

# Society of Hispanic Professional Engineers (SHPE) Colorado Chapter: By-laws, Rules and Objectives

**Article 1: Name of Organization** The name of this organization shall be the “Colorado Professional” Chapter of the Society of Hispanic Professional Engineers, Inc.” This organization may also be referred to as the “Colorado” Professional Chapter or as SHPE “Colorado”.

**Article 2: Purpose of Organization** The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Inc., herein referred to as SHPE National.

**Article 3: Objectives and Goals of Organization** The objectives of the professional chapter shall be those set forth below: The Society of Hispanic Professional Engineers (SHPE) - Colorado Chapter is an organization dedicated to the advancement of Hispanic Americans in engineering and science. The society endeavors to:

**3.1** Provide professional development opportunities and promote the career advancement of Chapter members. These goals shall be implemented by

**3.1.1** Providing career development tools during meets and events

**3.1.2** Promoting advanced professional degrees to members through meetings and events

**3.1.3** Providing networking opportunities for members

**3.1.4** Actively recruiting graduating seniors from local SHPE student chapters

**3.2** Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields. These goals shall be implemented by:

**3.2.1** School visitations

**3.2.2** Hispanic community involvement

**3.2.3** Workshops at local institutions

**3.2.4** Establish local student chapters at local colleges and universities

**3.3** Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:

**3.3.1** Career/employment workshops

**3.3.2** Technical seminars and symposia

**3.4** Develop programs benefiting Hispanics seeking careers in engineering or technical fields.

These goals shall be implemented by:

**3.4.1** Scholarship programs

**3.4.2** Recruitment programs

**3.4.3** Tutoring programs

**3.4.4** Curriculum assistance

**3.5** Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.

**3.6** Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

## **Article 4: Membership and Privileges**

**4.1 Regular Membership** Regular members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership. Regular members may hold office (Per Article 4) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

**Membership shall be determined after an application has been submitted and approved by SHPE National concurrence.**

**4.2 Industrial/Organizational Members** Industrial/Organizational members shall be businesses or organizations, which support and pursue the objectives and goals of the chapter. Industrial/Organizational members shall not be entitled to vote nor hold office in the chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

**4.3 Termination of Membership** Any member may terminate his/her membership upon written notification of the effective date of resignation to the EBOD. The chapter may, by a two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the chapter for any infraction of the bylaws, rules and/or regulations of the chapter.

## **Article 5: Executive Board of Directors**

**5.1 Administration** The Executive Board of Directors (EBOD) consisting of the elected officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The administration of the EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

**5.2 The Elected Officers** The elected officers shall consist of a President and 7 Vice Presidents (VP), including VP of Finance, VP of Operations, VP of Corporate Relations, VP of Communications, VP of Membership, VP of Student Relations, and VP of Professional Development. They will collectively be responsible for treasury and administrative activities, as well as, those defined in the subsequent sections.

### **5.2.1 President**

**5.2.1.1** Represent the SHPE Colorado Professional Chapter

**5.2.1.2** Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the chapter

**5.2.1.3** Chair and preside at EBOD, general, and special meetings

**5.2.1.4** Be one of the two people (the other being the VP of Finance) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.

**5.2.1.5** Oversee changes and amendments to the Chapter Bylaws

**5.2.1.6** Handle agendas during EBOD meetings

### **5.2.2 VP of Finance**

**5.2.2.1** Be responsible in collection of dues

**5.2.2.2** Disbursement of authorized funds

**5.2.2.3** Banking and accounting of all Chapter funds

**5.2.2.4** Prepare and submit monthly financial reports listing all liabilities and assets of the chapter to the EBOD if requested

**5.2.2.5** File an annual financial report with SHPE National

**5.2.2.6** Handle all financial reports required by State and/or Federal Governments

**5.2.2.7** Transfer all financial reports in hard and electronic copy to the succeeding VP of Finance within 30 days of termination of their term

**5.2.2.8** Maintain contact with VP of Corporate Relations especially in the interest of dues collection

### **5.2.3 VP of Operations**

**5.2.3.1** Be responsible for the establishment of programs aimed at cultural development

**5.2.3.2** Be responsible for reserving facilities for Chapter related events

**5.2.3.3** Be present at event planning meetings with external partners in order to ensure Chapter fulfills expectations for said event

### **5.2.4 VP of Corporate Relations**

**5.2.4.1** Be responsible for maintaining contact with corporate contacts, sponsors, and organizations the Chapter has partnered with

**5.2.4.2** Maintain contact with VP of Finance to ensure sponsor funding is transferred to account

**5.2.4.3** Develop sponsor brochure to reach out to new and existing sponsors

### **5.2.5 VP of Communications**

**5.2.5.1** Maintain all official records of the Chapter

**5.2.5.2** Maintain the official membership roster

**5.2.5.3** Meet all National requirements in submitting membership forms and dues to National within 30 days of receipt

**5.2.5.4** Serve all notices required by law or the Bylaws of the Chapter

**5.2.5.5** Coordinate the election of officers

**5.2.5.6** Transfer all official records of the Chapter in hard and electronic copy to the succeeding VP of Communications within 30 days of termination of their term.

### **5.2.6 VP of Membership**

**5.2.6.1** Use social media methodologies, along with the VP of Communications, to ensure an appealing organization is portrayed to our members

**5.2.6.2** Communicate with Employee Resource Groups from corporations residing in Colorado

**5.2.6.3** Manage membership surveys to understand membership desires and expectations

**5.2.6.4** Keep track of registered and in-site attendance for each of the performed events by the Chapter

**5.2.6.5** Attain or maintain a predetermined number of paid members, planned during the beginning of each year cycle by the Chapter board of directors

### **5.2.7 VP of Student Relations**

**5.2.7.1** Interact with the student chapters in the state

**5.2.7.2** Obtain feedback from students regarding their needs from the professional chapter

**5.2.7.3** Coordinate communication and planning efforts for social and professional events with student chapters

**5.2.7.4** Aid graduating students transitioning into professional members in the state through connections, networking, informational presentations, and Q&A sessions.

### **5.2.8 VP of Professional Development**

**5.2.8.1** Define strategies for improvement in professional development/training programs

**5.2.8.2** Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs

**5.2.8.3** Develop plans for and coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities

**5.2.8.4** Oversee soft skills development and training programs

**5.2.8.5** Provide information to members and nonmembers on career development

**5.2.8.6** Provide information and guidance to members and nonmembers on certification/re-certification in the context of Engineering Management, Project Management (PM), Emotional Intelligence (EI) and or other related professional certifications

**5.2.8.7** Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs

**5.2.8.8** Recommend, develop and deliver education materials, courses, presentations and sessions

**5.2.8.9** Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs particular to professional development

## **Article 6: Elections and Term of Office**

**6.1 The Elections Committee** The election of the Chapter Officers shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nomination for candidates as prescribed below.

**6.2 Nominations and Eligibility** The President and the EBOD consisting of the hour administrative positions shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been an official SHPE Professional member for at least ONE fiscal year in order to be nominated. A candidate may nominate him/herself with a petition and one (1) signature from regular members or may nominate a candidate with a petition and one (1) signature from regular members. The names of the candidates must be submitted to the Elections Committee by their specified data.

**6.2.1 Voter Eligibility** Regular members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE Nationals

**6.2.2 Candidate Eligibility** A Regular member is eligible to hold office if he/she:

**6.2.2.1** Meets the requirements as per Article 4

**6.2.2.2** Is a member in good standing as indicated by SHPE National

**6.2.2.3** Only prior serving members of the EBOD are eligible for the office of President

### **6.2.3 Election of Officers**

**6.2.3.1** The ballots shall be collected and counted by the Elections Committee at the

Annual Election Meeting to be specified by the Chapter

**6.2.3.2** Candidates receiving the majority of votes per office shall be declared the winners

**6.2.4 Duration of Term** The term of office shall be July 1- June 30

**6.2.5 Notice of Elections** A meeting notice shall be delivered by mail to all members not less than ten (10), or more than sixty (60) days prior to the meeting

**6.2.6 Removal from Elected EBOD** An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article 5 or by not being in good standing with SHPE National.

**6.2.6.1 Removal of EBOD Members** A candidate for recall can be nominated by submitting a petition to the President and a copy to any of the other officers on the EBOD. The petition must be signed by a minimum of 51% of the regular membership. The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be organized and conducted within 30 days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any EBOD member.

**6.2.6.2 Terminated EBOD Members** Any EBOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the EBOD and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term.

**6.2.7 Vacancies** In the event of a vacancy in any office due to death, resignation, disqualification, or otherwise, the EBOD will notify the general membership of the vacancy within 2 weeks of the occurrence and await for responses regarding filling the vacancy for 2 weeks after the notification has been sent out. In the event that a member notifies interest in filling the vacancy, their eligibility shall be assessed according to Article 6, and upon being approved the EBOD will make a majority vote in order to elect a candidate to fill the vacant position. Once elected they shall take on all responsibilities for said role per Article 5 and be effectively recognized as an EBOD member.

**6.2.7.1 President Vacancy** In the event that the vacancy is that of the President, an acting EBOD member shall take up said position, effectively vacating their prior role; all within 2 weeks of the former President creating said vacancy. The newly vacated position shall then be handled according to section 6.2.7.

**6.2.7.2 Extended Vacancy** In the event the vacancy is not filled within the timeline detailed in Section 6.2.7, the position shall remain vacant for the remainder of the term until a General Member chooses to take up said vacancy, in which case after their eligibility is approved per Article 6 they will be elected by a majority vote of the EBOD.

## **Article 7: Committees**

The EBOD shall have the power to establish any committee to conduct the business of the Chapter. The President may appoint, with EBOD concurrence, any member in good standing to chair such a committee. The assessment of need and creation of a committee should be through the EBOD and Presidents consent. A Board of Directors (BOD) shall be formed and consist of the five elected officers and all appointed committee chairpersons.

## **Article 8: Jurisdiction**

**8.1 Geographic Boundaries** The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of Colorado.

**8.2 Jurisdiction Changes** The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

## **Article 9: Fiscal Year**

**9.1 Duration of Fiscal Year** The Fiscal Year of the Chapter shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year.

## **Article 10: Dues**

**10.1 Dues** Dues are as follows

**10.1.1** The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of the dues to SHPE National per the current SHPE National policy.

**10.1.2** Dues shall be payable to the Chapter before the nominations meeting of each year.

**10.1.3** Members who send dues directly to National are responsible for notifying any member of the EBOD to insure inclusion in Chapter roster. This must be indicated to all members of the chapter.

## **Article 11: Meeting of Members**



**11.1 Quorum** To establish a quorum for a General, EBOD, or BOD meeting, not less than one half(1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present

**11.2 Annual Election Meeting** An Annual Election Meeting of the members shall be held in the month of April.

**11.3 General Meetings** At least three (3) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

**11.4 EBOD/BOD Meetings** The EBOD/BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

**11.5 Special Meetings** The President or any member of the EBOD may call a special meeting of the Chapter general membership.

**11.6 Meeting Notice** A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date, and time of the meeting and shall be delivered in writing or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

**11.7 Meeting Rules** All meetings shall adhere to “Robert’s Rules of Order.” Only EBOD may vote on monetary issues.

## **Article 12: Assets**

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated to the governing SHPE Regional Vice-President, while assets belonging directly to SHPE, Inc., shall be returned.

## **Article 13: Donations**

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fundraising banquets and events for Chapter programs and activities consistent with SHPE National policy.

## **Article 14: Liability of Members**

No member of the EBOD or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

## **Article 15: Amendments to the Constitution and Bylaws**

### **15.1 Amendment Procedure**

**15.1.1** A motion to amend the constitution must first be made, entertained, and approved by the

EBOD.

**15.1.2** The proposed amendment, after EBOD approval, shall be submitted in writing to the VP of Communications for presentation to the regular membership at an annual or general meeting or by mail.

## **15.2 Chapter Approval**

**15.2.1** Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which proposed will be voted upon.

## **15.3 SHPE National Approval**

**15.3.1** After Chapter approval, proposed amendments shall be submitted to SHPE National Affairs Committee for final approval by the National Membership Coordinators.

## **15.4 Date of Effect**

**15.4.1** All amendments to this constitution shall become effective immediately after approval by the National Board of Directors.

## **Article 16: Nondiscriminatory Policy**

The Colorado Professional Chapter of the Society of Hispanic Professional Engineers does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

*This constitution, in its entirety, was approved by a 2/3 vote of the Executive Board Of Directors of the Colorado Professional Chapter of the Society of Hispanic Professional Engineers on:*

**Date:**

**01/09/2021**