ARTICLE I

The Name of the Organization

The name of this organization shall be Society of Hispanic Professional Engineers (University of Wisconsin-Madison).

ARTICLE II

The Purpose and Objectives

The purpose and objectives of this student chapter are to:

1. promote and encourage the study and understanding of engineering and the sciences among Hispanic college students;

2. increase the number and improve the retention of Hispanic students in engineering and the sciences at the University of Wisconsin-Madison;

3. provide a forum for Hispanic students in engineering and the sciences to exchange information relevant to their education and the University of Wisconsin-Madison;

4. establish relationships with industry representatives to advance and promote the hiring of Hispanic engineering and science graduates;

5. encourage the hiring and retention of Hispanic professionals at the University of Wisconsin-Madison, College of Engineering;

6. provide information to students of engineering and the sciences related to scholarship opportunities, graduate studies and employment opportunities;

7. promote relationships with other SHPE chapters, and other organizations throughout the campus, the state and the country;

8. provide a link between the Hispanic community and SHPE members for the coordination of joint activities;

9. promote and provide cultural and social activities.
ARTICLE III

Association

Section 1. Affiliation

Society of Hispanic Professional Engineers (University of Wisconsin-Madison), will be an affiliated chapter of Society of Hispanic Professional (SHPE). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE’s rules and regulations and the University of Wisconsin-Madison student chapter rules and regulations. This student chapter will be part of the “local” 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 age, ethnicity, color, sex, handicap, nationality, sexual orientation, veteran status, religious affiliation or belief even though the name of this organization, Society of Hispanic Professional Engineers, University of Wisconsin-Madison Student Chapter was chosen.

ARTICLE IV

Membership

Section 1. Regular Membership

Regular members shall be students enrolled full-or part-time at the University of Wisconsin-Madison and who have a grade-point average of 2.5 or above in all college course work. Regular members should have as their goal a career in the sciences or engineering, or fields considered appropriate by the membership. To be in good standing and retain all the rights and privileges of membership, a regular member must maintain the required grade-point average and participate in at least 60% of all meetings and activities during the academic year.

Section 2 Associate Membership

Associate members shall be students enrolled full- or part-time at the University of Wisconsin-Madison, who are interested in becoming regular members, do not meet the grade-point average requirement, but are willing to work to achieve the necessary grade-point average. Associate members shall not be eligible to vote or hold office.

Section 3. Honorary Members

Honorary members shall be any alumnus/a, professional, college staff, faculty member or corporate representative who has demonstrated a sincere commitment to Society of Hispanic Professional Engineers (University of Wisconsin-Madison) chapter goals, and demonstrated devoted effort to accomplish these goals. Honorary members shall not be eligible to vote or hold
ARTICLE V

Officers/Executive Board

Officers of this organization shall consist of a president, vice-president external, relations chair, outreach events coordinator, vice-president internal, recruitment/retention chair, social events chair, secretary, treasurer, fundraising chair. The term of office shall be one fiscal year, commencing July 1st of the year elected to office and ending Jun 30th of the subsequent year.

Section 1. President

The President shall represent the UW-Madison chapter and be responsible for all business concerning the chapter. The President in consultation with chapter officers shall have the power in the management of the business of the chapter and other functions or activities under the direction of this chapter. The President also shall be the official spokesperson for the chapter, coordinate activities with other officers, manage the day-to-day affairs of the chapter, create new committees if necessary, and make all final decisions affecting the chapter.

Section 2. Vice-President of Internal Affairs (VP Internal)

The VP Internal shall assist the President in all businesses concerning internal affairs topics and shall act as the President pro term in the latter’s absence. The VP Internal in coordination with the President shall manage the internal committees of the chapter. The VP Internal shall be primarily responsible for public relation activities (including communications with community representatives, and other campus organizations), handle logistics for chapter general body meetings, and communicating matters with rest of e-board.

Section 3. Vice-President of External Affairs (VP External)

The VP External shall assist the President in all businesses concerning external affairs topics and shall act as the President pro term in the latter’s absence. The VP External in coordination with the President shall manage the external committees of the chapter. The VP External shall be primarily responsible for researching new outreach events, communicating matters with rest of e-board, handle SHPE National and Regional matters, and search for corporate partners.

Section 4. Secretary

The Secretary shall assist with all communications and social media matters concerning the chapter. They will take member attendance of the e-board and general body meetings, address SHPE membership matters and organize elections. The secretary will also oversee the bulletin boards, weekly newsletter, press releases to media and update websites, and creating SHPE end of year review.
Section 5. Treasurer

The Treasurer shall keep accurate books and records on all financial matters concerning the chapter. Monies received and/or disbursed will be properly recorded. The Treasurer shall provide the other officers with a summary of finances at least once a month. They will make quarterly financial reports available listing all assets and liabilities of the organization to the Executive Board and the general membership. It will be the treasurer’s responsibility to present annual budgets and manage the fundraising committee.

Section 6. Corporate and Community Relations Chair (Relations Chair)

The Relations Chair shall assist the VP External and Fundraising Chair regarding existing and potential sponsors for professional events/workshops. They shall maintain communications with relevant parties for joint events such as general body meetings and outreach events. Also, they will supervise the SHPE Jr. Chapter at East High School and high school MentorSHPE initiative.

Section 7. Outreach Event Coordinator

The Outreach Event Coordinator shall manage logistics pertaining to Admitted Students Day and LEEP. Also, they shall actively research and organize activities for all outreach events.

Section 8. Recruitment/Retention and Academic Chair (RR Chair)

The RR Chair shall be present at publicity events for student organizations to expose SHPE and strategize ways to recruit new members by working with the VP Internal and Secretary if necessary. Also, they shall organize weekly study tables, recognize/reward members for academic achievements, and manage MentorSHPE program for undergrads if possible.

Section 9. Social Events Chair

The Social Events Chair shall work with the Treasurer to plan social events that build unity within the chapter and work with the Relations Chair to establish joint social events with other student organizations. This work should be communicated with the Diversity Affairs Office and remaining E-Board in terms of advertising and planning social events.

Section 10. Fundraising Chair

The Fundraising Chair shall find and write grants offered by different committees across campus (ASM and MSC Grants) to obtain financial help. Also, they shall help unite the SHPE family by strategizing new ways to raise money for SHPE and ways to give back to the community.

ARTICLE VI

Committees
Section 1. Committees Summary

Standing and ad hoc committees shall be established by the Executive board as needed to carry out the programs and functions of the chapter. Committee chairpersons shall be elected by the committee members, except for those committees established to assist the Executive Board members with areas for which they are responsible such as finance, public relations, publicity.

Section 2. Elections Committee

The elections committee shall consist of regular members in good standing. They will be responsible for coordinating and planning the election. The committee will be appointed by the outgoing member of the executive committee who are not running for re-election. Candidates for positions cannot serve on the elections committee.

ARTICLE VII

Nominations and Elections/Voting

Section 1. Nominations

Nominations shall be held two weeks prior to elections. Only regular members shall be nominated to hold office. Nominations shall be during a general meeting as part of the regular business of that meeting. A candidate may run for more than one office provided that there is more than one person running for the position. Each candidate shall present a three minute speech to the chapter members in acceptance of nomination for office. All nominations must be seconded. Any regular member in good standing will be eligible to be a candidate for office.

Section 2. Elections/Voting

Elections shall be held on Thursday of the 10th week of Spring Semester. Votes can be casted through a secure online forum that will be sent out via the weekly newsletter. All regular members in good standing are eligible to vote. Voting shall be anonymous and tallying of the vote shall be conducted by the Secretary. The winning candidates shall take office the last meeting in May and shall hold office for the term specified under Article V.

Article VIII

Meetings

Section 1. Definition of Quorum

A quorum shall consist of sixty percent (60%) of all regular members.

Section 2. General Meetings

General meetings shall be determined by consensus of the Executive board and regular members.
There shall be at least 8 meetings during the academic year.

Section 3. Executive Board Meetings

The Executive Board meetings shall be held once a week. This meeting schedule can be changed if agreed on by all Executive Board members. A quorum of the Executive Board will consist of sixty percent (60%, 5 out of 8) of the board members.

Article IX

Resignation and impeachments

Section 1. Resignations

A letter of resignation shall be submitted to the President or VP Internal by any person wanting to resign from office at least a week before the next chapter general meeting. During the meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the group during the following week by secret ballot.

Section 2. Impeachments

When any member feels that an officer is not fulfilling his/her duties. He/she may call upon the officers to meet within the next week to discuss/resolve the matter.

During the impeachment proceedings the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officers vote. A two-thirds majority (2/3) of the officers will decide whether the impeachment process will be carried out. In the event of dismissal, a new officer will be nominated and elected as described in Article VII.