

BYLAWS
The Rice University
Society of Hispanic Professional Engineers

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Article I – Name

The name of this organization shall be the Society of Hispanic Professional Engineers (SHPE) – Rice University Student Chapter.

Mantra: The Source for Quality Hispanic Engineers and Technical Talent

Article II – History

The Society of Mexican American Engineers and Scientists MAES organization was founded at Rice University in 1989, and was a chapter of the MAES National organization, founded in 1974 in California. The addition of SHPE did not occur until 1997. The name of the organization was later changed to the Association of Latin American Engineers and Scientists (ALAES), to reflect the combination of both organizations.

Article III – Purpose

The purpose of this student chapter is to:

1. Increase the number of Hispanic science and engineering students at Rice University.
2. Promote awareness of the need for Hispanic scientists and engineers in the scientific and professional community.
3. Develop and participate in programs with industry and the university which benefit students seeking technical degrees.
4. Improve the retention rate of Hispanic students enrolled in engineering or science.
5. Provide a forum for the exchange of information pertinent to Hispanic engineering or science students enrolled at Rice University.
6. Promote academic achievement by providing year-round mentoring and advice.
7. Provide educational as well as social activities for the members and the community.
8. Provide a line of communication between student members and the professional community.
9. Network with other student Chapters.

Article IV – Association

Section

1. *Affiliation*
The Rice University SHPE student chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.) The organization possesses the right to adopt its own rules and procedures within the framework of SHPE, and Rice University's rules and regulations.
2. *Non-Discrimination*
No person shall be denied membership in this organization because of race, religion, color, sex, handicap,

nationality, etc... even though the name of the organization is the Society of Hispanic Professional Engineers.

Article V – Membership

Section

1. *Regular Members*
Regular membership is open to any interested full-time or part-time student enrolled at Rice University.
2. *Active Members*
Active members shall be those regular members who have paid their dues as stated under Article VI as well as have attended at least one-half of the SHPE activities.
3. *Associate Members*
Associate membership shall be open to Rice University faculty, staff, alumni, and any others who support the purpose and objectives of this organization. Associate members shall not be eligible to vote or hold office.

Article VI – Dues

Section

1. Membership dues will be determined by the newly elected officers.
2. All membership dues collected shall go towards the operating costs of the SHPE Rice University student chapter.
3. All membership dues shall be paid directly to the chapter Treasurer.

Article VII – Officers

Section

1. The officers of SHPE shall consist of: A President, Internal Vice-President, External Vice-President, Community Outreach Coordinator, Treasurer, Marketing Director, Regional Representative, Chief of Staff and Socials Coordinator.
2. *Qualifications of Officers*
 - a. A student on academic probation is not permitted to be a candidate for or to hold any office as is embodied in the constitution of the Student Association.
 - b. A student shall have been enrolled at Rice at least the semester immediately preceding the elections in order to be eligible to run for office.
3. *Duties of All Officers*
 - a. Carrying out regular responsibilities as per Article VII, Section 4
 - b. Attending all SHPE meetings including: Executive Board Meetings, General Body Meetings, Community Outreach Events, Information Sessions, SROs, and other Rice club events jointly sponsored with SHPE (Evening with Industry, necessary HACER meetings, etc.)
 - i. If an officer cannot attend, it is their responsibility to tell the President beforehand. Absences are excused at the discretion of the rest of the Executive Board.
4. *Duties of the elected officials shall be:*
 - a. President:
 - i. Represent the chapter and be responsible for all business concerning the chapter.
 - ii. Preside at all regular and called meetings or assemblies.
 - iii. Explain and supervise constitutional amendments.
 - iv. Be the official representative at all public functions.
 - v. Manage the other operating officers and manage the day-to-day affairs of the chapter.
 - vi. Coordinate election process in the Spring.
 - b. Internal Vice-President:
 - i. Assist the President in all business concerning the chapter.
 - ii. Preside in the absence of the President and assume the duties of the President in the president's temporary absence or incapacity, in conjunction with External Vice President
 - iii. Be in charge of all internal affairs related to the chapter (committee chairs, MentorSHPE program, etc.)

- iv. Be responsible for setting up all permanent and temporary committees and shall preside as Head Chairman of all the committees. Committees may include fundraising, and publicity.
- c. External Vice-President
 - i. Assist the President in all business concerning the chapter.
 - ii. Preside in the absence of the President and assume the duties of the President in the president's temporary absence or incapacity, in conjunction with Internal Vice President
 - iii. Be in charge of all external affairs related to the chapter including but not limited to:
 - 1. Industrial relations (creating and editing the sponsorship package, planning and running company-related events, etc.)
 - 2. Company tours
 - 3. Working directly with Treasurer to coordinate sponsorship funds from companies
 - 4. Coordinating chapter attendance at SHPE National Conference (registration, lodging, etc.)
- d. Community Outreach Coordinator:
 - i. Be in charge of all activities related to the SHPE Jr. program.
 - ii. Be responsible for the Community Outreach proposal and budget for each operating semester.
 - iii. Coordinate all community service projects on and off campus (high school tours, STEM Showdown, etc.)
 - iv. Coordinate with the Greater Houston Community Outreach Committee (GHCO) on community service projects.
- e. Treasurer:
 - i. Have absolute supervision over the annual budgeting of funds (including access to club funds and p-cards).
 - 1. When not available, president may supervise fund utilization
 - ii. Keep books and records on money received or disbursed.
 - iii. Make quarterly financial reports listing all liabilities and assets of the organization.
 - iv. Render a final account of the finances of the club at the final meeting during the term of office.
- f. Chief of Staff:
 - i. Keep accurate minutes for all meetings and shall keep all necessary records, post them, and maintain them.
 - ii. Keep a list of all members.
 - iii. Handle all announcements.
 - iv. Keep track of all action items and all officers' responsibilities.
 - v. In charge of making room reservations.
- g. Regional Representative:
 - i. Handle official correspondence with other universities, alumni, professional chapters, Regional Vice President, and with SHPE National.
 - ii. Coordinate Sub-Regional Outings (SROs) with other chapters.
 - iii. Attends Region 5 monthly conference calls meetings
- h. Marketing Director:
 - i. Create and/or update the club website as often as necessary.
 - ii. Maintain chapter's social media accounts
 - iii. Advertise club, events, and meetings with digital and nondigital media (shirts, Facebook page, flyers, posters, business cards, etc)
- i. Socials Coordinator
 - i. Organize chapter-wide social events, such as the carne asada and end-of-year banquet.
 - ii. Promote morale and cohesion for the chapter by planning smaller events like study breaks and off-campus trips.

Article VIII – Elections

Section

1. Time of elections and term of office:
 - a. Each officer shall be elected in the 4th quarter of the spring semester of each year.
 - b. New officers shall begin their term with the meeting following the elections.
 - c. Each officer shall serve for one year unless re-elected or removed from office.
2. Method of election:

- a. Those running for office must submit a statement to the President at least a week before the elections in order to have names on the ballot. This statement shall include the office the candidate is running for, a statement that they have read the constitution and agrees to abide by it, and the signature of the candidate.
 - b. Candidates must attend a meeting which will be held for the presentation of each candidate's speech a week before the elections. During this meeting each candidate must give a one to five minute speech. No proxies shall be permitted to speak on behalf of a candidate and there will be no defaming discussions. Candidates not attending this meeting may have their names removed from the ballot at the officers' discretion.
 - c. All officer elections shall be conducted by secret ballot.
 - d. Elections will be held in two rounds:
 - i. The first round includes President, Internal Vice-President, and External Vice-President.
 - ii. The second round will include the rest of the officer positions.
 - iii. The first round will take place before the second round. Members who don't get elected in the first round are allowed to run for the second round.
 - e. Voting will take place through Owllection.
3. Vacancies:
- a. Vacancies in any office will be filled by election except for the Presidential office to which the Vice-Presidents will succeed.
 - b. Any officer may run for any vacant office only after having resigned their present office, thus leaving their office open to election.
4. Faculty Sponsors:
- a. The Faculty Sponsors must be approved by a simple majority of the officers.

Article IX – Resignations and Impeachments

Section

- 1. Resignation from an office shall be handled in the following manner. A signed and written statement shall be submitted to the highest remaining officer. It should state the date, the office held, and the reason for resignation.
- 2. Any officer may be removed by receiving two "warnings." Warnings will be determined as such by a two-thirds vote of officers (Article VII) and with the concurrence of the faculty sponsor for just cause. Warnings include but are not limited to:
 - a. Neglect of duty
 - b. Failure to maintain required academic standing
 - c. Display of conduct unbecoming a leader at any activity sponsored by SHPE or Rice University (to include any illicit or unethical activities)

Article X – Meetings

Section

Regular meetings of SHPE shall be held twice a month during the academic year. Officer or committee meetings shall be held as needed or at the President's request. Other meetings may be called in addition to regular meetings. An official meeting can only be conducted under the supervision of either the President or External Vice-President and one other officer.

Article XI – Committees

Section

Yearly committees shall be formed as an Executive Board or at the request of an officer or the request of three active chapter members. They will be dissolved once their function has been completed. The chairmen of these committees shall be chosen under the attention of the Executive Board. All committees must give a progress report at every regular meeting or at the President's request.

Article XII – Nondiscriminatory Policy

Section

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

Article XIII – Anti-Hazing Policy

Section

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Article XIV – Primacy of the Student Association

Section

1. This organization shall recognize the primacy of the Student Association Executive Branch, the Student Senate, and ultimately, the Student Association.
2. This organization shall be bound by the requirements of the Constitution of the Student Association and any associated rules and regulations.
3. This constitution and any bylaws or policies adopted by this organization are subordinate to the Constitution of the Student Association.

Article XV – Amendments

Section

1. All members reserve the right of proposing amendments.
2. Proposals for new amendments shall be forwarded to any officer.
3. New amendments shall be revised by the officers, and approved by a majority vote of the SHPE. The SHPE Bylaws will be read at the second meeting of every year.
4. Amendments will not take effect until submitted to the Student Association Parliamentarian and approved by the Committee on Club Approvals or the Student Association Senate.