be as follows:

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

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
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 Secretary shall tally the votes and promptly disclose results to the Chapter Advisor, 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. 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. Transition shall take place upon fulfillment of requirements established by SHPE. Both the outgoing and incoming officers shall complete the New Chapter Leader Orientation and participate in the onboarding workshop/series as determined by SHPE. Transition requirements are estimated to take 3 months to complete
4. New chapter officers must be reported to SHPE by April 15 of each year
5. New chapter officers must comply with the SHPE Chapter Affiliation Agreement

## **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 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 University guidelines.

Section 3. Vacancies

The Executive Board shall fill vacancies in any office and may fill them at any time. An individual elected to fill a vacancy shall serve for the unexpired portion of the term for which their predecessor was elected.

## **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 on [Date]