

Society of Hispanic Professional Engineers (SHPE)

The Pennsylvania State University

113 Hammond Building

University Park, PA 16802

Date of origin: September 2012

I. Purpose

A. The purpose of the Society of Hispanic Professional Engineers (SHPE) is to change lives by empowering the Hispanic community to realize their fullest potential and impact the world through STEM awareness, access, support and development.

II. Membership

A. At all times, the majority (50%+1) of all active members shall be fulltime, officially registered undergraduate students at University Park.

B. The membership shall be divided into active and associate members.

1. Only currently registered students are eligible for active membership.

2. All others interested in furthering the purpose of SHPE, including but not limited to, faculty, staff, and community members, shall be associate members. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.

C. At all times there shall be at least 10 active student members for undergraduate organizations.

D. The club reserves the right to expel a member who is not following the policies of the organization when a super majority vote of attending members quorum is 66.67% of active members.

E. In the case of violations of constitutional policies and/or a conflict between members within the organization the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), a mediator will facilitate an informal mediation procedure.

1. The mediator shall:

i. Arrange for a mediation meeting outside of the regular organization business meeting

ii. Explain their role as the impartial party and the objectives of the mediation

iii. Set ground rules

iv. Allow each party to express their views by allowing the conversation to go where the parties wish it to go

v. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)

vi. As a third party, not suggestion resolutions but rather leave the responsibility for the resolution with the parties involved

vii. Facilitate goal setting to reach a win-win resolution

F. New Membership and Recruitment

1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

i. New Membership Manual

ii. Schedule of New Member Events and Activities

iii. A list of responsibilities

iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (This document will be available upon request by the Office of Student Activities).

2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

III. Officers

A. Only fulltime, officially registered active student members shall be eligible to serve as appointed or elected officers. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.

B. Offices

1. The President is the spokesperson for the organization. The President presides at all meetings.

2. The Vice President shall serve as President when the President is unable to do so.

3. The Treasurer shall be charged with handling all organizational finances.

4. The Secretary shall take notes at all executive board meetings and share them to all the officers.

C. Filling unexpired vacancies

1. Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.

2. If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.

3. When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.

IV. Meeting

A. The Society of Hispanic Professional Engineers will hold meetings once a month, unless other circumstances prevent this frequency.

B. Adequate advance notice must be given to all active members.

C. The President with the consent of the Vice President may change meeting frequency.

D. Members shall be notified of all meetings by email.

E. The President may call special meetings should he/she see fit.

V. Voting

A. Only active members who attend 50% of meetings and events may vote.

B. Quorum for all voting shall be thirty three percent (33%) of the active membership.

C. A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.

VI. Finances

- A. All organizational funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
- B. This organization will not have an off campus account(s)
- C. This organization may collect dues that will not be excessive.
- D. The Treasurer, with the consent of the President will determine dues.
- E. Dues shall be collected during general body meetings.
- F. SHPE may spend up to \$100 of the organization's funds without the approval of the general membership.

VII. Elections

- A. Nominations and elections shall take place during the end of March or beginning of April in the spring semester.
- B. This meeting shall be publicized in the meetings preceding it.
- C. Elections codes
 - 1. Any member may nominate an active member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidate of their choice. Each active member shall have one vote per office.
 - 2. If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.
 - 3. In the event of a tie, the ballot will be recast.
- D. All officers serve for a term of one year, beginning in the month following elections and ending the month of elections.
- E. No one involved in conducting the elections may be an official candidate.

VIII. Amendments to the Constitution

- A. Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Office of Student Activities approval.
- B. Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.
- C. All amendments are subject to the approval of the Office of Student Activities.
- D. Once the Office of Student Activities approves the amendments they will be in effect immediately.

IX. Accessibility of this Constitution

- A. Copies of this constitution shall be made available to anyone upon request.

X. Advisor

- A. This organization must retain an advisor at all times. The advisor will be a full time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.

B. This organization will choose an advisor through a majority vote.

XI. Resignation

A. In the event an officer resigns from their current position after being appointed another person will appointed to fill that vacancy immediately.

B. The position will be advertised in the next general body meeting and/or newsletter (whichever comes first).

C. Those interested in applying will then fill out an application appointed by President for the appropriate position.

D. Given the application is completed and sent to the President by the given deadline administered, elections will be held at the next executive board meeting.

E. The officers will then cast their vote after hearing all the candidate's speeches

F. If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.