This Constitution is the Approved and Official Constitution for:

Club Name: Society of Hispanic Professional Engineers (SHPE)

From the Engineering Council

Number of Pages: 8

Date Approved: 5/12/17

Club Officer

Position: Vice President

Name: Patrick Bies

Signature: __________

Date: 5/9/18

Council Coordinator

Name: Tanahiry Escamilla

Signature: Tanahiry Escamilla

Date: 5/10/17

Student Association Vice President

Name: Gina Nasca

Signature: Gina Nasca

Date: 5/12/17
ARTICLE I
IDENTIFICATION

Section 1. The name of this organization shall be: Society of Hispanic Professional Engineers UB Student Chapter (SHPE-UB).

Section 2. SHPE-UB is an academic club that forms part of The Engineering Student Association (ESA).

ARTICLE II
PURPOSE

Section 1. To increase the number of minorities, especially Hispanic students in STEM (science, technology, engineering, and mathematics) at the State University of New York at Buffalo.

Section 2. To improve the retention of minority students enrolled in a STEM major (science, technology, engineering, and mathematics).

Section 3. To provide a forum for the exchange of information pertinent for minority STEM students enrolled in this university.

Section 4. To provide underclassmen with a support system that allows them to smoothly transition into college.

Section 5. To develop and participate in programs with industry and the university which will benefit the members of this club, who are seeking technical degrees.

Section 6. To promote the advancement of minority STEM students in employment and education.

ARTICLE III
ASSOCIATION

Section 1. Recognition: SHPE UB is a recognized chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). This student chapter will be part of the "local region" 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, disability, nationality, ethnicity, and religious affiliation or beliefs, even though the club's chosen name is The Society of Hispanic Professional Engineers UB Student Chapter.

ARTICLE IV

AUTHORITY

Section 1. These by-laws shall be the principal governing document of SHPE-UB and any Constitution and by-laws previously existing are hereby superseded and are null and void.

Section 2. SHPE-UB affirms its knowledge of and adherence to all applicable student association and university regulations.

Section 3. At least three copies of the Constitution and by-laws shall be maintained at all times. One copy shall be placed in the SHPE-UB's files or records. The other copies shall be placed so as to be readily accessible at all times to members.

ARTICLE V

MEMBERSHIP

Section 1. Regular membership in SHPE-UB shall be opened to any full and part-time undergraduate students interested in and dedicated to the purpose of this club. Furthermore he/she must be in any interdisciplinary study program leading to a bachelor degree.

Section 2. Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 3. A voting member is to be defined as any person who regularly participates in SHPE-UB's activities and attends meetings during the semester. This will be determined by the SHPE Battle Point System. Members will receive 10 points for attending general body meetings, 15 points for social meetings, and 20 points for community service/volunteering meetings. A voting member must have obtained at least 50 SHPE Battle Points by the day of elections.
Section 4. Only undergraduate University at Buffalo Students may be a voting member of the club.

Section 5. Non-voting members shall be those students, professors, industry representatives, and college staff who do not meet the requirements for regular membership, but support the purpose and objectives of SHPE-UB.

ARTICLE VI

MEETINGS

Section 1. Meetings shall be held at least twice a month from September until May, unless otherwise specified by SHPE-UB. Meetings can be characterized as general body meetings, workshops, BattleBot meetings, or Outreach meetings. Meetings will most likely take place every week. During the E-board meeting prior to any meeting, the E-board will create the presentation for the specific meeting. Also, each E-board member will be given a specific role during the general body meeting.

Section 2. Reasonable notice (3 days) must be given with enough time prior to a regular meeting. Send a reminder the day of the meeting.

Section 3. A majority of the voting members of the SHPE-UB shall constitute a Quorum. All actions of such Quorum shall be legal and binding upon the club and its members.

Section 4. The last meeting in April/May shall be known as the annual meeting and shall be for the purpose of electing the new Executive Board.

Section 5. Special meetings can be called by the President and/or the executive board.

Section 6. At least three officers must be present during a meeting, otherwise no major business will be transacted at that meeting. Further, if the President is absent, one of those three officers must be a Vice-President.

ARTICLE VII

OFFICERS
Section 1. Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

Section 2. The executive board shall be comprised of the President, Vice-President, Secretary, Treasurer, Events Coordinator, Engineering Coordinator, Outreach Coordinator, and Freshman Ambassador. The terms of office shall be for one academic year. Officers must attend weekly executive board meetings. Officers are expected to attend general body meetings and show up to at least 80% of SHPE Events.

Section 3. 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 spokesperson for the chapter, manage the other operating officers, and manage the day-to-day affairs of the chapter. They must lead general body and executive board meetings. For executive board meetings, the President must create an agenda for executive board meetings. The President is also responsible for registering the organization with the University annually and maintain the club webpage. In addition, the President should keep members updated about external opportunities.

Section 4. Vice-President
The Vice-President shall assist the President in all business concerning the chapter and shall act as President in the latter's absence. The Vice-President will also be in charge of the external affairs of the chapter by keeping track of SHPE alumni (SHPE Inc., Industrial relations, company tours, etc.). He/she will also be responsible for advertising and promotion of the club and its activities and events. The Vice-President will keep contact with SHPE National & Regional Leadership representatives. The Vice-President will assist in creating
an agenda for the semester. In addition, they must support the events coordinator and Outreach Coordinator, maintaining on campus relations, and overseeing the MentorSHPE database.

Section 5. Secretary
The Secretary shall keep notes of Executive board meetings and make it available to the Executive board. He/she should have a copy of the Constitution and bylaws at all general and Executive Board meetings. The Secretary will be in charge of keeping all members updated on the upcoming SHPE events through weekly e-mails. He/she will also take care of all external and internal correspondence, forward pertinent information to the Executive Board and/or the members as necessary. He/she will submit monthly SA track sheet logs and keep track of SHPE Battle Points. The Secretary is responsible for booking rooms for E-Board meetings.

Section 6. Treasurer
The Treasurer shall keep track of all financial records pertaining to SHPE-UB. He/she shall be responsible for maintaining the budget and fundraising for the club. He/she will update the Executive Board on the current status of the budget. The treasurer will be responsible for placing purchase orders in a timely fashion (at least 2 weeks in advance). He/she is responsible for working with the president on the annual budget hearing.

Section 7. Events Coordinator
The Events Coordinator is responsible planning social events for members and the maintenance of any social media pertaining to SHPE-UB. He/she is responsible for reserving locations and transportation in a timely manner for any event that is planned. He/she must book rooms for general body meetings and inform the President and Treasurer about expenses. All general body meetings must be marketed through flyers/posters and posted on UBLinked. Most importantly, the events coordinator must attend all events they coordinated.

Section 8. Engineering Coordinator
The Engineering Coordinator will be responsible for organizing technical workshops. He/she will be the project lead for the BattleBot competition. He/she must keep communication with all members that demonstrated interest in any technical workshop. He/she will notify the President and Treasurer of any materials needed for these workshops and expenses in a timely fashion. Most importantly, they must attend all technical workshops, unless otherwise noted.

Section 9. Outreach Coordinator
The Outreach Coordinator is responsible for organizing events and maintaining a relationship with local high schools. He/she shall be in contact with any directors or educational figures that will help promote STEM to the younger generation. He/she shall notify the President and Treasurer of any materials needed and expenses in a timely fashion. Outreach Coordinator must receive approval from SA for any requirements or work done, with minors.

Section 10. Freshman Ambassador
The Freshman Ambassador will represent and advocate for the underclassmen members in the club. He/she would be responsible for addressing any issues or concerns they may have to the executive board. This will not be an elected position, it will be selected based on applications. The application period will end exactly one month from the first day of the Fall semester. The most qualified candidate deemed by the executive board will be chosen.

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1. Elections shall be held before the end of the Spring semester of any academic year.

Section 2. All Executive Board positions shall be held for one academic year only. Current Executive Board members may seek re-election.
Section 3. To be eligible for an Executive Board position, the candidate must have obtained a minimum of 60 SHPE Battle Points by the day of elections.

Section 4. Candidates for office shall have the opportunity to briefly address the membership, should the candidate so desire.

Section 5. The method for filling vacancies shall be by popular vote through a secret ballot. If a member is running unopposed, then the vote shall be yes or no, also by secret ballot.

Section 6. The candidate receiving a majority of votes for an office shall be declared elected to that office. In the event of a non-majority, subsequent ballots shall be cast by the members in attendance for the top two and/or tied candidates until one candidate receives a majority.

Section 7. No member shall hold more than one office simultaneously, nor shall a member be eligible to serve more than two (2) full consecutive terms in the same office.

Section 8. At the end of the Spring Semester, new elected officers will meet be invited to a joint executive board meeting with past E-board members to learn about their position. New elected officers will take office on the last week of classes.

Section 9. Impeachment/Removal Process will have to take place if any officer takes illegal actions or not satisfy duties. E-board members will designate a date to present their reasoning to impeach an officer(s). The findings will be presented to members on the designated date and a majority of voting members must vote yes in order to impeach the officer. If member feel an officer is not fulfilling their duties then may also initiate an impeachment. A date will be determined for voting to be taken place. A majority of voting member must vote in favor of impeachment.
Section 10. Presidential vacancy shall be fulfilled by the Vice-President with at least 60% of the voting members' approval. All other Executive Board vacancies shall be fulfilled by special election and follow the same guidelines mentioned above.

ARTICLE IX

AMENDMENT OF LAWS

Section 1. These by-Laws can be amended at any regular meeting by a two-thirds vote provided that the amendment has been submitted in writing at the previous regular meeting. Thereafter a proposal shall be submitted to S.A. for final approval this rule shall be possible only by a two-thirds vote of the club membership.

Section 2. Amendments will take effect immediately, same date, after being approved by the Student Association.

Section 3. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

Section 4. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.