

ARTICLE I: NAME

Sec. 1 The name of this organization will now be known as the Boston University Student Chapter of The Society of Hispanic Professional Engineers (SHPE-BostonU).

ARTICLE II: AIM/PURPOSE

Sec. 1 SHPE is built on 5 pillars which are academic excellence, professional development, community outreach, chapter development, and leadership development. Its purpose is to empower Hispanics in science, technology, engineering, and mathematics fields, but it does not require one to be Hispanic/Latinx or a STEM major to join. SHPE is open to everyone regardless of ethnic background or major. This student Chapter of SHPE shall encourage the participation of its members in SHPE career conferences and leadership conferences, to take full advantage of membership benefits, and to attend all meetings and workshops held by this student Chapter. This Chapter is composed of student representatives of the national organization of SHPE and activity and behavior must reflect the goals and needs of the organization.

ARTICLE III: MEMBERSHIP

Sec. 1 Membership in SHPE will be equally available to all Undergraduate Student Fee paying students that adhere to membership requirements set forth by the Society of Hispanic Professional Engineers.

Sec. 2 There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc., according to the Boston University Discrimination policies.

Sec. 3 The Executive Board of the Chapter shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Chapter.

Sec. 4 Nonpayment of transnational dues will automatically result in suspension of membership in SHPE and in the local Chapter. Nonpayment of Chapter dues may result in suspension of membership in the local Chapter, but will not result in suspension of the membership in SHPE. Any non due paying member will not be allowed to attend the National Convention or regional conference until chapter dues (and national dues if going to National Convention).

Sec. 5 The Chapter dues per semester, \$5 for members are payable at the beginning of the semester or \$10 for the entire year.

ARTICLE IV: OFFICERS

Sec. 1 The Executive Board of SHPE will consist primarily of nine officers: President, Vice President of University Affairs, Vice President of Corporate Affairs, Vice President of Community Outreach, Treasurer, Secretary, Public Relations Chair, Campus Fundraising Chair, and Webmaster. Executive boards will have the option to add the optional officers of Upperclassmen and Underclassmen Representative(s) once their term begins.

Sec. 2 All officers must be undergraduate student fee-paying students that are members of the Society of Hispanic Professional Engineers in academic good standing.

Sec. 3 In the case of limited membership or interest, the executive board will consist of four officers: President, Vice President, Treasurer, and Secretary without loss of productivity. Responsibilities set forth by this constitution to be assigned to the Underclassmen Representative shall be assumed by all members of the Executive Board.

SubSec 3.1 In the absence of the University, Community Outreach, and Corporate Vice-Presidents, the responsibilities will be shared between the Vice-president, and Underclassmen Representative(s) Sec 3.1. If the board has no representatives, responsibilities will be shared with the Fundraising Chair and Webmaster.

Sec. 4 After two warnings, under discretion of the President, the person may be removed from the Executive Board for the current academic year based on a $\frac{2}{3}$ vote.

Subsec. 4.1 In the situation that an Executive Board member is impeached, a qualified replacement member may be chosen by the current Executive Board members.

Sec. 5 All members of the Executive Board are expected to attend all meetings, general and Eboard, and are highly encouraged to attend the annual SHPE Conference and The National Institute for Leadership Advancement (NILA) training event.

ARTICLE V: OFFICER RESPONSIBILITIES

President:

Sec. 1 The President of the Chapter shall be the Executive Officer of the Chapter, and as such shall be responsible for the overall management of all Chapter affairs and shall take every opportunity to promote the benefits of SHPE membership to fellow students.

Sec. 2 It shall be the duty of the President to call, preside over and adjourn all meetings of the Chapter.

Sec. 3 The President shall appoint all committees, if any, subject to the approval of the Executive Board.

Sec. 4 It shall be the responsibility of the President to hold regular meetings of the Chapter Executive Board and serve as Chair of said meetings.

Sec. 5 It shall be the responsibility of the President to arrange for the election of new Officers annually.

Sec. 6 It shall be the duty and responsibility of the President to delegate the National Reporting Program amongst the executive board and submit it to SHPE leadership in a timely manner.

Sec. 7 It shall be the duty and responsibility of the President to attend or, when appropriate, appoint a representative in his/her place, to attend all required meetings held by SAO.

Sec. 8 It shall be the duty and responsibility of the President to attend or, when appropriate, appoint a representative in his/her place, the annual National Convention, Regional Leadership and Development Conference, and The National Institute for Leadership Advancement (NILA) training event.

Sec. 9 It shall be the duty and responsibility of the President to stay in contact with the national leadership of the Society of Hispanic Professional Engineers, as necessary.

Sec. 10 It shall be the responsibility of the President to ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Chapter records.

Sec. 11 It shall be the responsibility of the President to communicate frequently with other Chapter Officers.

Sec. 12 The President shall assume all other executive duties not otherwise delegated.

Vice-President of Corporate Affairs:

Sec. 1 The Vice-Presidents shall perform all functions of the President in the latter's absence or at his/her request.

Sec. 2 The Vice-Presidents shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.

Sec 3. The Vice-President of Corporate Affairs is responsible for planning and organizing all alumni events, company networking nights, or any other event with an outside organization.

Sec. 4 It shall be the duty and responsibility of the Vice-President to be the liaison between this student Chapter and these outside resources (companies, organizations, etc.).

Sec. 5 The Vice-President shall organize field trips or special events beyond regular program efforts, contacting venue and owners/managers.

Sec. 6 The Vice-President shall create, maintain, and send out the corporate sponsorship packet each semester.

Sec. 7 The Vice-President shall participate in the Computer Science department Spark Council initiative as a representative of SHPE at monthly Spark Council meetings.

Sec. 8 It shall be the duty and responsibility of the Vice-President to attend or, when appropriate, appoint a representative in his/her place, the annual SHPE Conference and The National Institute for Leadership Advancement (NILA) training event.

Vice President of University Affairs:

Sec. 1 The Vice-Presidents shall perform all functions of the President in the latter's absence or at his/her request.

Sec. 2 The Vice-Presidents shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.

Sec. 3 The Vice-President of University Affairs shall be the liaison between the Chapter and other student groups at Boston University, especially in the College of Engineering and BU Community (e.g. STEM groups, minority groups, Howard Thurman Center, Spark!, etc.)

Sec. 4 Furthermore, the Vice-President of University Affairs shall be the liaison between the Chapter and the College of Engineering, specifically the Undergraduate Programs Office and the Academic Counselor therein.

Sec. 5 The Vice-President shall organize field trips or special events beyond regular program efforts. Reaching out to the students about the events.

Sec. 6 It shall be the duty and responsibility of the Vice-President to attend or, when appropriate, appoint a representative in their place, the annual SHPE Conference and The National Institute for Leadership Advancement (NILA) training event.

Vice President of Community Outreach:

Sec. 1 The Vice-President shall perform all functions of the President in the latter's absence or at his/her request.

Sec. 2 The Vice-President shall preside over meetings if the President is unable to attend, assuming the responsibilities and duties of the President for that meeting.

Sec. 4 The Vice-President is responsible for all community outreach events. This includes volunteer events, Noches de Ciencias, SHPE Jr events, and events with other SHPE chapters.

Sec. 5 The Vice President is also the liaison between SHPE-BostonU and SHPE National/Regional.

Sec. 5 The Vice-President shall organize field trips or special events beyond regular program efforts. Reaching out to the students about the events.

Sec. 6 It shall be the duty and responsibility of the Vice-President to attend or, when appropriate, appoint a representative in his/her place, the annual SHPE Conference and The National Institute for Leadership Advancement (NILA) training event.

Treasurer:

Sec. 1 The Treasurer is responsible for maintaining the financial accounts, and shall therefore receive all money and pay all debts of the Chapter authorized by the Executive Board, and shall keep an exact account of all receipts and expenditures.

Sec. 2 The Treasurer shall maintain the appropriate Chapter accounts. Accounts shall adhere with all Boston University and SHPE policies.

Sec. 3 The Treasurer shall prepare an annual budget and financial statement for inclusion in any reports that necessitate the information.

Sec. 4 The Treasurer shall oversee all fundraising efforts, if there exists a committee the Treasurer will contribute.

Sec. 5 It shall be the responsibility of the Treasurer to arrange for an orderly transfer of all Chapter financial records to the incoming Treasurer.

Sec. 6 It shall be the responsibility of the Treasurer to attend Allocation Board meetings, when necessary, and shall be the liaison between the Chapter and SABO, the Allocation Board, and Student Activities Office, and the College of Engineering for all funding-related matters.

Sec. 7 The Treasurer shall be responsible for signing all necessary paperwork with the Student Activities Office and is the sole signatory for the funds of the organization.

Sec. 8 The Treasurer shall be responsible for submitting funding requests to the Allocation Board as necessary.

Sec. 9 It shall be the duty and responsibility of the Treasurer to attend or, when appropriate, appoint a representative in his/her place, the annual SHPE Conference and, when funding is available, attend The National Institute for Leadership Advancement (NILA) training event.

Secretary:

Sec. 1 The Secretary shall be the record-keeper of Chapter affairs, and shall therefore maintain all Chapter records of activities and supplies.

Sec. 2 The Secretary shall keep detailed records of each Chapter and Executive Board meeting, and shall, in a timely manner after each meeting, send a copy of above mentioned minutes to the members of the Executive Board.

Sec. 3 The Secretary shall, when necessary, arrange and submit any special reports requested by the national leadership of SHPE.

Sec. 4 The Secretary shall keep a record of the names of members in attendance at the meetings.

Sec. 5 The Secretary shall maintain the Chapter membership roster and committee assignments list.

Sec. 6 The Secretary shall post a calendar of events in a place deemed appropriate by the Executive Board.

Sec. 7 The Secretary shall assist the President to ensure that Chapter activities are conducted under the provisions of the current Chapter Constitution and Bylaws.

Sec. 8 The Secretary shall arrange for an orderly transfer of all Chapter records to the incoming Secretary.

Sec. 9 The Secretary shall be responsible for submitting catering orders and creating events on Engage to keep the Student Activities Office updated.

Sec. 10 The Secretary shall be responsible for checking for mail twice a month at the Undergraduate Programs Office.

Sec. 11 It shall be the duty and responsibility of the Secretary to arrange all meeting room scheduling per 25Live or other forms of room processes within Boston University.

Sec. 12 It shall be the duty and responsibility of the Secretary to manage meeting rooms so the Chapter and Executive Board may begin meetings at anticipated meeting times with desired layouts and equipment.

Public Relations Chair:

Sec. 1 Direct all the marketing and public relations activities of the Chapter.

Sec. 2 Develop and distribute announcements to members.

Sec. 3 In charge of all posts on social media and advertising on campus. Creating and sustaining a professional image of active participation and development of projects.

Sec. 4 The Chair shall carry on all communications necessary to the activities of the Chapter.

Sec. 5 Providing timely and comprehensive information to members about workshops, programs, and other matters of interest ranging from within Engineering events and outside university events.

Sec. 6 The Chair shall oversee all public relations efforts, if there exists a committee the Chair will contribute.

Sec. 7 It shall be the duty and responsibility of the Public Relations Chair, when funding is available, to attend the annual SHPE Conference and attend The National Institute for Leadership Advancement (NILA) training event.

Fundraising Chair

Sec. 1 Create, direct, and execute fundraisers for the Chapter.

Sec. 2 It shall be the duty and responsibility of the Fundraising Chair to attend all general and Executive Board meetings and contribute input when appropriate or necessary.

Sec. 3 The Chair shall have the power to create, call, and convene a meeting of the fundraising committee.

Sec. 4 It shall be the duty and responsibility of the Fundraising Chair, when funding is available, to attend the annual SHPE Conference and attend The National Institute for Leadership Advancement (NILA) training event.

Webmaster

Sec.1 Update the content and appearance of the Chapter's website, LinkedIn, and any other site they have been assigned with all the latest from the chapter, such as new opportunities, volunteering events, meeting descriptions, and photos from general body meetings.

Sec. 2 Manage and update the board's project management tool i.e. Trello with all current tasks and deadlines.

Sec. 3 Assure the board is on schedule to complete their tasks and make modifications when necessary.

Sec.4 When necessary, shall be responsible for contact with the BU IT.

Sec.5 It shall be the duty and responsibility of the Webmaster to attend all general and Executive Board meetings and contribute input when appropriate or necessary.

Sec. 6 It shall be the duty and responsibility of the Webmaster, when funding is available, to attend the annual SHPE Conference and attend The National Institute for Leadership Advancement (NILA) training event.

Underclassmen Representative(s):

Sec. 1 The position of Underclassmen Representative shall be elected as outlined in Article VI and VII from a candidate pool consisting of Freshmen and Sophomore eligible students.

Sec. 2 It shall be the duty and responsibility of the Underclassmen Representative to attend all general and Executive Board meetings and contribute input when appropriate or necessary.

Sec. 3 It shall be the duty and responsibility of the Underclassmen Representative to promote membership among Freshmen and Sophomore students.

Sec. 4 It shall be the duty and responsibility of the Underclassmen Representative to alert the Executive Board to any pertinent information, such as schedule conflicts, involving Freshmen and Sophomore students, particularly in the College of Engineering.

Sec. 5 It shall be the duty and responsibility of the Underclassmen Representative(s), when funding is available, to attend the annual SHPE Conference and attend The National Institute for Leadership Advancement (NILA) training event.

Upperclassmen Representative(s):

Sec. 1 The position of Upperclassmen Representative shall be elected as outlined in Article VI and VII from a candidate pool consisting of Junior and Senior eligible students.

Sec. 2 It shall be the duty and responsibility of the Upperclassmen Representative to attend all general and Executive Board meetings and contribute input when appropriate or necessary.

Sec. 3 It shall be the duty and responsibility of the Upperclassmen Representative to promote membership among Junior and Senior students.

Sec. 4 It shall be the duty and responsibility of the Upperclassmen Representative to alert the Executive Board to any pertinent information, such as schedule conflicts, involving Junior and Senior students, particularly in the College of Engineering.

Sec.5 It shall be the duty and responsibility of the Upperclassmen Representative to organize and lead the general body committees (ie Public Relations, Fundraising, Cultural Committees etc.).

Sec. 6 It shall be the duty and responsibility of the Upperclassmen Representative(s), when funding is available, to attend the annual SHPE Conference and attend The National Institute for Leadership Advancement (NILA) training event.

ARTICLE VI: ELECTIONS

Sec. 1 Elections for officers shall be held no later than the deadline set forth by Boston University's Student Activities Office and shall be arranged by the Chapter President.

Sec. 2 The candidates receiving a plurality of votes will be deemed the winner.

Sec. 3 All candidates must be members of the organization to be nominated and elected, as explained in Article III.

Sec. 4 For an election to be valid a majority of the official members must be present during the voting. Only chapter due-paying SHPE members can vote in eboard elections.

ARTICLE VII: VOTING

Sec. 1 All official members of the Chapter, as outlined by Article III, are allowed to vote.

Sec. 2 Official status requires that you meet the membership obligation of Boston University Chapter of SHPE and requirements set forth by SHPE.

ARTICLE VIII: MEETINGS

Sec. 1 The Chapter shall hold regular and special meetings at such places and times as designated by the Executive Board, with a minimum of five meetings each semester, as the executive board deems necessary and appropriate. Events hosted should aim to celebrate their heritage, engage members in engaging conversations, and implement the pillars of professionalism and development put forward by SHPE National.

Sec. 2 The President will have the authority to order a special meeting whenever he/she deems necessary.

Sec. 3 The Executive Board shall meet once a week, or as deemed appropriate by the President of the Chapter.

Sec. 4 The Executive Board should aim to keep recruitment high to guarantee a significant membership.

ARTICLE IX: AMENDMENTS

Sec. 1 The Chapter is empowered to adopt Bylaws which are consistent with this Constitution.

Sec. 2 The Constitution may be amended by two-thirds of the members of the Branch present and voting, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Board of the Chapter.

Sec. 3 All amendments after being successfully voted on by SHPE-BU must then be forward for approval to the Director of the Student Activities Office.