

# Society of Hispanic Professional Engineers Of New Mexico State University Chartered in 1978

## **Purpose Statement**

SHPE promotes the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity.

## **Mission Statement**

To increase the number of Hispanic engineering students  
at New Mexico State University

To inform the general public of technical contributions and  
achievements of Hispanic Americans

To encourage improvement of the quality of education and promote  
programs that prepares students for technical careers

To increase the number of Hispanics entering the field of engineering  
and/or science related fields

To develop and participate in programs which industry and educational  
institutions that benefit students seeking technical careers

To provide a forum for exchange of information pertinent for Hispanic  
engineering/science students enrolled in New Mexico State University

**THE CONSTITUTION FOR THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS:**  
**NEW MEXICO STATE CHAPTER**

**ARTICLE I:  
NAME**

The name of this organization shall be the Society of Hispanic Professional Engineers

**ARTICLE II:  
ORGANIZATION**

**SECTION 1: PURPOSE**

The purpose of this student organization is to promote the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity.

**SECTION 2: MISSION STATEMENT**

- Increase the number of Hispanic and minority students in the fields of business, engineering, science and other professional fields that lack these ethnic groups.
- To increase the number of Hispanic engineering students at New Mexico State University
- To inform the general public of technical contributions and achievements of Hispanic Americans
- To promote advancement of Hispanic Engineers in employment and education
- To encourage improvement of the quality of education and promote programs that prepares students for technical careers.
- To increase the number of Hispanics entering the field of engineering and/or science related fields.
- To develop and participate in programs which industry and educational institutions that benefit students seeking technical careers.
- To provide forum for exchange of information pertinent for Hispanic engineering/science students enrolled at New Mexico State University.
- Unite and organize Hispanics and students based on needs of their issues and concerns.
- Promote cultural awareness in the community.

**SECTION 3: ORGANIZATION**

Organizational business will be conducted in a manner consistent with the University/College, and will follow the forms present in Roberts' Rule of Order, latest edition.

**ARTICLE III:  
ASSOCIATION**

**SECTION 1: AFFILIATION**

The New Mexico 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 Inc. regulations. The 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**

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, Society of Hispanic Professional Engineers was chosen. However, individuals who become members of this organization are required to adhere and positively contribute to the previously stated purpose and mission of this organization. This organization shall not limit any active member in the enjoyment of any right, privilege or opportunity.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 1: REGULAR MEMBERSHIP**

Any part-time or full time student or faculty member at New Mexico State University can be a member of the student chapter.

### **SECTION 2: MEMBERSHIP VOTING**

Voting members in this organization shall be open to any student in the University who intends to pursue any degree from the College of Engineering and Applied Science or a degree in the natural sciences (i.e. biology, chemistry, etc.) and who is a member of the NMSU SHPE chapter and has attended more than one meeting. Voting members must be recognized as an active member if set forth in ARTICLE IV Section 5.

### **SECTION 3: HONORARY MEMBERSHIP**

Honorary membership shall consist of those individuals who do not meet the membership requirements, but who support the purpose(s) and objective(s) of this chapter.

### **SECTION 4: MEMBERSHIP DUES**

Anyone interested in becoming a member and participating on a national level must pay the national fee to our organization OR pay directly to OneSHPE. There are to be no monthly or yearly dues unless it is voted upon by the members of the organization. Any member dues that are collected must be used for the intended purpose such as food, conferences, misc. activities.

### **SECTION 5: ACTIVE MEMBERSHIP STATUS, PRIVILEGES, AND LOSS OF STATUS**

Active membership status and privileges include but not limited to fee waivers (or partial waivers), voting privileges (unless otherwise stated above), transportation to special events, access to resources and organizations off campus that the organization associates with. In order to be considered an active voting member, you have to sign the bylaws stating that you agree and will adhere to its constituents.

Members can and will temporarily lose their membership status, and all privileges associated with such status, if they are absent for at least THREE of the scheduled semester events or activities in a row without a valid excuse. An Executive Member may temporarily lose their active status, and all privileges associated with such status, if they are absent for at least TWO of the scheduled semester events or activities in a row without prior notice. These members will be declared inactive and must appeal to the chapter whereupon they will state why they should still hold their officer position. Any further action to be taken will be

brought to the chapter's attention and will proceed from there. A unanimous chapter vote will be the final decision.

## **SECTION 6: POINT SYSTEM**

A Point system will be used to determine which members will be aided financially through SHPE to go to conferences (i.e. SHPE Conference.) Points will be awarded to each member for every SHPE event that he/she attends. The amount of points awarded for each activity (community service, general chapter meetings, information sessions etc.) will be determined at the first meeting of each year by the officers and passed by the members. The point system must be voted on, and passed by the chapter in order to be implemented. Members with the most points will have priority when deciding who will go to conference on the chapter's funds.

The point system will not be negotiable after it has been passed by the chapter. The points will be the FINAL decision factor in conference decisions. Nothing of any sort will override the point system (i.e. excuses, pleading of cases etc.). Members will be responsible for earning and keeping track of their own points.

### **SUBSECTION A: EVENTS AND ACTIVITIES**

Events include but not limited to general body meetings, workshops, conferences, community service, and any function sponsored by the organization. Members need to be aware the activities they participate in to maintain active status in this organization as stated in ARTICLE IV; Section 4.

### **SUBSECTION B: ATTENDING CONFERENCES**

One of the privileges of being a member of this organization is that there is an opportunity to attend various conferences. The chapter may so choose fund or partially fund participants depending on what the chapter decides. Funding will be given to those participants who sign the NMSU SHPE Conference Agreement that has been passed by the chapter. Failure to sign the agreement prior to attending the conference will result in forfeiting the potential funding of the chapter.

If an individual fails to meet the conditions set forth in the agreement they will be subject to the penalties set forth in the agreement.

## **SECTION 4: REACTIVATION OF MEMBERSHIP STATUS**

In order to regain membership privileges, it is necessary that the student attends at least a third of ALL scheduled events (without tardiness) and petitions the executive committee and entire chapter body. At this time, the executive committee shall evaluate the student's status. Failure to upgrade when required or failure to notify the executive committee of the continue student's status will result in an inactive status and the student will not be included in the List of Student Members.

## **ARTICLE V: EXECUTIVE MEMBERS**

### **SECTION 1: EXECUTIVE COMMITTEE**

The primary executive committee shall consist of primary executive board, also referred to as officers. (President, Vice Present, Secretary, Treasurer, Public Relations Officer, Recruiting Officers, and Historian),

the “extended” executive board (Senator and all committee chairpersons), and the advisor. And let it be known that the executive board may not alter, change or omit any portion of a chapter approved contract/agreement. All requested changes must be done as stated in Article X, no exceptions.

## **SECTION 2: SELECTION OF OFFICERS**

Elections for the selection of officers shall be held near the end of each academic year. Elections may be held at the very beginning of an academic year to fill any vacancies that may occur between elections and the start of the academic year. Nominations for officers shall be made at the meeting prior to the elections. The members shall be notified of these nominations before elections are held.

### **SUBSECTION A: ELECTIONS**

Elections will be conducted by secret ballot, and counted by two members not running for a position; one must be an executive committee member. If an executive officer member is not available, three members not running may count the votes. The officers positions will be voted on individually, starting with the President, Vice Present, Secretary, Treasurer, Public Relations Officer, Recruiting Officers, Historian, Committee Chair (Hispanic Council lead, Engineering Council lead), and Senator. Any member running for a position and is not elected may run for another position that has not been voted on during elections without being re-nominated as stated in Article V, Subsection D.

### **SUBSECTION B: REOPENING NOMINATIONS**

Nominations will remain open until the day of elections. The nominations will be closed by a motion prior the election process. Nominations can be reopened if there is a majority vote among the membership.

### **SUBSECTION C: OFFICERS TENURE LENGTH**

Elected officers shall take office one month after elections or when the position is available, whichever is shorter of the two. An officer’s term will be for two consecutive semesters after taking office. At the end of their first year, they may continue in their position with a majority vote among membership, as long as they do not run for another officer position. By running for another position, that officer gives up all rights to their continuing term and must be re-elected through a nomination. If an officer wishes to keep his/ her position but does not receive a majority vote, he/she must be nominated and elected as normal. An officer can end the term at anytime by handing in a formal letter of resignation to the executive committee.

### **SUBSECTION D: RE-ELECTION**

There shall be a maximum limit of two terms (a term being one full year) for how many times an officer can hold their position. Membership may decide to extend this limit for any officer if they feel it is best for the organization. This extension (or re-election) must be decided by the membership and time an officer seeks to retain a position for more than two terms.

## **SECTION 3: OFFICER DUTIES**

The officers of this organization shall be responsible, but not limited to the duties as put forth below:

### **SUBSECTION A: 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 spokes person for the chapter, manage the other operating officers and manage the day-to-day affairs of the chapter. The President is also required to:

1. Preside at all general meetings.
2. Appoints all committee chairpersons.
3. Co-directs each of the chapter reports along with another executive officer as seen below.
4. Acts as spokesman and overall official of organization.
5. Conduct officer meetings on the off meetings of the chapter.
6. Write financial proposals to potential sponsors upon request.
7. Meet with advisor on a regular basis to discuss issues and events regarding the chapter.
8. Will delegate as much as possible to help ensure everyone feels involved in this organization.
9. Will support all decisions made by the chapter and will uphold them.
10. The President realizes that he/she does not have the authority to change a decision after it has passed chapter approval.

### **SUBSECTION B: VICE-PRESIDENT**

The Vice-President shall assist the President in all business concerning the chapter and shall act as President Pro Term in the latter's absence. The Vice-President will also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.). The Vice-President will also:

1. Performs all duties of the President in his/her absence, or at the request of the officer and shall assume any responsibilities assigned by the executive.
2. In the event that the position of the president becomes vacant, the Vice President shall assume office until the next general body meeting of the society.
3. Services as the Presidents chief aid and confidant.
4. Oversee all committee chairpersons and their duties.
5. Responsible for all activities and events that are sponsored on campus.
6. Will keep track of all points earned as stated in ARTICLE IV; Section 6.
7. Attend and assist with the Science Bowl.
8. Stay up to date with conference information so members can attend.
9. Will be in charge of the completion of the 1<sup>st</sup> Chapter Report and will ensure that is submitted on time.
10. Will be responsible for documenting all Conference agreements.

### **SUBSECTION C: SECRETARY**

The Secretary will take the minutes of the meetings and ensure that they are accurate. The Secretary will be responsible for all paperwork that is written by the organization. His/ her duties are as follows:

1. Responsible for taking minutes at all meetings.
2. Sends notice to members of meetings and events.
3. Informs members of events, internships, and scholarships available through the organization.
4. Organizes activities and events that are sponsored off-campus.
5. Attend and Assist with the Science Bowl.
6. Help plan community service projects.
7. Ensure members are registered online.
8. Turn in an electronic copy of the minutes within one week of every meeting to the President and

Webmaster.

9. Will be in charge of the completion of the 3<sup>rd</sup> Chapter Report and will ensure that is submitted on time.
10. Will be in charge of keeping roll for all meetings and SHPE events. He/she will then email the rosters to the Vice-President so he/she may award points accordingly.

#### **SUBSECTION D: TREASURER**

The Treasure will keep books and records on money received or disbursed. The Treasure shall make bimonthly in depth financial reports listing all liabilities and assets of the organization to the Executive Board and chapter. It will be the Treasure's responsibility to present annual budget and complete financial report to the executive board. Additional responsibilities of the chapter include:

1. Will receive all funds of the organization.
2. Will provide a written receipt for all money that comes in.
3. Will pay the bills and refunds as authorized by the executive committee and chapter.
4. Keep an exact account of all receipts and expenditures and report them all to the executive Committee.
5. Plan and write all fundraising proposals and keep a record of them.
6. Will Attend and Assist with the Science Bowl.
7. Write a written report of all expenditures and new balances for every meeting.
8. Collect membership fee for online application if necessary.
9. Will be in charge of the completion of the 2<sup>nd</sup> Chapter Report and will ensure that is submitted on time.
10. Will be responsible for buying the food for each meeting.
11. Will reimburse himself/herself for purchases prior to the next meeting. Failure to do so will result in the forfeit of getting reimbursed by the chapter.

#### **SUBSECTION E: PUBLIC RELATIONS OFFICER**

This representative will be responsible for the advertisement and publicity of all SHPE activities, which includes poster distribution, newspaper advertisement, and any other advertising to aid publicity of student chapter activities.

#### **SUBSECTION F: RECRUITING OFFICERS (2)**

The Recruiting officers will be responsible for recruiting new members into the organization. They will be responsible for the SHPE booth during Chicano Welcome Back Week in the Fall semester, and for hosting the annual ice cream social in the Spring. Additional duties are:

1. Updating the SHPE pamphlet at the beginning of each academic year and ensuring that Chicano Programs has a copy for distribution.
2. Maintain the SHPE Display board ensuring that all content is updated and accurate.
3. Will send emails regarding SHPE functions inviting new members to attend.

#### **SUBSECTION G: HISTORIAN**

The Historian will be responsible for keeping a photographic log of all related activities within the organization. He/She will be required to complete a chapter scrapbook by the end of each academic year.

## **SUBSECTION H: SENATOR**

1. Will attend all meetings of affiliating organizations and update the society on all news and events of those organizations.
2. Will assist in organizing all events and programs.

## **SUBSECTION I: COUNCIL REPRESENTATIVES**

1. Responsible for representing the society on campus in a positive manner.
2. A typed report to deliver to the organization is due at the society meeting immediately following the specified council meeting.
3. Must ensure that there are the required number of representatives at the specified council meeting for the duration of the officer's term.
4. Hispanic Council Representatives are responsible for ensuring the success of the event that the chapter votes to host during Fiestas Latinas, if applicable.

## **SECTION 4: IMPEACHMENT**

A complaint about an officer shall be stated at a general meeting. The following general meeting will be exclusively devoted to the issue brought forth from the previous meeting and will allow sufficient time for both sides to prepare their arguments. Only the complainant **MUST** be at the following meeting for the procedure to continue. If the officer does not show, it will be understood that the officer does not deny the charges and accepts the impeachment of duties. The quorum of 50% plus 1 must be met in order for the proposed impeachment to carry. In order for an officer to be impeached, the chapter must take a vote and 2/3 must be in favor of the impeachment.

### **SUBSECTION A: COMPLAINT BY GENERAL MEMBERS**

A debate between the member who brought forth the complaint and the officer being charged will ensue with the primary executive board being mediators. There shall be a majority vote among the members after the debate. This voting shall be conducted in secret ballot procedure. The primary executive board shall not vote during these proceedings, only to break a possible tie and then as only one vote. If for some reason the primary board cannot make a decision, the problem should be placed before the Faculty Advisor to make the final determination.

### **SUBSECTION B: COMPLAINT BY OFFICER OR EXECUTIVE COMMITTEE**

As stated above, a debate shall occur between the two executive members, with the President being the mediator. If the President is involved in the proceedings then the mediator shall be the Vice-President. If the complain is between the President and the Vice-President, then the Advisor becomes the mediator. Again, the membership shall vote on the outcome of the debate, with the mediator only voting during a tie.

### **SUBSECTION C: COMPLAINT BY OR AGAINST MORE THAN ONE INDIVIDUAL**

If for any reason, there is a complaint brought forth by more than one individual or against more than one officer, the mediator shall be exclusively the Faculty Advisor. All voting members shall vote in these proceeding with the Faculty Advisor voting only during a tie.

## **SUBSECTION D: COMPLAINT BY A NON-VOTING MEMBER**

Non-voting members may bring up an issue to the chapter, but cannot vote in the matter.

## **SUBSECTION E: REASONS OF IMPEACHMENT**

Officers may be impeached based on but not limited to the loss of active membership status, being irresponsible of their duties stated in Article V, Section 3, and lacking any responsibility to the membership or organization.

If any of the executive officers fail at any for their duties listed in ARTICLE V, Section 6 it will be addressed at an executive board meeting. If the executive officer repeats the offense after the meeting, they are immediately subject to impeachment.

## **SECTION 5: VACANCIES**

In the event of vacancy of any executive officer position, the organization shall ensure that there are at least two offices at any given time. The President vacancy shall be filled by the Internal-Vice President as stated in Article V, Section 3, Subsection B. The Internal Vice-President may turn down the President position if they feel that they are not a good candidate. In the case of the vacancy of the Vice-President, the responsibility will be up to the chapter to vote in a new officer.. In the case of a vacancy in the office of Secretary, Treasurer, Committee Chair, or Senator Vice-President and the remaining officers shall split the responsibilities as the President sees fit.

## **SECTION 6: COMMITTEE CHAIRPERSON**

The President shall appoint the committee chairperson, with the approval of the primary executive board (i.e. officers). A member either must petition or be asked by the President to be considered for a chair position. The President may create and appoint as many committees as required of the organization. These chairpersons will report to the Vice-President of any progress or lack of. Chairpersons will make up the extended executive board.

## **SUBSECTION A: REMOVAL OF COMMITTEE CHAIRPERSON**

If any formal complaint is brought forth about a chairperson, the primary executive board shall make the final decision, after hearing all sides, whether to remove the chairperson.

## **ARTICLE VI: COMMITTEES**

All active members may participate in a committee and shall not be excluded from joining one. The committees will carry out the purpose and aims of the organization. Responsibilities shall be split in a committee as the chairpersons sees fit. Committee members report to their respective chairperson.

## **ARTICLE VII: MEETINGS**

### **SECTION 1: GENERAL MEETINGS**

The organization shall meet at least two times per month per semester or as determined by the executive

committee. The executive committee shall meet at a time convenient to the executive quorum and will be decided by the President. If a member has a scheduling conflict with a subject matter being discussed at a meeting and would like to propose that the discussion be postponed, they must let the officers know 5 days prior to the meeting.

## **SECTION 2: DEFINITION OF QUORUM**

The quorum for meetings shall be determined by the number of members who have attended more than 2 meetings. The quorum shall be 50% plus 1.

## **SECTION 3: SPECIAL MEETINGS**

The President has the privilege of calling special meetings and can determine the amount of notice necessary to inform the members of the society.

## **SECTION 2: EXECUTIVE MEETINGS**

The quorum for executive committee shall be determined by the amount of members on the committee. If the organization has only officers and an advisor, then quorum shall be two voting executive members plus the President or Internal-Vice President. If the executive committee consists of officers, advisor, and chairpersons, then quorum shall be 50% voting executive members plus the President or Vice President.

Officer meetings shall be held on the off week of the chapter meetings thus will be bimonthly.

## **ARTICLE VIII: FUNDING**

The money of the organization shall be kept in a special account in the Student Fund c/o the Office of the Dean of Students. Only the President and the Treasurer will 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. The Advisor shall be a member of the faculty of New Mexico State University. The advisor must attend at least one meeting per month, and be available to meet with executive board to discuss issues put forth by the chapter.

## **ARTICLE X: AMENDMENTS**

1. The proposed amendment must be submitted to the executive board for approval.
2. Upon the approval of the executive board, the proposed amendments shall be submitted in writing to the membership at a general meeting.
3. A favorable vote of two thirds of the members present at the general meeting is required for the amendment passage.