

# **The Society of Hispanic Professional Engineers at the University of California, San Diego**

## **Constitutional Guidelines**

### **ARTICLE I**

#### ***NAME OF STUDENT ORGANIZATION***

The name of this organization shall be The Society of Hispanic Professional Engineers at the University of California, San Diego or SHPE at UCSD for short.

### **ARTICLE II**

#### ***STATEMENT OF PURPOSE***

The purpose of SHPE at UCSD is to promote the advancement of Hispanics in math, science, engineering and other technical fields through our student chapter benefits; including but not limited to Professional Development, Academic Development, and Community Service. SHPE at UCSD is a non-profit student organization.

Chapter Objectives:

1. To increase the number of Hispanic students in engineering, math, and science at the University of California, San Diego.
2. Assist students to become successful in their Math, Science, and Engineering courses.
3. Promote the advancement of Hispanic engineers, mathematicians, and scientists in employment and education.
4. Develop and participate in programs with industry, which benefit students seeking technical degrees.
5. Improve the retention of Hispanic students enrolled in math, science, and engineering majors at the University of California, San Diego.
6. To be the source of Quality Hispanic Engineers and Technical talent.
7. To be active role models within the San Diego community, through community service and pre-college programs.

### **ARTICLE III**

#### ***NONPROFIT STATEMENT***

The Society of Hispanic Professional Engineers at UCSD is a non-profit student organization.

**ARTICLE IV**  
***REQUIREMENTS FOR MEMBERSHIP***

**Section 1 - Regular Membership**

Regular membership shall be open to all majors especially Engineering, Science, Math, Physical, Applied, Computer Science, Business, and Pre-Med.

Criteria for Regular Chapter membership:

1. In order to become a member, the student must pay a fee currently stated by SHPE National to be at ten dollars (\$10).
2. The student must be enrolled at the University of California, San Diego with the minimum number of units delineating part-time status, currently set by UCSD to be at eight (8) units.
3. The student member must attend at least one complete General Body Meeting throughout the school/academic year.

Regular Membership Rights:

1. Regular members shall be eligible for all benefits SHPE at UCSD, SHPE San Diego, and SHPE Nationals have to offer.
2. Regular members shall have the right to practice democratic voting principles.
3. Chapter members shall have the right to hold office, vote in elections, and nominate other chapter students for office.

**Section 2 - Associated Membership**

Associated membership shall be open to any student, professional, industry representative, and college staff that do not meet the requirements stated above but who wish to support the purpose and objectives of this chapter.

Associated Membership Rights:

1. Associated members shall benefit from all rights regular members are entitled to, with the exception of voting and holding office positions.

**ARTICLE V**  
***FREQUENCY OF ORGANIZATION MEETINGS***

**Section 1 - General Meetings**

General meetings shall be held every other week during the quarter for the academic year starting week 2. There should be at least four (4) per quarter.

### Section 2 - Election Meetings

Election meetings shall take place annually during the third to last general membership meeting of the academic year.

### Section 3 - Board Meetings

Board meetings will be held every week and are mandatory for all board members if their schedule permits.

## **ARTICLE VI**

### ***QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS***

#### Section 1 - Positions

Officers shall consist of a President, Vice President Internal, Vice President External, Finance Chair, Public Relations Chair, Youth Outreach Chair, Co-Academic Chairs, SHPE Jr. Representative, General Outreach Chair, Empower Outreach Chair, and Co-Technical Chairs. The term of office shall begin the summer before the beginning of the new academic year and end at the end of spring quarter.

#### Section 2 - President

The President shall:

1. Be a previous SHPE at UCSD Board Member for the purpose of being familiar with club proceedings, obligations, activities, goals, and continuity of national and professional chapters.
2. Represent the chapter and be responsible for all business concerning the chapter.
3. Have full power in the management and business of the chapter and shall set and establish all policies of the chapter and/or other functions or activities under the direction of this chapter.
4. Be responsible for all external and internal correspondence.
5. Have the power to approve and veto all legislation excluding position statements approved by 2/3 of the club body.
6. Be cognizant of any problematic situations that involve any officer, member, or club activity.
7. Offer possible solutions to a problem and obtain officer approval (Majority, 51%).
8. Have the power to call special, general or officer meetings at any time deemed necessary.
9. Be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.

10. Assist external vice presidents and other officers to prepare the year and mid-year reports.
11. Be the final determinant of impeachment procedures.
12. Organize cross-functional networking with other engineering and Hispanic organizations.
13. Meet with organization advisor weekly, and with faculty advisor monthly.
14. Create committees as needed by consulting with respective officers (e.g. High School Conference committee, academic committee).
15. Attend school, Region II, SHPE Presidential events, and professional chapter meetings to give presentations.
16. Support and motivate board and general members.
17. Be aware of requirements and deadlines for the National Point System.

### Section 3 - Vice President(s)

The External Vice President shall:

1. Along with the Internal Vice-President, serves as the “right-hand” person to the President, being readily available to assist the President as needed.
2. Assist the President in all business concerning the chapter and shall act as a President Pro Tem in external-related events in the latter’s absence.
3. Assist the President and Internal Vice President in all business concerning the chapter.
4. Assist President with scheduling speakers, company and university tours, conferences, and outreach events.
5. Serve as chair for the Professional Development Committee, which includes:
  - Planning Professional Evening with Industry (PEI)
6. Manage distribution of the Yearly Funding Proposal to companies and collection of donations.
7. Write thank you letters within two weeks of event, donation, etc.
8. Assist President to enforce officer duties.
9. Assist fellow officers with projects as needed.
10. Be responsible for organizing the mid-year and yearly report for the National Reporting Program (NRP).
11. Find speakers for general meetings and workshops.
12. Be adamant on forming new industry and graduate student contacts whenever the opportunity arises.
13. Organize cross-functional networking with other engineering and Hispanic organizations, is the main point of contact for non-UCSD organizations.

14. In charge of getting sponsors for the REACH Engineering Competition and serve as the co-lead

The Internal Vice President shall:

1. Along with the External Vice-President, serves as the “right-hand” person to the President, being readily available to assist the President as needed.
2. Assist the President and External Vice President in all business concerning the chapter.
3. Assist the President in all business concerning the chapter and shall act as President Pro Tem in internal-related events in the latter's absence.
4. Be in charge of the internal affairs of the chapter:
  - Campus Relations
    - i. Reserving room through One Stop or Department Approval Officers.
    - ii. Organize cross-functional networking with other engineering and Hispanic organizations, point of contact for UCSD organizations
  - Social activities
    - i. Distribute the quarterly social activities to one subcommittee per quarter ran by: SHPEtinias Lead, Transfer Committee Lead, and SHPE Jr. Representative.
  - Intramural sports
    - i. Organize an intramural sports lead per quarter.
5. Assist President to enforce officer duties.
6. Assist fellow officers with projects, as needed.
7. Serve as Engineering Overnight Program Representative.
8. Lead the planning of SHPE at UCSD End of the Year Banquet.
9. Make reservations for all meetings and events (including retreats).
10. Ensure logistics for General Body Meetings and events are in order.
11. Register SHPE at UCSD as a student organization at the OneStop Office
12. Assist the Academic Chair in implementation of study sessions, as well as the MentorSHPE Program.
13. Liaison with board members and general body members.
14. Address all board issues with President for resolution.
15. Act as TESC Representative at all TESC Meetings.

16. Be responsible for keeping records of general body meeting attendance (creating sign in sheet, etc).
17. Be responsible for keeping records of all events (meetings, etc.).
18. Be responsible for creating the online election ballots.
19. Take the minutes of every meeting and upload to the Google Drive for future reference.
  - Minutes should include all members in attendance, members absent, all major discussions/resolutions, and action items.

#### Section 4 - Finance Chair

The Finance Chair shall:

1. Keep book and records on money received and disbursed.
2. Make Mid and End of the Quarter financial report listing all liabilities and assets of the organization to the Executive Board.
3. Be in charge of the Finance committee, responsibilities include:
  - Locating sources for funding (Internal Funding in UCSD).
  - Organizing and leading fundraising events.
  - Drafting sponsorship letters and packets with President and VP External.
  - Assisting VP External in PEI-related expenses.
1. Reimburse members for organization spending.\*\*
2. Complete tasks assigned in a timely and responsible manner.
3. Apply to ACE Mini-Grants from SHPE National.
4. Have a fundraiser event once per quarter

*\*\*In order to qualify for reimbursement, all spending must have prior approval of Executive Board and reimbursement request slip alongside receipts must be submitted within a week of the event.*

#### Section 5 - Public Relations Chair

The Public Relations Chair Shall:

1. Be responsible for the creation and distribution of marketing materials.
2. Submit article for SHPE at UCSD Magazine (for all issues).
3. Maintain SHPE at UCSD photo Drive/album.

4. Keep photographic record of events (GBM's, Tabling, PEI, Socials, HSC).
5. Maintain an updated website.
6. Update the chapter's social media accounts. (Facebook, Instagram, etc.)
7. Be responsible for submitting materials to other marketing outlets (e.g. IDEA Center Newsletter, Price Center banners).
8. Create an end of the year video, showcasing the events of the academic year.
9. Create and send a weekly newsletter to all members.
10. Be responsible for all external and internal correspondence.
11. Organization of the shared Google Drive (all folders).
12. Maintain Contact with Non-Executive Board Members
13. Update the google calendar of all quarterly events
14. Work with communications and academic chair to distribute information to the chapter.
15. Publicize events (PEI, GBM's, Logan Outreach, High School Conference, etc.).
  - Enforce deadline for event logistics (one week prior)

#### Section 6 - Empower Outreach Chair

The Empower Outreach Chair Shall:

1. Lead and Manage all aspects of the High School Conference.
  - Coordinate subcommittees for Empower Advertisement, Planning, and Finance
2. Co-Lead the Outreach committee, which includes planning:
  - Empower High School Conference, Noche de Ciencias, and other outreach events
3. Explore fundraising opportunities with finance chair.
4. All outreach chairs will be encouraged to help each other out with their events.

#### Section 7 - General Outreach Chair

1. Manage quarterly Noche de Ciencias events.
2. Organize a Tijuana Outreach trip once every quarter.
3. All outreach chairs will be encouraged to help each other out with their events.

#### Section 8 - Co-Academic Chairs

1. Be responsible for keeping track of the SHPE at UCSD Point System.
2. Maintain an updated list of scholarships, internships and research opportunities for members, and forward it to the Public Relations Chair.
3. Plan study jams, including Finals Week study jams.
4. Be in charge of organizing any additional academic enrichment and personal development programs.
5. Reserve library rooms on a daily basis.
6. Coordinate study groups.

#### Section 9 - Youth Outreach Chair

1. Maintain contact with Logan Elementary teachers and administration.
2. Have proposed experiments for whole quarter at first Outreach Officer meeting of each quarter.
3. Organize attendance of volunteers to facilitate activities with students.
4. Assist Communications Char in publicizing Logan events and give necessary information to volunteers regarding experiments prior to the event.
5. Serve on the Outreach Committee.
6. Oversee planning of Logan Outreach events and attempt to attend them.
7. Present during the week of Logan at Outreach Meeting.
8. Overseeing activities and assigning leads.
9. All outreach chairs will be encouraged to help each other out with their events.

#### Section 10 - SHPE Jr. Representative

1. Be in charge of the development of a SHPE Jr. chapter.
2. Initiate and maintain contact with high school/middle school administration and teachers and other SHPE Jr. Chapter Representatives.
3. Lead Freshman Committee.
4. Lead SHPE Jr. Chapter activities planning and execution along with volunteers
  - Encourage student participation at the Empower High School Conference
  - Organize SHPE Jr. GBM's.
  - Make bylaws for SHPE Jr.



1. Organize and lead the MentorSHPE Program along with the VP Internal.

#### Section 11 - Co-Technical Chairs

1. Be in charge of organizing and developing the Rising Engineers Advanced Challenge (REACH) Competition
  - Create a REACH Planning Committee
  - Create small technical event in Fall Quarter.
2. Serve as coordinator for Project Teams; Responsibilities include:
  - Hold bi-weekly meetings with project leads,
  - Ensure logistics for General Project Meetings are in order.
  - Organizing technical workshops for large events such as EOP and HSC
3. Plan and run technical workshops and sequences.

#### Section 12 - Non-Executive Board Members

Non-executive board members shall include: Project Team Leads , SHPEtinias Lead, and Transfer Committee Lead.

Their responsibilities shall include:

1. Project Leads
  - Work with the team to set key goals/objectives
  - Develop a project plan in order to achieve these goals/objectives
  - Keep team members informed of key developments, decisions, issues, and changes to the project and the project plan.
  - Seek out potential funding opportunities to support the project
  - Organize weekly meetings to maintain member/group progress
  - Provide clear direction to team members
  - Clarify specific roles of members/groups within the project
  - Actively solicit input from team members
    - include the team in formulating decisions
  - Be supportive toward personal development in order to maintain standards of excellence within the project
  - Attend project lead meetings to provide updates with regard to project progress, as well as any issues that may arise.
2. SHPEtinias Lead

- Create a community and support group for Latinas in STEM with biweekly meetings.
  - Seek out women in STEM to speak about their experiences.
2. Transfer Committee Lead
- Create a community and support group for transfer engineering students to help SHPE at UCSD be more supportive to an underrepresented sub section of Hispanics

All Board Members shall:

1. Be present at all general and officer meetings and not be allowed to miss more than three (3) board meetings and three (3) general body meetings (per year) without prior notice and valid excuse.
2. Complete tasks agreed on by position title in a timely and responsible manner.
3. Assist the External Vice President with mid-year and yearly reports.
4. Maintain active communication with the rest of the board regarding all events and involvement.
5. Be responsible for maintaining an appropriate and professional image as a SHPE at UCSD board member.

#### Section 13 - Officer Attendance at Events

If registered for a conference or event, the board member should inform the President if they wish to cancel and the reason why at least 1 week in advance from the deadline. Otherwise, they shall attend. Failure to do so will result in possible impeachment and/or denial in attending a SHPE conference (i.e. SHPE conference, RLDC etc.). Failure to attend will result in a deduction of participation points.

#### Section 14 - Nominations

1. Nominations of the officers shall be submitted one week prior to the second general body meeting in Spring Quarter.
2. Current officers will hold info sessions with nominees/interested members to inform them of responsibilities one week prior to the second general body meeting in Spring Quarter.
3. All persons who have become active regular members of the organization at least thirty days prior to the annual nominations and who are in good academic standing and have a cumulative GPA of 2.7 or higher shall be eligible for office nomination.\*\*\*
4. A candidate shall not hold more than one concurrent officer position within the SHPE at UCSD Student Chapter.

5. "Rolling Elections" may be practiced. If a student is not elected for a desired position, he/she may run for the next available position of their choice as long as it is approved by the majority of the board.

*\*\*\*Good academic standing is defined as students not currently in academic probation.*

#### Section 15 - Voting

1. The chapter shall hold elections annually during the second general body meeting of the academic year in Spring.
2. All registered members who are in good academic standing within the SHPE at UCSD student chapter shall be eligible to vote.
3. All ballots must be personally submitted by registered SHPE at UCSD members.
4. Ballots shall be collected and counted by current board members not running for re-election. Candidates with the highest number of votes per office shall be declared the winners.

#### Section 16 - Election Results

1. Newly elected officers shall hold office for a period of one academic year.
2. In the event of a tie, all board officers not running for the position at hand will vote on a candidate.
3. If there is no candidate for a position, then the position will be filled by appointment of the board.
4. Announce newly appointed board members the second to last general body meeting
5. Email newly appointed board members as soon as results are finalized and before the second to last general body meeting.

#### Section 17 - Immediate Past President

1. The President shall assume the position of the immediate past President on the Board upon completion of their term.

### **ARTICLE VII**

#### ***RISK MANAGEMENT***

The Society of Hispanic Professional Engineers at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. The Society of Hispanic Professional Engineers at UCSD understands that the University does not assume legal liability for the actions of the organization. All project teams and outreach events shall abide by Sections 1 and Sections 2 in accordance with University policies.

### Section 1 - In Case of Interaction with Minors and/or the Elderly

The Society of Hispanic Professional Engineers at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). [Name of the organization] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

### Section 2 - In Case of Handling Hazardous Chemicals, Material, Equipment, and/or Machinery

The Society of Hispanic Professional Engineers at UCSD recognizes that all student organizational activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, The Society of Hispanic Professional Engineers at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

## **ARTICLE VIII**

### ***RESIGNATIONS AND IMPEACHMENTS***

#### Sections 1 - Resignations

1. A letter of resignation shall be submitted to the President or Vice Presidents by any person willing to resign from office at least a week before the next chapter meeting.
2. During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the Board during the following week by a private election.

#### Section 2 - Impeachments

1. When any member feels that an officer is not fulfilling their duties, they may call upon the Board to meet within the next week to discuss/resolve the matter.

2. During the impeachment proceedings, the case will be presented. The officer under investigation will be given the opportunity to present their defense before the Board's vote.

Reasons may include:

- Unexcused absences at two or more board meetings per quarter.
  - Failure to inform the President in advance about their cancellation of event commitments.
  - Not fulfilling the duties of the position.
  - Inappropriate representation of SHPE at UCSD.
- a. A majority of the Board (2/3) will decide whether the impeachment will be carried out.

## **ARTICLE IX**

### ***AFFILIATION WITH OTHER GROUPS***

#### **Section 1 - Affiliation**

The Society of Hispanic Professional Engineers-University of California, San Diego 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's rules and regulations and the University of California, San Diego's rules and regulations. This student chapter will be part of the "local" as defined by the Regional Vice-President and the local professional chapter President.

#### **Section 2 - Non-Discrimination**

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc. even though the name of the organization was chosen to be SHPE at UCSD.

## **ARTICLE X**

### ***AMENDMENTS TO CONSTITUTION***

1. Proposed amendments shall be submitted in writing to the Board members at a board membership meeting.
2. The amendment shall be submitted to the President for approval. Amendments shall be reviewed by the executive board and a 2/3 vote will approve the amendment to a full board voting process.
3. The voted amendment shall be submitted to the SHPE at UCSD Student Chapter advisor for final approval.

In the case that the advisor will be gone for a period longer than two weeks, the Board's vote will be sufficient until the advisor is available. At the advisor's return, the President shall present pending amendment to the advisor for final approval.

4. When submitting amendments to the advisor for final approval, a copy of the previous bylaws shall be submitted as well with marked and highlighted changes.
5. By laws will be reviewed and revised at the yearly transition meeting with both outgoing and incoming boards present.

***Revised By:***

*Juan Gutierrez, Vice President Internal on May 15, 2019*