

THE SOCIETY OF HISPANIC PROFESSIONAL
ENGINEERS
PURDUE UNIVERSITY STUDENT CHAPTER
CONSTITUTION AND BYLAWS

Constitution
of
The Society of Hispanic Professional Engineers
Purdue University Student Chapter

PREAMBLE

The Society of Hispanic Professional Engineers is a national organization of working and teaching engineers. The Society of Hispanic Professional Engineers, Purdue University Student Chapter is affiliated with The Society of Hispanic Professional Engineers, but does not act on their behalf except when authorized to do so by the Society of Hispanic Professional Engineers Board of Directors.

ARTICLE I

Name

The name of this organization shall be The Society of Hispanic Professional Engineers, Purdue University Student Chapter.

ARTICLE II

Purpose

The purposes of the Society of Hispanic Professional Engineers, Purdue University Student Chapter shall be:

- To increase the number of Hispanics entering the field of science, technology, and engineering
- To develop and implement programs to assist Hispanics pursuing science, technology and engineering as a profession
- To assist active members in their pursuit to earn their science, technology and engineering degree, through academic support
- To cooperate with other Society of Hispanic Professional Engineers student chapters in matters of common interest
- To achieve a spirit of cooperation among the Hispanic community at Purdue University

- To expose young Hispanics to the fields of science, technology and engineering through school presentations and other outreaches
- To jointly participate with other student organizations in projects at Purdue University

ARTICLE III

Definition of Membership

Section I: Membership and participation shall be open to Science, Technology, Engineering and Mathematics (STEM) students of Purdue University. Membership and participation shall be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identify and expression, disability, or status as a disabled or Vietnam-era veteran.

Section II: Purdue University fulltime staff and/or faculty are eligible for associate membership in the Purdue University Student Chapter. Associate members will not be allowed to vote or hold office, but will be extended all other privileges of a student member.

Section III: Members who attend the meetings and participate in student chapter activities shall be considered active members in good standing.

Section IV: Any member may terminate their membership at any time by written notification to the Secretary.

ARTICLE IV

Officers and Advisor(s)

Section I: The offices of President, Vice-President, Secretary, and Treasurer shall be established.

Section II: The term of office shall require one year of service from the date of election.

Section III: Officers shall be elected by a majority vote of the general membership in the presence of a quorum.

Section IV: Elections shall be held by the end of April each year.

Section V: Candidates for office must have at the time of election a minimum cumulative grade point index of 2.5/4.0

Section VI: The advisor(s) shall be member(s) of the faculty and/or staff of Purdue University. New advisors shall be subject to the approval of the student members via a majority vote in the presence of a quorum.

Section VII: The advisor shall be permitted to resign upon written notification to the Executive Committee.

Section VIII: The advisor(s) shall have an indefinite term subject to their personal commitment and availability.

ARTICLE V Officers and Duties

Section 1: The President's Duties will include:

- To make known, to the best of his/her ability, the purposes of this organization to members and non-members alike
- To ensure that the membership remains faithful to the Constitution and Bylaws, and that the purposes of the organization are fulfilled
- To preside over all regular and special meetings of the general membership
- To ensure that all activities and/or other functions are managed properly under the guidelines of the Constitution and Bylaws and the policies of Purdue University
- The President shall have the authority to delegate his/her responsibilities as needed

Section II: The Vice-President's duties will include:

- To assist the President in his/her duties and responsibilities
- To assume the duties of the President in his/her absence
- To act as liaison between the Executive Committee and all regular, special, and temporary committees

Section III: The Secretary's duties will include:

- The establishment and/or maintenance of a list of the active membership of this organization
- To maintain an accurate record of any regular or special meetings and activities of the general membership
- To ensure that all regular, special, or temporary committees maintain an accurate record of their meetings and activities
- To ensure, to the best of his/her ability, that all organization meetings and activities
- That all organization correspondence is authorized and of professional quality

Section IV: The Treasurer's duties will include:

- To keep account, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations.
- To ensure that all financial dealings of this organization are in accordance with the Purdue University regulations
- The disbursement of all proper and authorized payments from the organization funds
- The maintenance of an accurate and timely accounting record of all of the organization's finances
- The immediate report to the Executive Committee and faculty advisor(s) of any discrepancies in the organization's records
- An annual report to the general membership of the financial state of the organization
- To report, upon request from the Executive Committee or faculty advisor(s), the financial state of the organization and to produce records which will support that report

Section V: The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and two students elected by the general membership in the presence of a quorum.

Section VI: The two student members of the Executive Committee shall consist of one representative of the Freshman class and one representative of the general student body. The student members of the Executive Committee shall be elected to office in the Fall term of the academic year. The Students' term of office shall be one year from date of election.

Section VII: The Executive Committee shall act as set forth in this Constitution. Executive Committee approval shall be given by a majority vote of all Executive Committee members.

Section VIII: Other committees shall be formed as needed. A committee Chairpersons shall be appointed by the Executive Committee.

ARTICLE VI
Amendments

Section I: All amendments to the Constitution and Bylaws are subject to the approval of the chapter advisor and the Student Activities and Organizations (SAO) Office. They MAY NOT take effect until the constitution has been signed by SAO."

Date of Adoption

Date of Recognition

President's Signature

Student Activities and Organizations Office

Advisor's Signature

BYLAWS

Section I: A quorum shall be established at all meetings of the general membership in accordance with Robert's Rules of Order

Section II: Elections shall be conducted by secret ballot. Absentee ballots shall not be allowed. Elections shall be governed by Robert's Rules of Order

Section III: All members of the Executive Committee shall file a summary of duties performed during their term in office to the general membership at the completion of their term. The Secretary shall keep these reports on file for at least one year.

Section IV: Proper order and conduct shall be maintained at all meetings of members in accordance with Robert's Rules of Order

Section V: The Society of Hispanic Professional Engineers, Purdue University Chapter shall meet not less than once a month.

Section VI: A nominal fee, not to exceed \$10.00, shall be charged as dues for a one year membership in The Society of Hispanic Professional Engineers, Purdue University Chapter. The Executive Committee shall determine the exact fee.

Section VII: Vacancies in office shall be filled by a majority election in the presence of a quorum of the general membership. In the case that the president steps down the vice president shall assume the duties of the president for the remainder of the school year. If this were to happen a new vice president will be elected.

Section VIII: It shall be the duty of the Executive Committee to establish a method to determine if a member is in good standing