

Constitution of the Society of Hispanic Professional Engineers @ SCU

About Us

Society of Hispanic Professional Engineers-Santa Clara University (SHPE-SCU), is a non-profit academic organization that promotes the enrollment and retention of minorities in an effort to diversify technical fields. SHPE-SCU is a student chapter of the national organization of SHPE--Society of Hispanic Professional Engineers (www.shpe.org).

SHPE-SCU Mission

To promote the development of diversity in engineering and sciences to achieve educational excellence, economic opportunity and social equity. Together with the Silicon Valley professional chapter, we build a bridge between the scholastic community and the professional environment.

SHPE-SCU Goals

As an organization, SHPE-SCU is dedicated to promoting education, professionalism, and unity among its members.

Article I – Name

Society of Hispanic Professional Engineers-Santa Clara University (SHPE-SCU).

SHPE-SCU is a student chapter of the national organization : The Society of Hispanic Professional Engineers.

Article II - Membership

Section 1: Membership Status

Any registered student (full or part time) at SCU who is in good standing with the University and fulfills the membership requirements of the organization may be a member. Honorary members, those students from other colleges or universities where no chapter exists, may also be included in SHPE-SCU membership and scheduled activities.

Section 2: Membership Requirements

Active, either full time or part time students enrolled at Santa Clara University, with the exception of honorary members. Focused, but not limited, to students majoring in engineering and sciences.

Section 3: Equal Opportunity Policy

In order to guarantee equal rights for all members of the Santa Clara student body, equal opportunities shall be afforded to all students without regard to race, color, national and/or ethnic origin, religion, creed, gender, sexual orientation, age, citizenship, nationality, veteran status or physical disability.

Section 4: Privileges of Membership:

Members have the privilege of participating in meetings in order to receive career information concerning the newest technology and the latest job openings. Members are also welcomed to attend workshops, travel to the annual NILA Conference, the SHPE Conference, and nominate or be nominated for office. Members will have access to a national database, which not only provides listings of special events and professional contacts, but may be a good source for career and job opportunities as well as scholarships.

Article III - Officers and Advisors

Section 1: Advisor

A faculty person shall be chosen as the advisor, to manage the progress of the organization. This person will be in charge of managing the organization's bank account, and of providing support to the organization and each one of its members.

The advisor for the 2014-2015 Academic School Year is Professor Steven Chiesa.

Section 2: Officers

Co-President (2)

Secretary/Treasurer

Academic Director

Activities Director

Outreach Director

Fundraising Director

Publicity Director

Freshman Representative

Section 3: Officer Requirement

All officers must be outstanding members of SHPE-SCU. All officers must also be responsible and active students in good standing with Santa Clara University.

Section 4: Time of Service by an Officer

Officers will serve for the entire school year and may be re-elected the following year.

Section 5: Duties of Officers

All Officers: All officers are required to attend each of the officer and general meetings, club fairs, and at least one tabling event a quarter. It is the duty of all officers to support the membership and all the rest of the officers by attending a majority of events. All events planned should be appropriately advertised and publicized at least 2 weeks in advance of the said event. In addition, all officers will participate in the NRP reports via Continuous Feedback Forms, which shall be completed no later than 48 hours after an event.

Co-President: It is the Co-Presidents' duty to prepare for all meetings and keep members informed of all upcoming events, both local and national. These persons must complete and submit the bi-annual NRP on time and in a professional manner and attend each quarter's club conference. It is also their duty to maintain relations with companies and professionals both internal and external to the Society of Hispanic Professional Engineers. The newly elected Co-Presidents have the privilege of attending the annual and national leadership conference, NILA, which SHPE-SCU should sponsor.

Secretary: It is the Secretary's duty to maintain the bookkeeping of the organization. This includes keeping track of attendance during officer and general meetings, as well as managing the email account in order to keep membership informed of the upcoming schedule, and to distribute relevant files as needed. Works closely with all officers and keeps advisor informed of updates.

Treasurer: It is the Treasurer's duty to maintain a spreadsheet of the chapter's finances, updating the officers and advisor of any major changes in the financial status of the organization. The Treasurer must work closely with the Activities, Academic, and Fundraising Directors to ensure the bank balance remains healthy.

Academic Director: It is the Academic Director's duty to organize and promote activities and events that support academics. Responsibilities include but are not limited to organizing Bomba Blast, E-Week, RLDC, arranging study sessions, making room reservations, and facilitating all events involving speakers and workshops. The activities chosen should fall under the category of academic, leadership, and/or professional development. This person should work closely with all other Engineering Organizations in an attempt to provide the most opportunities for membership. The Academic Director also works closely with the Outreach Director in an effort to better inspire the youth of the local community to pursue a college degree in the STEM field.

Activities Director: It is the Activities Director's duty to organize and plan any activity that SHPE-SCU has planned for the year; these include but are not limited to the annual Bomba Cup, Explosion Week, Global Village, Sportsfest, and all other Region 1 activities. The activities chosen should fall under the categories of chapter development. This person

should work closely with MEChA, Comunidad, the MCC, and any other multicultural groups on campus. The Activities Director also works especially closely with the Publicity Director, ensuring proper communication is maintained between the SHPE SCU and the Santa Clara community.

Outreach Director: It is the Outreach Director's duty to plan and organize any activities dealing with community service or outreach, including but not limited to tutoring and mentoring at local elementary, middle or high schools. Outreach Director is responsible for establishing and maintaining SHPE SCU's participation in the Core Programs as well as Santa Clara's Noche Latina. The activities should fall under the category of community outreach. This person should work closely with the School of Engineering, to propagate Santa Clara University's presence throughout the community.

Fundraising Director: It is the Fundraising Director's duty to plan and organize fundraising events meant to raise money for to support the organization. These activities should fall under the category of chapter and/or leadership development. The Fundraising Director will work closely with the School of Engineering for information and regulations on soliciting the aid of local companies to finance the National Conference. With this information, this person is to distribute the sponsorship package by the start of the second general meeting of Fall Quarter. The Fundraising Director is also responsible for the order and distribution of club t-shirts and sweatshirts. This person should work closely with Academic, Activities, and Outreach Directors and Treasurer to offset any expenses and generate funds for future events.

Publicity Director: It is the Publicity Director's duty to publicize all meetings, events, and conferences throughout the year. The Publicity Director shall take photos at all events, or delegate this responsibility at events where this person may not be present. These photos should be uploaded and shared via general meetings, the website, and social media. The Publicity Director is also responsible for updating the organization's website and social networks, including by not limited to OrgSync, Facebook, and Twitter. This person shall do any necessary design work for various projects and events throughout the year. In addition, the Publicity Director is responsible for arranging at least 2 tabling times each quarter both during and outside of the annual club fairs.

Freshman Representative: It is the Freshman Representative's duty to recruit and retain new members throughout the year, especially those from the freshman class. The Freshman Representative is to volunteer his/her time towards all progressive efforts made by the other officers. It is SHPE SCU's hope that this person be a dedicated member of the team that will remain on the executive board throughout his/her time at Santa Clara University.

Section 6 – Vacancies

Should a vacancy in any office occur, it shall be filled by a democratic process of election. The election process will be the same in which an officer is normally elected.

Section 7—Consequences

If an officer is constantly not fulfilling his/her duties as stated above, the Co-President's shall give a warning in the form of an individual meeting. If the issue persists, an officer meeting, including said officer shall be conducted to discuss the next plan of action and at which case an officer will be asked to resign.

Article IV – Elections

Section 1: Time of Elections

Elections will be held in May of every year during a general meeting.

Section 2: Election Procedures

- Candidates will be nominated by active members. Only one nomination is required in order to run for office.
- Votes will be in the form of secret ballots. Ballots will be tallied during the meeting by the current Secretary and President. The results will be announced after counting.
- A candidate receiving simple majority will be declared the winner.
- Special elections, due to an elected officer changing his/her mind about being an officer or any other circumstance will be announced at least one week in advance and later held in a general meeting to resolve the election.
- In case of a tie, the person with highest seniority and/or with previous officer experience will be the winner of the election for that position.

Section 3: Recall Election

A petition of one-half of the total number of members shall be a cause for a recall election. The offense must be in writing and submitted by an active member and/or officer. A recall election shall be held at the next general meeting after presentation of the recall petition and shall be conducted as a special election.

Article V – Meetings

Section 1: Time, Place, and Date of Meetings

The time and the day of meetings will be determined with respect to the availability of the members of the club. Meetings will be held every even week of the quarter.

Section 2: Special Meetings

The Co-Presidents or the next member in charge as determined by the Co-Presidents will call special meetings.

Section 3: Conduction of Meetings

The conduction of meetings shall be done in a professional manner with the responsibility of an agenda to be set by the co-presidents.

Section 4: Officer Meetings

Officer Meetings will be held every odd week, or more often as seen fit by the co-presidents, time and place to be determined. Any officer that cannot make it to the meeting should let the president know 24 hours before the meeting starts, unless extenuating circumstances arise. Also he/she should later keep him/herself informed by either asking any other officer who was present what happen at the meeting or by reading the meeting minutes that the Secretary or any other officer in charge of note-taking at that particular meeting should post on e-mail.

Article VI – Finances

Section 1: Fiscal Year

The fiscal operating year will be from July 1, 2012 to June 30, 2013

Section 2: Member Dues

Dues of a minimum of \$10.00 will be required from all members of SHPE-SCU. This money will go towards paying national dues, and to provide for all benefits that SHPE-SCU provides to every member, including funding for national events, and a free t-shirt.

Article VII – Committees

Section 1: Standing Committees

Activities Committee
Fundraising Committee
Outreach Committee
Public Relations Committee

Section 2: Creation of Committees

Officers have the option of establishing committees. Committees will be created at a general meeting in order to fulfill SHPE-SCU goals, promote further development of the organization, and provide the members with a say in the decision-making of the organization as desired.

Section 3: Powers and Duties of Standard Committees

Activities Committee – Shall support the Activities Director in any way possible

Fundraising Committee - Shall support the Fundraising Director in any way possible

Outreach Committee - Shall support the Outreach Director in any way possible

Public Relations Committee: Shall support the Technology/Publicity Director in any way possible

Article VIII – Amendments

Section 1: New Amendments or Changes

Proposed constitutional amendments or changes shall be presented to the organization in writing one meeting before it may be voted on.

Section 2: Approval of New Amendments or Changes

Approval by 2/3 of the voting members present at a general meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Article IX – Ratification and Enactment

This constitution shall become the official governing document of the organization, upon ratification by 2/3 majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Santa Clara University. Amendments and ratification to the constitution should require the same vote percentages.