

**Constitution of**  
**The Society of Hispanic Engineers**  
**at Rutgers University**

**Article I – Name**

The name of this organization shall be The Society of Hispanic Engineers (SHE), Rutgers University Student Chapter of the Society of Hispanic Professional Engineers (SHPE).

**Article II – Organization**

**Section 1 - Purpose**

The purpose of this student organization is to unite and organize Hispanic and other minority students based on their needs, issues and concerns, and to promote professional as well as cultural awareness by means of social and intellectual interaction. More specifically, the society promotes the advancement of Hispanics and other minorities in engineering and other science-related fields.

**Section 2 - Organization**

Organizational business will be conducted in a manner consistent with Rutgers University, the Engineering Governing Council (EGC), and the Society of Hispanic Professional Engineers Inc. regulations and will follow the form presented in Robert's Rules of Order at the discretion of the current Executive Board.

**Section 3 - Affiliation**

The Society of Hispanic Engineers at Rutgers University will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. The organization possesses the right to adopt its own rules and regulations within the framework of Rutgers University rules and regulations, and SHPE Inc. rules and regulations. This student chapter will be part of the local structure as defined by the regional vice-president and the local professional chapter presidents.

**Article III – Membership**

**Section 1 - Categories**

The membership of this organization shall be divided in the following manner: Regular membership - which shall be open to any student at Rutgers University who intends to pursue a degree regardless of major or level.

Honorary membership - which shall be open to individuals recommended by our Faculty Advisor and voted upon by the quorum (as defined in Article VI) of regular members.

**Section 2 - Voting Members**

Voting rights in this organization shall be exercised by any regular member who has attended at least 50% of all regular meetings and SHE sponsored activities, committees,

special events, etc. The STAR Points System (as defined in the 1.1 Bylaws) will be utilized to validate the eligibility of the member to vote.

### **Section 3 - Non-Voting members**

The Faculty Advisor and all honorary members will be non-voting members.

### **Section 4 - Membership Dues**

There shall be an annual fee set by SHPE National which will be unconditional in order for an individual to be recognized as a member by SHPE. If there are to be any chapter dues separate from the National dues, it must be voted on and approved by the voting membership at the first regular meeting of the semester and shall not exceed \$2.00 per semester per member if any shall be required.

### **Section 5 - Loss of Membership Privileges**

A member can temporarily lose his/her membership privileges if he/she has not attended at least 50% of all regular meetings and SHE sponsored activities, committees, special events, etc Further action to be taken shall be decided by the Executive Board Members. Loss of membership can also result from any outstanding debts the member owes to SHE. Once the debts have been resolved, membership may be reinstated upon approval by the Executive Board.

### **Section 6 – Regaining Membership Privileges**

In order to regain membership privileges it is necessary that the student attends at least 50% of all regular meetings and SHE sponsored activities, committees, special events, etc (without tardiness) during the next semester, at which time the Executive Board Members shall evaluate the student's status. Failure to re-establish membership in SHE will result in the placement of the student in ineligible status and the student will not be included in the list of Student Members.

### **Section 7 - Non-discrimination Clause**

No person shall be excluded from participation in, or be denied the benefits of this organization on the basis of race, sexual orientation, ethnicity, gender, handicap, political, ethnic or religious affiliations, or limit any member in the enjoyment of any right, privilege, advantage or opportunity, unless otherwise stated in the Constitution.

## **Article IV- Executive Board Members**

### **Section 1 - The Executive Board**

The Executive Board shall consist of the President, External Vice- President, Internal Vice-president, Treasurer, Secretary, an appointed EGC Representative, two appointed executive board member at large (Historian , and appointed), chairpersons (Academics, Activities, Community Service, and Publicity), Webmaster and an appointed regional committee member if necessary. The Executive Board will have a cohesive relationship with the Advisor(s).

## **Section 2 - Selection for Officers**

Election of Executive Board Members, as defined in Section 1 – Article IV, shall be held each year, towards the end of the Spring Semester. Nominations for the Executive Board Candidates shall be made at the meetings prior to the elections. All regular members shall be eligible for nomination. Nominations for Executive Board Candidates must be seconded by at least two other regular members to be accepted. The membership shall be notified of these nominations before elections are held. If there is a majority vote among the membership (Article VI) nominations will then be reopened.

Elections will be conducted by secret ballot. A popular (majority) vote of the regular active members who vote shall constitute a winning vote. In the event of a tie, a second vote shall be conducted among the candidates following a Question & Answer period (4 minutes per candidate) from the regular members and the candidates involved in the tie. Absentee ballots shall be sent to the Secretary and Advisor in a sealed envelope, which shall be signed and dated, 24 hours prior to the scheduled general election. The Secretary shall be responsible for tallying election votes under the supervision of the Faculty Advisor. If the Secretary is running for office, then the Faculty Advisor will assume the task. Executive Board Members will hold their positions under the terms specified for one academic year beginning at the end of the Spring Semester.

## **Section 3 - Officer Duties**

The officers of this organization shall be responsible for the duties as put forth but not limited to those below.

### **A. President**

1. Steers the chapter, and serves as a source of support and guidance to the Executive Board
2. Oversees the proper conduct of the Executive Board and the chapter
3. Ensures that the chapter's goals are met
4. Is the communication link between the chapter (SHE) and the national organization (SHPE)
5. Is the communication link between advisor and general members
6. Is responsible for the preparation of End of the Year Report & other documents required by SHPE Inc.

### **B. External Vice-president**

1. Is responsible for establishing corporate relationships with the goal of obtaining sponsorship for SHE events/programs/other activities.
2. Is in charge of publicizing the chapter to companies.
3. Serves as advisor/director of the Road trip to SHE/SHPE Jr. which has the goal of establishing a smaller version of SHE at a High School\*\*
4. Events: Career Fair

### **C. Internal Vice-president**

1. Is in charge of creating and maintaining positive relations with other societies within Rutgers and with the Rutgers staff & administration;
  - Establishes cooperation in activities & gathers funds from mentioned

sources.

2. Maintains a source of contacts to facilitate intersociety communication.
3. Serves as the representative for the Latino Student Council (LSC) general body meetings.
4. Events: Multi-Cultural Festival

#### D. Secretary

1. Keeps President up to date on all SHE/SHPE deadlines
2. Is responsible for communication between the chapter members and the executive board.
  - Manages the List Server
  - Informs the general body about upcoming events and activities
3. Records the attendance of the members and the Executive Board to all meetings/events.
  - Is in charge of tracking STAR Points.
  - Must provide statistical information regarding attendance for Continuous Feedback Form documentation
4. Records the General meeting and Executive Board meeting minutes.
5. Is in charge of developing and publishing the SHE Newsletter (minimum 2 per semester) along with the **Newsletter Committee**.

#### E. Treasurer

1. Is responsible for the organization and distribution of all society funding.
2. Keeps an exact record of all expenditures and receipts, and reports any transactions to the Executive Board
3. Must be up to date on allocation guidelines as provided by the Engineering Governing Council (EGC)
4. Carries primary responsibility of preparation and submission of the EGC funding packet each semester.

#### F. Publicity Chair

1. Is in charge advertising the society's activities through media sources such as flyers, Facebook, Radio, RUTV, University Newspaper
  - Works with Webmaster for online publicizing.
2. Is in charge of the **Publicity Committee** which implements all publicity activities

#### G. Academic Chair

1. Is in charge of the Mentoring Program
  - Pairs mentors and mentees and follows their relationships throughout the semester to provide a fluid, and progressive program.
2. Is responsible for gathering and scheduling tutors for various subjects.
3. Is responsible for keeping members informed on available scholarships within the School of Engineering as well as scholarships offered by the national chapter.
4. Events: Academic Mentorship Banquette

#### H. Community Service Chair

1. Responsible for organizing community service events for the chapter on a monthly basis
2. Serves as the director for SHE's High School Outreach Program – Shadow Program
  - Invites select junior and senior High School students to become better informed of the details of college
3. Events: Shadow Program

I. Activities Chair

1. Responsible for planning and executing recreational activities for the chapter with the purpose enhancing social development among members.
2. Events: Passing of the Torch Retreat

J. Webmaster

1. In charge of updating and maintaining the chapter's website.
  - Posting announcements, newsletters
  - Work with Publicity Chair for online publicizing.

K. Historian (Appointed)

1. Responsible for recording the outcome of all of the different activities the chapter partakes in.
  - Continuous Feedback Forms
  - Photographs
  - PowerPoint Presentations
2. Responsible for maintaining a database of organizational documents (i.e. Sakai), such as End of the Year Reports, corporate proposals, and document templates.

L. EGC Representative (Appointed)

1. Serves as the representative for the EGC general body meetings.
  - Must attend all weekly EGC mandatory meetings
2. Act as liaison between EGC and SHE
  - Must be up to date on all EGC events and deadlines

M. Appointed Executive Board Member

1. Serves as an advisor to the Executive Board
2. Provides quality input and participation tasks delegated by the President or Executive Board

N. All Executive Board Members at Large

1. Take initiative to reach out to people/groups/other that may be of benefit and/or might need assistance that can be provided by SHE

\*\*Subject To Change

**Section 4 – Impeachment**

Any complaint about an Executive Board member shall be formally stated at a closed Executive Board meeting in the presence of the charged member. A discussion will be followed in the Closed Executive Board Meeting and a warning will be issued to the charged person. If the charged person does not fulfill his/her responsibilities after the warning, the charged person will be formally asked to resign from his/her position. In the event that the charged person refuses to resign, an announcement of the impeachment hearing shall be made at a regular body meeting.

The Impeachment hearing will be made open to all members of the society in order to carry out a democratic process of impeachment. In order to formalize the impeachment at the hearing, the issue will be addressed and then an open forum will take place for discussion. Following this a secret ballot will be carried out, where a deciding vote will consist of a popular vote of the people present at the hearing. This vote will determine whether or not the charged person will remain in power.

### **Section 5 – Resignations**

A letter of resignation shall be submitted to the President or Vice-presidents by any person wishing to resign from office at least one week before the next chapter general meeting. Nominations will be taken to fill this position. A person shall be elected as specified in Article IV, Section 2.

### **Section 6 – Vacancies**

In the event of a vacancy of any Executive positions, the organization shall ensure that there are at least two officers at any given time. The Presidential vacancy shall be temporarily filled by one of the Vice-presidents as stated in Section 3. The distinction between the two Vice-Presidents shall be made by the Advisor. In the event of a vacancy in the office of secretary or treasurer, these offices shall be combined, until the position is filled.

### **Article V – Meetings**

The organization shall meet once a week, every week of the semester. The Executive Board will meet at least once a week at a time convenient to the Executive quorum (all executive members).

### **Article VI - Quorum and Majority**

The Quorum for regular meetings shall be determined according to the member list. Quorum shall be defined as 50% +1 regardless of the size of the chapter. A majority shall be defined as the popular vote of members present at the meeting and those who have submitted absentee ballots.

### **Article VII – Committees**

To carry out the purpose and aim of the organization, Chairpersons for the Academic, Activities, Publicity, and Community Committees, along with the Webmaster will be elected at the end of every academic year and serve as Chair the following Academic year.

### **Article VIII – Funding**

All funds of the organization shall be kept in a special account in the Student Activities Business Office. Only the President, the Treasurer, the Advisor and those authorized by the President on the Signature Card have direct access to withdraw funds.

### **Article IX - Faculty Advisor**

The Faculty Advisor shall assist with suggestions that will ensure the continuity of the organization and with any problems that may arise.

### **Article X - Rules to Follow**

The organization shall abide by all applicable rules and regulations of the University and SHPE Inc. and under the privileges as granted by the EGC, Student Activities Business Office Center and SHPE Inc.

### **Article XI – Amendments**

The Constitution may be amended by a popular vote of the membership; provided the amendment was submitted in writing at a previous regular meeting, and notice of the proposed amendment was given to all members at least one week before the meeting on the Constitution.

### **Bylaws**

#### **1.1 STAR Points**

- a. .Point system which records the involvement of members of the organization at the end of during each semester. A certain amount of point is given for each meeting, event, committee, and other SHE sponsored activities. Determining the amount of points for each activity will be upon the discretion of the current Executive Board. Those points will be added at the end of every semester and will determine whether the member is active or not active within SHE. The STAR program encourages members to join the different committees in the organization, and participate in the weekly meetings and events throughout the year.