



**SHPE**

SOCIETY OF HISPANIC  
PROFESSIONAL ENGINEERS

AT THE OHIO STATE UNIVERSITY®

Society of Hispanic Professional Engineers  
The Ohio State University

## Table of Contents

<b>1.0 ARTICLE I - Name, Purpose, and Non-Discriminatory Policy</b> .....	3
Section 1.1: Name .....	3
Section 1.2: Purpose .....	3
Section 1.3: Mission & Vision .....	3
Section 1.4: Non Discrimination Policy .....	3
Section 2.1: Membership.....	3
Section 2.2: Membership Dues.....	3
Section 2.3: Member responsibilities.....	4
Section 2.4: Review of Conduct.....	4
Section 3.1 Officers .....	4
Section 3.2 Chairs.....	4
Section 3.3 Qualifications for Officers.....	4
Section 3.4 Terms of Office.....	5
Section 3.5 Duties of Officers .....	5
Section 3.6: Duties of Chairs .....	6
Section 3.7 – Officer Impeachment.....	7
<b>4.0 ARTICLE IV – Nominations &amp; Elections</b> .....	8
Section 4.2: Elections .....	8
<b>5.0 ARTICLE V – General Body Meetings</b> .....	8
<b>6.0 ARTICLE VI – Chapter Adviser</b> .....	9
<b>7.0 ARTICLE VII. - Amendments</b> .....	9
<b>8.0 ARTICLE VIII – Referendum</b> .....	9
<b>9.0 ARTICLE IX – Active Membership</b> .....	9

## **1.0 ARTICLE I - Name, Purpose, and Non-Discriminatory Policy**

### **Section 1.1: Name**

The name of this organization shall be the Society of Hispanic Professional Engineers (SHPE) at The Ohio State University.

### **Section 1.2: Purpose**

We the members of SHPE hereby associate ourselves to:

- 1.2.1 Attract and retain Hispanic students interested in engineering STEM related fields
- 1.2.2 Provide academic support and professional development to the members.
- 1.2.3 Serve as a morale and cultural support group.
- 1.2.4 Promote the influence of Hispanic students in the university and in the community.

### **Section 1.3: Mission & Vision**

- 1.3.1 Mission: SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support and development.
- 1.3.2 Vision: SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians and engineers.

### **Section 1.4: Non Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

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## **2.0 ARTICLE II – General Membership**

### **Section 2.1: Membership**

Full membership will be limited to students enrolled at the Ohio State University (OSU). A member may only be expelled from the organization if two-thirds of the active membership votes for his/her expulsion. Active membership shall be maintained on an academic year basis.

### **Section 2.2: Membership Dues**

- 2.2.1 Membership will be granted to those who have officially registered online at the SHPE National Website ([www.shpe.org](http://www.shpe.org))
- 2.2.2 National and Regional Conference dues shall be covered by each SHPE-OSU member

### **Section 2.3: Member responsibilities**

2.3.1 To behave in a professional and appropriate manner during any organizational meeting or activity, and when representing the organization

### **Section 2.4: Review of Conduct**

Any member of the organization can submit to the executive board or advisor a written grievance about inappropriate behavior of any other member of the organization. If the officers deem it necessary, the accused will be called for a review of conduct hearing. Possible outcomes from the hearing may be verbal warning, written notification, suspension, or expulsion from SHPE, which is defined by a majority of vote from officers and advisors.

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## **3.0 ARTICLE III – Chapter Organization**

### **Section 3.1 Officers**

- 3.1.1 President
- 3.1.2 Vice President
- 3.1.3 Treasurer
- 3.1.4 Secretary

### **Section 3.2 Chairs**

- 3.2.1 Outreach Chair
- 3.2.2 Academic Chair
- 3.2.3 Social Chair
- 3.2.4 Sponsorship Chair
- 3.2.5 Webmaster
- 3.2.6 Marketing Chair
- 3.2.7 Graduate Chair

(As the general body of member increases, new chairs may be opened with a majority vote of the executive board.)

### **Section 3.3 Qualifications for Officers**

- 3.3.1 Must be an enrolled student at OSU
- 3.3.2 Must have held a chair position or upon approval from the current executive board
- 3.3.3 Must have 3.0 (out of 4.0) GPA
- 3.3.4 President cannot hold an officer position in any other organization at OSU, any other officer is suggested to hold only one other officer position in another organization at OSU

- 3.3.5 Minimum of three (3) semesters in attendance at OSU for presidency applications and two (2) for other officers
- 3.3.6 Must read and comprehend SHPE-OSU Constitution
- 3.3.7 Students running for President and Vice President shall be available to attend NILA during the summer

### **Section 3.4 Terms of Office**

All offices shall be held for one full year effective at the start of the summer semester and will be inaugurated at the MEP Banquet.

- 3.4.1 In the case a Co-Op is accepted by an officer
  - 3.4.1.1 Officer must notify the rest of the executive board immediately
  - 3.4.1.2 Officer must create and supervise the application process for the new member that will take his/her position.
  - 3.4.1.3 He/she must fully train the selected member and be available electronically while his/her absence in case of any questions.

### **Section 3.5 Duties of Officers**

This section contains the most important duties, for the full list refer to Duties of E-Board document found in SHPE-OSU Google drive and/or SHPE-OSU website

- 3.5.1 President
  1. Leads all general meeting, executive board meetings, and workshops
  2. Keeps track of action items and deadlines from other executive board members
  3. Responsible for organizing by-weekly e-board meetings
  4. Responsible for keeping connections with Regional Vice President (RVP), Regional Student Representative (RSR), and MEP office
  5. Must attend NILA in the summer
- 3.5.2 Vice-President
  1. In absence of the president or by delegation, the vice-president shall take over the president's responsibilities. The vice-president shall become the interim president if and when the president resigns or becomes disqualified for the position up to and including the day of the new president.
  2. Helps lead all general meeting, executive board meetings, and workshops
  3. Sends secretary main points for newsletter and supervises the content
  4. Responsible for selecting UCLO ambassador. Must share any UCLO updates with the rest of the e-board
  5. Must attend NILA in the summer
- 3.5.3 Treasurer
  1. Responsible for the organization's financial accounts and bookkeeping
  2. Ensures funds are not misused and events are within budget

3. Creates and modifies budget with respect to previous years
4. Responsible for requesting operation, programming, and coke grants from Ohio Union.
5. Responsible for attending E-council meetings and applying to E-council grants
6. Lead and encourage students and e-board to volunteer through E-council. Keep track of hours and student volunteers

#### 3.5.4 Secretary

1. Responsible to check on weekly basis both emails: [shpe@osu.edu](mailto:shpe@osu.edu) & [shpe.osu@gmail.com](mailto:shpe.osu@gmail.com). Must forward emails to correspondent officer, faculty, or/and staff
2. In charge of sending weekly newsletter. Must make sure volunteering opportunities and events are updated
3. In charge of minutes and sign in sheets for all e-board meetings, general body meetings and workshops
4. Shall reserve rooms for general body meetings and workshops

### **Section 3.6: Duties of Chairs**

#### 3.6.1 Academic Chair

1. Responsible for granting access to test bank, as well as encouraging students to provide quizzes and test from older semesters
2. Encourage students to participate in study tables and ACE throughout the semester. In charge of planning and advertising study tables
3. Find ways to improve the academic performance for the members of the chapter
4. Plan a study workshop for freshman at the beginning of the semester

#### 3.6.2 Outreach Chair

1. Lead outreach committee for Noche de Ciencias and STEM Challenge. Must create biweekly meetings while the event is being planned and will be held accountable for both events
2. Encourage students to participate in outreach monthly events, visiting local schools and working on STEM related projects with students
3. Shall maintain in contact with other student organizations that provide outreach opportunities

#### 3.6.3 Chapter Development Chair

1. Plan and organize events for chapter where members can network, and/or meet with other student organizations
2. Create, plan and organize events for recruiting purposes and/or fundraising purposes
3. Support other executive board members that need to plan an event such as senior sendoff, or company socials
4. Responsible for creating budget and working with treasurer to assure monetary resources are spent correctly

#### 3.6.4 Conference Chair

1. Responsible for researching transportation, hotels, and registration prices for National and Regional conference
2. Shall remind general members to pay their dues in chase SHPE OSU covers some of the cost beforehand
3. Shall lead information session for each conference as well as breakdown workshop of each conference where expectations will be covered
4. Must advertise National and Regional conference throughout all members

#### 3.6.5 Graduate Chair

1. Serve as a focal point for providing access, development, and support on the areas of graduate school (pre and current students), research, and post graduate level opportunities
2. Responsible for leveraging communication and networking of undergrads interested grad school students
3. Shall be responsible for organizing workshops pertaining graduate school and graduate programs available to undergraduate and graduate students.

#### 3.6.6 Webmaster

1. Responsible for updating the website in accordance with chapter events, weekly newsletters, social media, and NRP Report guidelines
2. Research and advocate new effective technologies

#### 3.6.7 Marketing Chair

1. Shall be in charge of posting advertisements for SHPE events on all social media channels
2. Will take pictures and videos of events and/or request professional photographer from Ohio Union
3. Responsible for staying in contact with the general body and communicating their need to the e-board

#### 3.6.8 Sponsorship Chair

1. Responsible for updating Sponsorship packet to designated company representatives
2. Shall maintain a data base of industry partners that have sponsored the chapter, volunteer at chapter events, expressed interest in membership, etc.
3. Maintain communication with industry partners throughout the year

### **Section 3.7 – Officer Impeachment**

If an officer is unable to fulfill their duties to the organization or meet eligibility requirements, he/she may be removed from office with a two-thirds vote of the executive board. If officer is removed, the elected president shall appoint interim board member(s) in case no nominations are received and approved.

## **4.0 ARTICLE IV – Nominations & Elections**

### Section 4.1: Nominations

- 4.1.1 An active member (Article IX) with a 2.7 GPA or higher can nominate themselves or another active member. Members should read the requirements for the position before submitting nominations.
- 4.1.2 Nominees shall accept their nomination and proceed to complete an online application 10 days before election day
- 4.1.3 Members can only run for two positions maximum, but are limited to one officer position. (i.e running for president and secretary is not allowed)
- 4.1.4 Only candidates running for officer positions should be prepared to give a speech at the elections meeting. If unavailable to attend elections, speech should be pre-written and given to someone to read that is attending elections and/or sent through to the general body the day of elections
- 4.1.5 Adviser and current president shall meet with members who are running for officer positions to discuss expectations and requirements

### **Section 4.2: Elections**

- 4.2.1 Elections shall be held during the first two weeks on March
- 4.2.2 All active members (Article IX) of SHPE-OSU are eligible to vote
- 4.2.3 Voting procedure shall be the use of secrete ballots after membership has heard the speech of each of the running officers
- 4.2.4 Votes will be tallied on election day by adviser and if possible current president
- 4.2.5 Members must be present to vote
- 4.2.6 Members running for officer positions will be elected by majority of votes. Members running for chair position will be interview and selected by the elected officers
- 4.2.7 Elected officers will assume their new roles by the last meeting of the semester but should be present in e-board meetings the whole new e-board is decided.

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## **5.0 ARTICLE V – General Body Meetings**

- 5.1 General meetings shall be held every other week; these meetings will consist of event updates and/or workshops hosted by industry partners
  - 5.2 President and Vice President will preside at the meetings, Sponsorship Chair is encouraged to introduce company speaker
  - 5.3 Secretary must make sure all attendees sign in; In the absence of the secretary, she/he must delegate this task to another member
  - 5.4 At every meeting, two-thirds of the active membership present will constitute a quorum
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## **6.0 ARTICLE VI – Chapter Adviser**

- 6.1 SHPE OSU must have one or more advisors, which would be preferably faculty or staff members from the College of Engineering MEP Office. Advisor must be a member of the University faculty or Administrative & Professional staff.
  - 6.2 Responsible for overseeing financial status of the organization
  - 6.3 Collaborate with members to create a welcoming environment for new students, and support all chapter events throughout the academic year.
  - 6.4 Shall advise executive board regarding sponsorship donations, expenses, and other activities
  - 6.5 Chapter advisor will assist with a required letter of recommendation for NRP reports and oversee the document as a whole
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## **7.0 ARTICLE VII. - Amendments**

- 7.1 The executive board (by 2/3 vote, in a regular or special meeting called for that purpose) shall have the power to add and amend, as may be deemed necessary, the By-Laws for the proper governance of the organization.
  - 7.2 A proposed amendment to this constitution shall be presented to the executive board in writing as per the By-Laws.
  - 7.3 This constitution shall be amended only by 2/3 vote of regular members.
  - 7.4 Amendments shall take effect as per the By-Laws.
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## **8.0 ARTICLE VIII – Referendum**

The aforementioned quorum (Article V, Section 5.4) constitutes a referendum committee, which shall have the power to overrule any actions taken by the executive board.

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## **9.0 ARTICLE IX – Active Membership**

- 9.1 Active members must attend at least 50% of the semester’s general body meetings and events, AND have paid SHPE National yearly membership fee. Secretary shall keep track of attendance through the maintenance of sign in sheets for all events.
  - 9.2 Members who pay SHPE National membership shall send a screen shot of receipt to [shpe@osu.edu](mailto:shpe@osu.edu) & [shpe.osu@gmail.com](mailto:shpe.osu@gmail.com)
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