

The Society of Hispanic Professional Engineers

STUDENT CHAPTER

Name of Chapter: Society of Hispanic Professional Engineers at the University of Michigan - Ann Arbor

Preamble

We, the members of Hispanic background and students at the University of Michigan enrolled in curricula of Engineering and Applied Sciences, freely undertake the challenge to increase the number of Hispanics entering these disciplines, improve significantly the continuation and graduation of these students and achieve a higher unity among ourselves. With the serious purpose above, dedicate our efforts to establish this constitution for the Society of Hispanic Professional Engineers, Student Chapter, on the University of Michigan Campus in Ann Arbor, Michigan.

Article I: Title

This organization shall be known as the Society of Hispanic Professional Engineers, Student Chapter, University of Michigan, Ann Arbor, Michigan (SHPE-UM).

Article II-Goals

To achieve a sense of community among Hispanic engineering and applied sciences students at the University of Michigan and other SHPE student chapters.

To seek out and recruit potential Hispanic engineering and applied sciences students.

To improve the retention of Hispanic engineering and applied sciences students at the University of Michigan.

To assist University faculty and staff to learn and appreciate the Hispanic culture.

Article III: Membership

Section 1:

Membership shall be open to all persons without regard to race, religion, national origin, sex, age, or physical handicap. This becomes official upon payment of annual membership dues and SHPE National registration. Persons with extenuating circumstances may request a waiver of dues from the executive board.

Section 2:

There shall be three classifications of membership in the SHPE/U of M chapter:

1. Regular Member: Regular members shall consist of U of M students that fulfill the requirements of Article III Sec. 1.
2. Associate Member: Associate members shall consist of all those persons who do not fall under the category of regular members. Associate membership shall be granted by executive board.
3. Honorary Member: Honorary members will be those persons who are not regular members of SHPE/U of M that have excelled in helping SHPE/U of M meet its goals.

Honorary members shall be chosen by the general body and annual membership fees waived. Honorary members shall not be regular members.

They include but are not limited to:

1. College Faculty and Staff
2. Speakers/Corporate Representatives
3. SHPE-UM alumni

Section 3 Privileges of Members

1. Regular members shall be entitled to: attend and speak at meetings; to present motions, resolutions and other business; to nominate candidates for office; to be a candidate for office; to inspect the official records of the organization and to participate in any SHPE activity.
2. Associate members shall be entitled to attend and speak at general meetings and to participate in any SHPE activity. Associate members shall not have the privilege to vote in SHPE/U of M elections and/or business concerning SHPE/U of M or hold office.
3. Honorary members shall have the privilege to attend and speak at SHPE/U of M general meetings and to participate in any SHPE/U of M activities. Honorary members shall not have the privilege to vote or hold office.

Article IV

Section 1: Core Board Officers

1. The titles of the officers shall be: President, Vice President External, Vice President Internal, Treasurer, and Secretary.
2. The officers shall be known as SHPE/U of M Core Board. The Core Board shall be elected as is stipulated in Article V of the SHPE/U of M Constitution; this Board will have the powers to act on behalf of the organization on any and all matters.

Section 2: Duties of Core Board Officers

Subsection 1: President:

Responsible for all SHPE/U of M events and activities ranging from on-campus to national. Oversees all committees and e-board positions, but mostly in charge of SHPE Jr chairs and Graduate Committee. Calls all e-board meetings and general body meetings and writes agendas for both. Attends several on-campus meetings throughout year. Helps write both NRPs. Attends the SHPE-National Leadership Institute (the summer just after term begins – this is all expenses paid).

Subsection 2: Vice-President External:

Main corporate liaison. Attends all UMEC meetings or finds member to attend. Aids President in organizing GBM and corporate presentations. Responsible for keeping in constant contact with several corporate sponsors and attracting new corporate sponsors. Helps write both NRPs. Works with Treasurer to oversee Professional Committee chairs

and Fundraising chair. Attends the SHPE-National Leadership Institute w/ President if possible.

Subsection 2: Vice-President Internal:

In charge of internal affairs of the chapter. Oversees LeaderSHPE, Academic, and Outreach chairs. Helps write both NRPs. Attends the SHPE-National Leadership Institute w/ President if possible.

Subsection 3: Treasurer:

Keep accurate log of monetary flow into and out of SHPE account. Collect membership dues, send money dues to Nationals, and keep track of member registration on SHPE National's web based database. Help create proposals for various fundraising, such as (ACE, MSA, and UMEC and for corporate support). Helps write both NRPs. Works with VP-External to oversee Professional Committee chairs and Fundraising chair.

Subsection 5: Secretary:

Takes and accounts for all minute meetings. Design fliers and emails for various SHPE events. Design logos or pamphlets as needed. Publishes newsletters regularly. Helps write both NRPs. Oversees Social and IT/Social Media chair.

Section 3: E-Board Officers

1. The titles of the officers shall be: LeaderSHPE chair, Academic Chair, Outreach Chair, Social Chair, IT/Social Media Chair, SHPE Jr Chairs, Professional Committee, and Fundraising Chair.
2. The officers shall be known as SHPE/U of M E-Board Chairs. The E-Board Officers shall be elected as is stipulated after elections for the Core Board Officers have ended.

Subsection 1: LeaderSHPE Chair:

Oversee LeaderSHPE Program, which is a program for freshman and sophomore students who wish to have more involvement within the organization and in charge of running Noche de Ciencias. Creates application for this program and decides with VP-Internal which students will be accepted.

Subsection 2: Academic Chair:

Plan, organize and execute academic programs to increase engineering retention and boost grades. Organizes study rooms for members to have quiet study spaces weekly. Collaborate with engineering departments, MEPO, and other engineering organizations.

Subsection 3: Outreach Chair:

Plan, organize and execute community service events and programs. Work with university partners (staff, university student organization) on K-12 science and technology programs. In charge of organizing SHPE'd Abroad and ASB.

Subsections 4: Social and Cultural Programs Chair:

Plan, organize and execute social and cultural events around campus. Collaborate w/ other organizations around campus to plan social and cultural activities. Help create proposals to raise money for social events.

Subsections 5: IT/Social Media Chair:

Works with Secretary and Social Chair to maintain website up to date. Keeps track of all social media accounts and assures that all have relevant information about current and upcoming events.

Subsections 6: SHPE Jr. Chairs (2):

In charge of maintaining relations with SHPE Jr. Chapter. In charge of organizing Noche de Ciencias event with LeaderSHPE Program. Work towards mentoring SHPE Jr. Chapter in Professional and Academic Development.

Subsection 7: Professional Committee (2):

Works with VP-External to organize GBM and corporate presentations. Also, responsible of introducing companies during their presentations.

Subsection 9: Fundraising Chair:

Works with Treasurer to write proposals for fundraisers and sponsorships.

Article V: Elections

Section 1: Date of Elections

Elections of SHPE/U of M officers will be held before classes end in the Winter Semester of each year. Election date will be posted at least thirty (30) days before the election.

Section 2: Duration of Term

The duration of the term of officers shall be one (1) year, beginning no later than thirty (30) calendar days after the election.

Section 7: Vacated Offices

If an office is vacated for any reason, the remaining officers shall nominate a candidate subject to the approval of the chapter's regular members. In the event of no approval, nominations will be taken from the floor and voted on at the same meeting. The newly elected officer shall serve the remainder of the term.

Section 8: President Vacancy

In the event the Office of the President is vacated, the Vice President shall assume the office of the President. The position of Vice President shall be filled by appointment by the new President, with the advice and consent of the core board.

Article VI

MEETINGS

Section 1

QUORUM

A quorum shall consist of two-fifths (2/5) of the total active membership and the President or Vice President plus one other officer.

Section 2

Meetings shall be held weekly and special meetings shall be called when necessary.

Article VII

FINANCES

Section 1

FISCAL YEAR

The duration of one (1) fiscal year shall be from June 1 to May 31.

Section 2

DUES

Each member shall be required to pay dues for each year, as established by the membership.

Article VIII

COMMITTEES

Section 1

ESTABLISHMENT OF COMMITTEES

Committees shall be established any executive board member, or may be voted into existence by the SHPE/U of M at a general meeting of the membership. If a committee is established, a chairperson for that committee will be chosen as per Article VIII, Section 2.

Section 2

COMMITTEE CHAIRPERSON SELECTION

The President shall appoint the committee chairperson subject to the approval of the group members.

Article IX

AMENDMENTS

Section 1

PUBLICITY OF PROPOSED AMENDMENTS

Amendments to the SHPE/U of M Constitution will be brought before the membership for consideration and shall be posted on the SHPE bulleting board seven (7) school days before the meeting of the concerned membership. Amendments should be announced at the previous meeting before the meeting for voting on amendments.

Section 2

APPROVAL

The SHPE/U of M Constitution may be amended by a two-thirds (2/3) vote of the active members present at a general meeting, and the proposed amendment will become

affected as stipulated. If there is no stipulation, the amendment shall become effective at the following meeting. Any member may propose an amendment to the executive board at any time. With executive board approval, the proposed amendment can be brought before the general membership for a vote. The general membership meeting shall be defined as the quorum defined by article six (6), section one (1).

Section 3

RENEWAL

The SHPE/U of M Constitution will be re-ratified every three years.

Article X

IMPEACHMENT OF OFFICERS

Section 1

MOTIVES FOR IMPEACHMENT

An officer will be impeached for not performing his/her duties as specified by this constitution for his/her particular position. An officer will also be impeached for continued absenteeism and misconduct.

Section 2

REPLACEMENT OF OFFICERS

When the President is impeached, the Vice President will occupy his/her position. The position of Vice President will be filled by appointment of the President, with the advice and consent of the executive board. All other vacancies shall be filled by way of special election.

Section 3

IMPEACHMENT PROCEDURE

To impeach an officer, a petition signed by three-fourths (3/4) of the total E-Board must be submitted by a representative, chosen by the board, to the Core Board. The Core Board upon receiving this petition will hold a special conference with the officer-to-be-impeached to warn him about his position standing. The Core Board will decide on a time period to hold another meeting to decide on the impeachment. The time period must be informed to the general membership as defined by the quorum. The impeachment meeting shall consist of the Core Board members, except the officer-to-be-impeached, and the petition representative. By majority vote, the impeachment decision will be made in this meeting.

The Core Board can impeach one of its officers by informing the members of this decision and by having the three-fourths (3/4) of the E-board sign a petition and have a chosen representative to submit it to the Core Board. The impeachment procedure will follow the one described above.

Ratification

This Constitution shall be ratified and enacted upon by two-thirds (2/3) of the members, and upon the approval of the SHPE National Board of Directors.

Article XI

CONDUCT AT MEETINGS

Section 1

REMOVAL FROM EVENT

If the member is exhibiting behavior that disrupts the organization of the event, the member will be refunded their dues and will be removed from e-mail list. They will not be allowed into events.

Article XI

NON-DISCRIMINATION STATEMENT

The Society of Hispanic Professional Engineers at the University of Michigan - Ann Arbor is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, colour, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of The Society of Hispanic Professional Engineers at the University of Michigan - Ann Arbor.

Society of Hispanic Professional Engineers at the University of Michigan Chapter Committee Charter: Graduate Committee

NOTE: The words "Charter" and "Constitution" are equivalent in this document for all intents and purposes. For alignment with SHPE the national organization, "Charter" will be used moving forward.

I. Organization Name

As part SHPE University of Michigan chapter (SHPE U-M), this sub-group of the chapter shall be known as the "SHPE U-M Graduate Committee" (or "SHPE U-M GC" for short). SHPE U-M GC exists within the Society of Hispanic Professional Engineers at the University of Michigan Chapter (SHPE U-M).

II. Mission

As part of SHPE U-M, the mission of the Graduate Committee (GC), which aligns with SHPE as a national organization, is to enact the SHPE Mission and Vision by increasing the presence, participation, and influence of Hispanics/LatinX with advanced STEM (Science, Technology, Engineering, and Mathematics) degrees in the STEM workforce (i.e., Academia, Government, Corporations, and Research Institutions, etc.).

III. Authority & Responsibilities

A. Educate and support the SHPE U-M chapter leadership and membership about SHPE U-M GC:

1. *Policies & Procedures (see Article V below)* - Review and update the policy and procedures pertaining to the SHPE U-M GC.
2. *Review & Update of Charter* – Review and reassess this charter at least once every three years, and submit any proposed changes, if any, to the SHPE U-M chapter leadership for approval.

B. Enact goals and programs empowering the Hispanic STEM students (undergraduate and graduate students) at U-M toward their graduation success:

1. *Talent Development & Graduate Student Recruitment*- Initiate, plan, implement and evaluate programs that educate and prepare SHPE U-M leadership and undergraduate students for advanced degree careers.
2. *Graduate Student Development and Retention* - Initiate, plan, implement and evaluate programs for the SHPE U-M graduate students towards becoming members of the leading STEM workforce.
3. *Workforce Development & Post-Graduation Success* - Guide and promote Hispanic advanced degree (M.S. and Ph.D.) students', candidates', and alums' careers towards their post-graduation success.
4. *SHPE Chapter Programming Support* - Collaborate and share resources with SHPE U-M chapter on chapter-related efforts. These efforts include, and are not limited to, the following:
 - a. Recruitment and retention events (beginning and end of the year events)
 - b. Scholarships, resumes, National Reporting Program, etc.
 - c. Academic Research Collaboration (ARC)

IV. Organization

Committee Structure

- The SHPE U-M chapter structure and accountability is provided in Figure 1 of the Appendix.
- The graduate committee internal accountability structure is provided in Figure 2 of the Appendix
- The committee shall consist of elected co-chairs (at most three and at least two) and members.
- The committee members shall either hold specific roles (e.g., social events, outreach, etc.) as defined in the graduate committee structure (see Figure 2) or be members (i.e., no specific role) to facilitate succession planning and continuity.
- Specific roles as of the last update of the committee charter provided below. Chapter advisor's role is the same as defined in the SHPE U-M bylaws and constitution.

V. Policies and Procedures

Section A. Non-discrimination Clause

SHPE U-M Graduate Committee is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Section B. Charter Approval

The charter shall be approved by a majority vote by the general body of the SHPE U-M chapter, the SHPE U-M leadership, and/or by a unanimous consent of the GC.

Section C. Charter Amendment Procedure

1. Proposed amended constitution shall be written and presented during an official GC meeting
2. Present GC members shall vote and a 2/3 majority shall approve the amendment(s)
3. Amendments to the constitution shall be announced during the next General Body Meeting
4. If a SHPE U-M member would like to revoke or edit the amendment, they will have a 30-day period after the official announcement to request a vote on it.

Section D. SHPE U-M Membership and GC

As part of the SHPE U-M chapter, the GC serves the entire chapter's general membership and in particular the graduate student members. The following are the requirements for membership for graduate students:

1. National and chapter membership: By paying their \$5 dues through the SHPE portal (i.e., shpe.org) and identifying as a member of the SHPE U-M chapter,
2. STEM Graduate student: Be a student (part-time or full-time) at the University of Michigan pursuing a graduate degree in STEM, and
3. Code of conduct requirement: Upon joining the organization, all members agree not to undermine the purpose or mission of SHPE, SHPE University of Michigan chapter (SHPE U-M), and/or SHPE U-M Graduate Committee

Section E. Graduate Committee Eligibility

All committee members shall adhere to the academic and code of conduct requirements set in the policy for elected and appointed committee members and the SHPE U-M membership policy in *Section V.D.* above.

Section F. Committee Quorum

Two-thirds (2/3) of the Graduate Committee members shall be present to constitute quorum for elections and official business that requires a vote.

Section G. Removal of Membership or Officers

- GC General Membership Removal: A general member shall be removed from the organization if a majority of the GC holds two votes:

- First Vote: A majority of the GC must first find the individual who has violated any part of the charter and then the person shall be given reasonable time to make amends.
- Second Vote: The GC shall then have a second vote and find that there has been no corrective or insufficient action to make amends.
- GC Co-Chair(s) Removal: Removal of a Co-Chair shall be done with a majority vote of the general membership. A mid-year vote can be called for anytime by the unanimous consent of chapter membership and/or SHPE U-M Leadership excluding the Co-Chairs.
- GC Member Removal (Excluding positions mentioned above): A removal can be done with a vote of a minimum of 2/3 of the remaining GC and/or quorum vote from the SHPE U-M leadership.

Section H. Documentation, Data Management, and Website

In order to ensure transparency and maintain continuity,

- The GC shall store all communications to and from the GC via a shared Google Drive owned in the email address, i.e., xxxxyyy@gmail.com. All GC members shall have edit level access to the drive.
- All planning, implementation, and evaluation information and documentation by the committee shall be stored in the Google drive folder. The Google Drive shall be shared with the SHPE U-M Google Drive.
- The stored documents will also include this charter, committee members' transition materials, U-M GC meeting minutes, SHPE U-M chapter plans, action items, archived information, and lessons learned.
- There shall be one (1) and only one website representing SHPE U-M; managed by both the SHPE U-M leadership and GC and marketing both the undergraduate and graduate student efforts.

Section I. Meetings and Agenda

- GC and the SHPE U-M chapter leadership shall develop the chapter's management plan (known as the chapter plan) for the academic year in the summer prior to the Fall semester.
- GC shall host either weekly or every-other-week meetings in order to track progress on ongoing and future efforts as well as provide support to the SHPE U-M chapter leaders.
- GC co-chairs shall be responsible for establishing the agendas for the meetings; preferably adhering to a past, present, future reporting format from the committee members.
GC secretary shall maintain chapter management plan and record detailed action items.
- GC co-chairs shall organize additional meetings for planning and organizing key events as needed.

Section J. Financial reimbursements

- The GC Treasurer shall manage the request, approval, and disbursement of funds with oversight from the GC chairs and secretary to ensure alignment with the GC budget.
- Financial reimbursements for purchases/services that pertained to the organizing and implementing to the SHPE U-M chapter and GC activities shall be approved

and made if they align with SHPE U-M's constitution, this charter, and are accounted for in the chapter and/or GC budget.

- Requests for reimbursements shall be provided to the GC Treasurer shall be provided up to (1) month before and no later than one (1) month after the purchase of product(s) and/or service(s).
- Requests for reimbursements made beyond the two-month period above shall require approval by the GC committee and treasurer before disbursement of funds.
- Once reimbursements are approved, the GC Treasure shall ensure funds are dispersed no later than one (1) month after the initial submission of the request.

Section K. Elections

The outgoing co-chairs and GC shall organize, conduct and facilitate elections for the incoming GC. Below details the elections procedure:

- Elections shall be held within the first two full weeks of March every calendar year.
- Each GC member shall serve at least a one-year term from June 1st to May 31st (of the following year).
- Announcements for elections shall be made one (1) month in advance to the date of elections; all positions shall be available for self and general nominations in the announcement communication.
- If needed, the outgoing committee shall expand the number of individuals per position prior to elections with a limit of no more than three members per position.
- Eligible members (outlined in *Section V.E.*) shall cast their votes for each position in writing.
- The voting order for the graduate committee is as follows: Co-chairs followed the positions as provided in the structure in Figure 2 (order: top to bottom first then left to right).
- Votes shall be counted immediately after submission and the elected candidate will be announced.
- After voting takes place for each position, candidates who were not elected may nominate themselves for any of the remaining position(s) to be voted on thereafter.
- Co-chair candidates shall give at most a three-minute speech and answer two (2) short-answer questions from the membership before voting takes place.
- Outgoing GC co-chairs may reduce time and eliminate the asking of questions, if needed, depending on the number of candidates. The elections session shall take no longer than one (1) hour.

The incoming elected committee and outgoing graduate committee shall appoint vacant positions at a later time by interested candidate(s) with a majority vote from the two committees.

VI. Appendix

A. SHPE U-M Structures (as of July 2017)

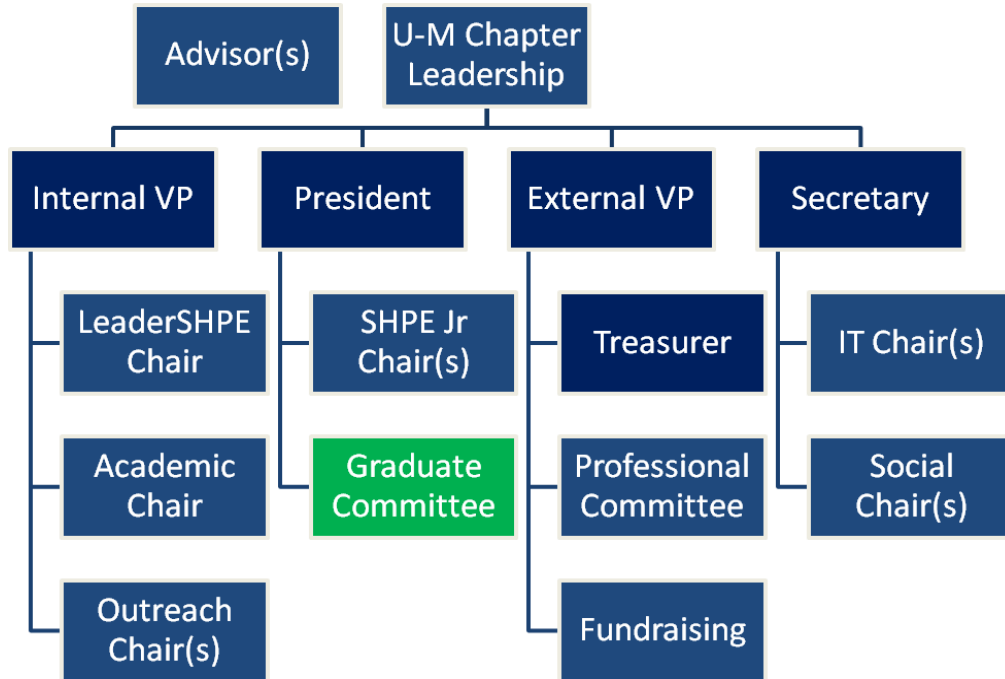
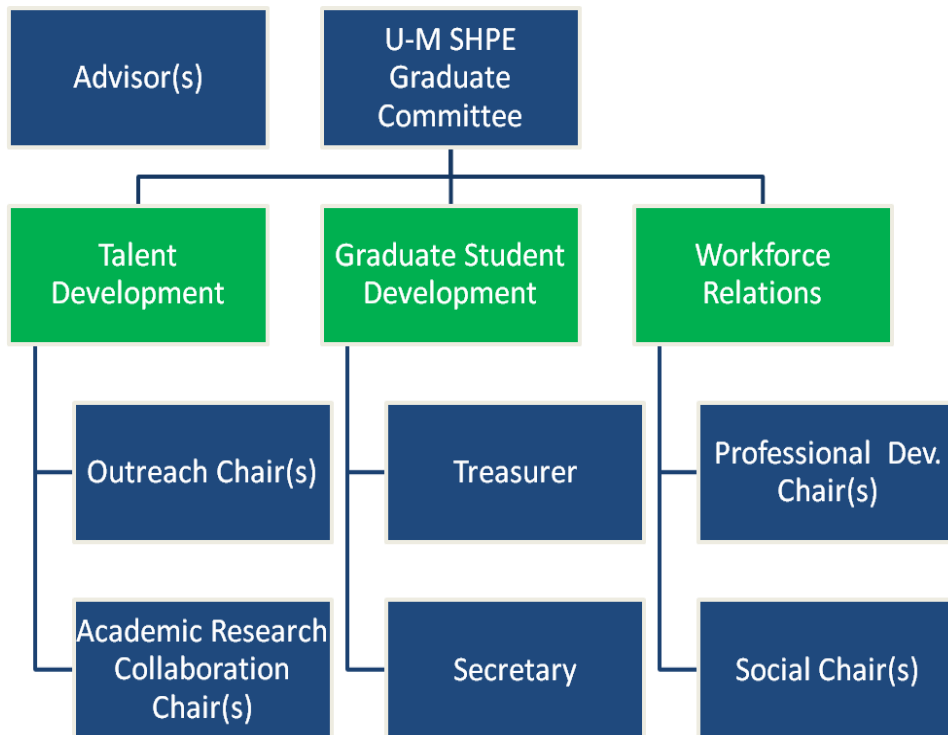


Figure 1. U-M SHPE Leadership Structure. Dark blue cells indicate the chapter



leadership's core board. Green cell indicates the Graduate Committee placement with the chapter leadership.

Figure 2. U-M SHPE Graduate Committee Structure. Green cells indicate the three to two graduate committees' co-chairs three shared responsibilities.

B. Committee Members Descriptions (as of August 2017)

All GC members are to:

- Engage with the full membership of the organization, in order to encourage leadership development,
- Be ambassadors/liaisons to the U-M SHPE chapter, in order to ensure unity within the SHPE U-M chapter,
- Shall promote the SHPE U-M chapter and GC towards the recruiting of new members, and
- Shall ensure attendance is taken during their activities and makes sure to forward it to the GC Secretary

Committee Co-Chairs (at least two (2), no more than three (3))

Equally, shall share the following responsibilities:

- Partake with the SHPE U-M chapter transition and incoming year management process during the summer
- Attend and/or organize meetings with the SHPE U-M chapter leadership for combined event(s)
- GSAC representative and attend bimonthly meetings with College of Engineering (CoE)
- Oversee the following three activities of the committee per Section III.B above:
 - **Talent Development** - see above, oversees implementation of Academic Research Collaboration (ARC) and outreach efforts in the GC portions of the U-M chapter plan
 - **Graduate Student Development** - see above, oversees implementation of graduate student-centered activities, plans, events, etc. within the GC portions of the U-M chapter plan
 - **Workforce Development & Relations** - see above, oversees external communications relative to CoE

Outreach Chair(s) (at least two (2), no more than three (3))

- Shall plan, organize, and implement outreach activities with the support from the GC
- Shall engage underrepresented communities and inspire, empower, and prepare pre-college students for higher education and undergraduate students for graduate education

Academic Research Collaboration (ARC) Chair(s) (at least two (2), no more than three (3))

- Shall plan, organize and implement the ARC program with the support from SHPE U-M leadership and GC
- Shall work closely with ARC participants in ensuring the success of the undergraduate and graduate student participants' post-graduation success

Treasurer

- Shall oversee and report on GC's annual budget within the SHPE U-M chapter budget

- Shall manages bank transactions and keeps records of all financial transactions

Secretary

- Shall manage the GC portions of the chapter management plan
- Shall record and maintain meeting minutes and manage action items
- Shall maintain the calendar and website, alongside the U-M Chapter IT Chair(s) counterpart(s)

Professional Development Chair(s) (at least two (2), no more than three (3))

- Shall coordinate with CoE, Rackham Graduate School, et al. on planning, organizing, and implementing activities directly benefitting the professional career growth of members
- Shall build relationships with workforce (e.g., companies) interested in recruiting SHPE U-M graduate students

Social Chair(s) (at least two (2), no more than three (3))

- Shall coordinates social events that bring the SHPE U-M community together
- Shall plan, organize and implement activities the develop the SHPE U-M community (e.g., meet new people/members) which have demonstrated graduate level success (e.g., support groups)