BYLAWS OF
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS WICHITA STATE UNIVERSITY STUDENT CHAPTER

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be The Society of Hispanic Professional Engineers SHPE Wichita State University Student Chapter.

ARTICLE II

PURPOSE/OBJECTIVE

The purpose of this student chapter is to:

1. Increase the number of Hispanic engineering students at Wichita State University
2. Promote the advancement of Hispanic engineers and scientists in employment and education.
3. Improve the retention of Hispanic students enrolled in engineering and science.
4. Provide network opportunities for members.

ARTICLE III

ASSOCIATION

SECTION 1. AFFILIATION

The Wichita State University 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 Wichita State University’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 presidents.
SECTION 2. NON-DISCRIMINATION

The WSU Policy States: 8.10 Statement of Nondiscrimination in Educational Programs and Activities. It is the policy of Wichita State University to prohibit discrimination in educational programs and activities because of race, color, religion, gender, age, marital status, national origin, sexual orientation, political affiliation, disabled/Vietnam-era veteran status or physical or mental disability.

ARTICLE IV

MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP

Regular members shall

a) Be students enrolled in the College of Engineering at Wichita State University.

b) Pay regular membership fees.

SECTION 2. ASSOCIATE MEMBERSHIP

Associate membership shall be extended to

a) University faculty, staff

b) Industry representatives

c) Other students not enrolled in the College of Engineering or at Wichita State University

Associate membership rights and responsibilities include

a) Associate members are not eligible to vote.

b) Associate members may not hold officer positions.

c) Associate members must pay membership fees to be considered members.
SECTION 3. HONORARY MEMBERSHIP

Honorary membership shall be extended to

a) Corporate sponsors

b) Associate members who are granted extra voting privileges.

c) Any others who don’t meet requirements for regular membership and support the purposes and objectives of this chapter

Honorary membership rights and responsibilities include

a) Honorary members may vote on all matters.

b) Honorary members may not hold officer positions.

c) Honorary members (except corporate sponsors) must pay membership fees

ARTICLE V
OFFICERS/EXECUTIVE BOARD

SECTION 1.

Officers shall consist of a President, Vice President, Secretary, Treasurer, Media Specialist, Sergeant-at-Arms, Outreach/Noche de Ciencias Chair, Social Chair, Academic Chair, SHPE Jr Chair, and Fundraising Chair. The term of office is one year.

SECTION 2. PRESIDENT

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and 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. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.
SECTION 3. VICE PRESIDENT
The Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tempore in the latter’s absence. The Vice President will also oversee the internal/external affairs of the chapter (campus relations, social activities, industrial relations, company tours, etc...)

SECTION 4. SECRETARY
The Secretary will take the minutes of the meeting and post them. The Secretary will also oversee the bulletin board (if present). He/she will be responsible for registering the organization with the university, each academic year and for tallying the election votes. The Secretary will be responsible for all external and internal correspondence.

SECTION 5. TREASURER
The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer’s responsibility to present annual budget and complete financial report to the Executive Board.

SECTION 6. MEDIA SPECIALIST
The Media Specialist will keep and make available photographic records of general meetings, executive meetings, socials, and any other SHPE activities. The Media Specialist will create promotional/informational/entertaining content for the organization including but not limiting to: templates, posters, fliers, videos, songs, etc. The Media Specialist will oversee maintenance of SHPE social media channels.

SECTION 7. SERGEANT-AT-ARMS
The duties of the Sergeant-at-Arms are to make sure the meetings stay in order and keep members focused on the topics being discussed.
SECTION 8. OUTREACH/NOCHE DE CIENCIAS
The Outreach/Noche de Ciencias Chair will schedule and promote events geared towards promoting STEM related activities in the community. The Outreach/Noche de Ciencias Chair will also oversee planning and carrying out yearly or bi-yearly Noche de Ciencias events. This includes filling out all the forms for national funding.

SECTION 9. SOCIAL CHAIR
The Social Chair shall schedule chapter development events that promote chapter unity and team building. The Social Chair will assure these events take place when majority of members are available. It will be the Social Chairs’ responsibility to create social media events for said events.

SECTION 10. ACADEMIC CHAIR
The Academic Chair will oversee promoting study days and academic activities. The Academic Chair shall be responsible of reaching out to tutors and mentors. With the help of the Advisor, the Academic Chair will help members improve scores through school and peer resources.

SECTION 11. SHPE JR. CHAIR
The SHPE Jr. Chair shall meet with the SHPE Jr. members at least bi-weekly. It is the SHPE Jr. Chairs’ responsibility to set up presentations and activities for the SHPE Jr. members regarding different types of engineering disciplines. The SHPE Jr. Chair will also oversee promoting unity between the SHPE Jr. and the Wichita State Chapter SHPE chapter.

SECTION 12. FUNDRAISING CHAIR
The Fundraising Chair will propose multiple fundraising events to the chapter. The Fundraising Chair shall oversee scheduling fundraising events that the chapter decides on. It is the Fundraising Chairs’ responsibility to contact restaurants and businesses for fundraising purposes.
SECTION 13. ADVISOR

1. The Advisor shall assist the group in the execution of roles and responsibilities.
2. The Advisor shall provide feedback to the organization regarding its operation and functioning.
3. The Advisor shall serve as a resource.
4. The Advisor should provide advice upon request, and should share knowledge and expertise.
5. The Advisor shall be a full-time faculty or staff member of Wichita State University.
6. The Advisor will be a nonvoting member of the organization.

ARTICLE VI
ELECTIONS/VOTING

SECTION 1. NOMINATIONS

All persons who have become active regular members of the organization at least thirty (30) days prior to the annual election shall be eligible to vote. Nominations of the officers shall be submitted two weeks prior to the election. Nominations shall be held in the month of April at a general membership meeting. Any regular member may be nominated for more than one office. Regular members may also run for more than one office.

SECTION 2. VOTING

The chapter shall hold elections annually during the last general membership meeting in April. Any regular members and honorary members with voting privileges are eligible to vote. The voting procedure shall be by secret ballot. A simple majority constitutes a winning vote. All ballots must be personally deposited into the election box. The Secretary will be responsible for tallying votes. Newly elected officers shall hold office for the period of one year. Absentee ballots shall be sent to the Secretary and counted separately. Absentee ballots shall be obtained from the Secretary and must be sealed in an envelope, which shall be signed and dated. Absentee ballots must be submitted to the Secretary twenty-four (24) hours prior to the scheduled beginning of the annual election.
ARTICLE VII
MEETINGS

SECTION 1. DEFINITION OF QUORUM
A quorum shall consist of at least half the number of active members and three officers.

SECTION 2. GENERAL MEETINGS
General membership meetings shall be held every week of each month during the academic year.

SECTION 3. ELECTION MEETINGS
Elections shall be held at the last regular membership meeting of April.

SECTION 4. SPECIAL MEETINGS
Other meetings may be called at the request of the Executive Board or any member with a majority vote of the membership. At least 24 hours’ notice must be given before any meetings and for reminding members of regularly scheduled meetings.

ARTICLE VIII
RESIGNATIONS AND IMPEACHMENTS

SECTION 1. RESIGNATIONS
1.1 Any person willing to resign from office at least a week before the next chapter meeting shall submit a letter of resignation to the President or Vice-President.
1.2 During a meeting when a resignation is presented, nominations will be taken to fill the office.
   The group shall elect a person during the following week by secret ballot.
SECTION 2. IMPEACHMENTS

2.1 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.

2.2 During the 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.

2.3 A majority of the officers (3/4) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under article VI, Sections 1 and 2.

ARTICLE IX

AMENDMENTS TO BYLAWS

1.1 Proposed amendments shall be submitted in writing to the membership at a general meeting.

1.2 A favorable vote of 2/3 of the members on the issue is required for amendment passage.

1.3 The amendment shall be submitted to the SHPE Membership Coordinator (MC) for approval.