



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Society of Hispanic Professional Engineers

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Society of Hispanic Professional Engineers (SHPE) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The mission of the Society of Hispanic Professional Engineers is to be the source for quality engineers and technical talent. The vision is to be brought together by heritage, social responsibility, and desire to improve the equality of all people through the use of science and technology. We value excellence in education, professional pursuits, and leadership. We obtain excellence through integrity, empowerment, achievement, diversity, and continuous improvement. We will fulfill our mission by increasing educational opportunities, promoting professional and personal growth, carrying out our social responsibility to be involved in education, business, and government issues, and enhancing pride within our organization, and reinforcing our reputation as a vital Hispanic organization.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Any person who attends a minimum of 25% of all weekly meetings, programs, and community service events within a semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President
 - a. Only individuals who have held an executive board position on SHPE for at least 2 semesters, can qualify to run for President, unless no one is qualified.
- B. Vice President
- C. Business Manager
- D. Secretary
- E. Conference Coordinator
- F. Corporate and Alumni Outreach Chair
- G. Programming Chair
- H. Publicity Manager
- I. First- Year Representative
 - a. Only individuals who have never held an executive board position on SHPE can qualify to run for First-Year Representative, unless no one is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. They will also focus on the network aspect of SHPE as an organization to maintain a bridge between undergraduate and postgraduate members.
- F. The Vice President shall be the second in command after the President. If the president is not present, they'll take on the duties and responsibilities. The Vice President should help the club reach the goals they have set out throughout the academic year by presenting creative ideas for general member meetings, helping with club retention, and allowing the club to consistently grow. They will also be the assigned virtual event management system (VEMS) of the club to ensure a room is booked for weekly general member meetings.

- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. They will be an assistant to the Conference Coordinator by budgeting and meeting with the appropriate people to transact finances.
- H. The Secretary shall also take roll calls at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. The information from the weekly executive board meetings is to be shared with the entire executive board as duties and assignments for each officer will be outlined in the documentation. Other information that will be released includes attendance, meeting duration, and an updated group membership list.
- I. The Conference Coordinator shall be responsible for planning the trip to the yearly SHPE National Convention in the fall and the local regional SHPE convention in the spring. They will budget for the conferences by applying to grants and researching aspects of the trip. The Business Manager will be an assistant to the Conference Coordinator.
- J. Corporate and Alumni Outreach Chair shall build and maintain our organization's relationship with our alumni and corporations who partner with us by communicating with them appropriately. They will preside over any connections we have built and maintain these relationships, while focusing on growing our network.
- K. The Programming Chair will build, maintain, and monitor our organization's relationship with the campus and local community by communicating with them appropriately. In order to spread our mission statement to both communities, they will focus on creating programming that reflects the organization's values and communicates them back to the executive board. They will place an emphasis on creating an inclusive environment for professional, social, and cultural development to ensure continuous improvement.
- L. Publicity Manager shall be responsible for building and maintaining our social media and creating creative event fliers for any events we may have. They shall also abide by the SHPE national organization logo and marketing rules.
- M. First-Year Representative shall be responsible for providing frequent activities and bonding events that unite SHPE, the University of Rochester, and the Rochester communities. The position will expose them to how the executive board runs and prepares them to spread our mission in future years.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Nominations for officers can be made by any member. Votes shall be either by secret ballot or hand vote and counted by members of the current year's executive board for not running in the current election.
- B. Term of Office - One Academic Year beginning at the end of the semester for which elections took place. The transition period is between election day and the end of the semester.
- C. Timing of Elections - Elections will be held between late February and mid-March, at least two weeks before the end of the semester. First-Year Representative position election will be in mid-September.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

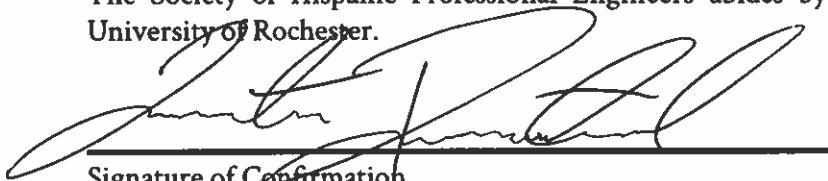
- A. The Society of Hispanic Professional Engineers of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Society of Hispanic Professional Engineers Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Society of Hispanic Professional Engineers abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation
 Justin Jay Pimentel-Leal
 President, Society of Hispanic Professional Engineers

03/28/2023
 Date



Signature of Approval
 Evan Ji
 Chair, Student Organization Administration & Review Committee

4/10/2023
 Date