

# **THE BYLAWS OF SHPE-MIDWEST REGIONAL CHICAGO CHAPTER**

## **Article I. Name of Organization**

The name of this organization shall be SHPE-MRCC. This organization may also be referred to as the Society of Hispanic Professional Engineers Chicago Chapter or as SHPE Chicago, herein referred to as the Chapter.

## **Article II. Purpose of Organization**

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Incorporated, herein referred to as SHPE National.

## **Article III. Objectives and Goals of the Organization**

The Chapter is committed to providing professional, educational and cultural support in the community and promoting educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

1.0. Increase the number of Hispanics entering the fields of engineering, mathematics, science, and other technical fields. These goals shall be implemented by:

- School visitations
- Hispanic community involvement
- Workshops at local institutions
- Helping to establish local student chapters at local colleges and universities

2.0. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:

- Career/employment workshops
- Technical seminars and symposia

3.0. Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:

- Scholarship programs
- Recruitment programs
- Tutoring programs
- Curriculum assistance

4.0. Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.

5.0 Inform the general public of technical contributions and achievements of Hispanics by newsletters and award programs.

#### **Article IV. Membership and Privileges**

##### 1.0. Regular Members

Regular members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership. Regular members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

Membership shall be determined after an application has been submitted and approved by the EBOD concurrence.

##### 2.0. Associate Members

An Associate Member shall be a person who believes and supports the purpose of this organization. He/She shall not be entitled to nominate, vote or hold a position in the EBOD. Associate members shall be extended all privileges of a Regular member less those exempted above.

##### 3.0 Industrial/Organizational Members

Industrial/Organizational members shall be businesses or organizations, which support and pursue the objectives and goals of the chapter. Industrial/Organizational members shall not be entitled to vote nor entitled to hold office in the Chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

##### 4.0. Termination of Membership

Any member may terminate his/her membership upon written notification of the effective date of resignation to the EBOD. The Chapter may, by a two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the Chapter for any infraction of the bylaws, rules and/or regulations of the chapter.

#### **Article V. Executive Board of Directors**

##### 1.0. Administration

The Executive Board of Directors (EBOD) consisting of the elected officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

##### 2.0. Elected Officers

The elected officers shall consist of a President, two supporting Vice Presidents, a Treasurer and a Secretary who will collectively be responsible for treasury and administrative activities, as well as, those defined in the subsequent paragraphs.

2.1 The President shall:

- 2.1.1 Represent the Chapter.
- 2.1.2 Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the Chapter.
- 2.1.3 The President shall chair and preside at EBOD, general, and special meetings.
- 2.1.4 Be one of the two people (the other being the Treasurer) responsible for signing any documents related to financial matters, i.e. proposals, checks, etc.
- 2.1.5 Review and approve monthly, quarterly, and annual financial reports prior to submission to SHPE National.

2.2. The Vice President Professional Development and Corporate Affairs shall:

- 2.2.1 Assist the President and the board in businesses concerning the Chapter.
- 2.2.2 Maintain contact with corporate sponsors and corporate members.
- 2.2.3 Be responsible for the establishment of programs aimed at professional and cultural development.
- 2.2.4 Co-chair all meetings and chair meetings in the absence of the President.
- 2.2.5 Serve as an Interim President in the absence of a President.

2.3. The Vice President Community Affairs and Student Relations shall:

- 2.3.1 Assist the President and the board in business concerning the Chapter.
- 2.3.2 Increase educational opportunities for Hispanic youth, especially in engineering, science and mathematics in the community.
- 2.3.3 Assist local student chapters in meeting their goals.
- 2.3.4 Serve as an Interim President in the absence of a President and Vice President Professional Development and Corporate Affairs.

2.4. The Treasurer shall:

- 2.4.1 Assist the President and the board in business concerning the Chapter and be responsible for the following:
- 2.4.2 Collect dues.
- 2.4.3 Disburse authorized funds.
- 2.4.4 Be responsible for banking and accounting of all Chapter funds.
- 2.4.5 Prepare and submit monthly financial reports listing all liabilities and assets of the Chapter to the EBOD.
- 2.4.6 File an annual financial report with SHPE National.
- 2.4.7 File all financial reports required by State and/or Federal Governments.
- 2.4.8 Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of his/her term.
- 2.4.9 Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.

## 2.5. The Secretary shall:

- 2.5.1 Maintain all official records of the Chapter.
- 2.5.2 Maintain the official membership roster.
- 2.5.3 Meet all National requirements in submitting membership forms and dues to SHPE National within 30 days of receipt.
- 2.5.4 Serve all notices required by law or the Bylaws of the Chapter.
- 2.5.5 Coordinate the election of officers.
- 2.5.6 Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of his/her term.

## **Article VI. Elections and Term of Office**

### 1.0. Elections Committee

The Elections Committee shall be made up of members of the Chapter, in good standing for no less than a year and must not be a candidate for an elected position. The committee must be made up of at least 3 members and no more than 5. The election of the Chapter Officers shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible Regular Members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

### 2.0. Nominations and Eligibility

The EBOD as defined in Article V shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been a Regular Member of the Chapter in good standing at least ONE fiscal year. A candidate may nominate himself/herself with a petition and one signature from Regular Members or may nominate a candidate with a petition and one signature from Regular Members. The names of the candidates must be submitted to the Elections Committee by their specified date.

#### 2.1. Voter Eligibility

Regular members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year.

#### 2.2. Candidate Eligibility

A Regular Member is eligible to hold office if he/she:

- Meets the requirements as per Article IV.
- Is a member in good standing as indicated by SHPE National.

### 3.0. Election of Officers

- The ballots shall be collected and counted by the Elections Committee at the Annual Election Meeting to be specified by the Chapter.
- Candidates receiving the most votes per office shall be declared the winners.

### 4.0. Duration of Term

The term of office shall be July 1-June 30.

#### 5.0. Notice of Elections

A meeting notice shall be delivered to all members not less than ten (10), or more than sixty (60) days prior to the meeting.

#### 6.0. Removal From EBOD

- 6.0.1 An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article V or by not being in good standing with SHPE National.
- 6.0.2 An EBOD member who misses 3 or more consecutive EBOD meetings may be removed from office by a minimum of 51% of the votes of the rest of the EBOD.
- 6.0.3 A candidate for recall can be nominated by submitting a petition to the President and a copy to any of one other officer on the EBOD. The petition must be signed by a minimum of fifty-one percent (51%) of the regular membership. The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any EBOD member. A meeting notice per Article XII Section 5.0 shall be delivered, as prescribed in these bylaws.

#### 6.1 Terminated EBOD Members

Any EBOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the EBOD and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term. Should the President be recalled, the order of succession shall prevail as described in Article V. The Interim President shall be the immediate Past President for the succeeding term.

#### 7.0. Vacancies

The order of succession as outlined in Article V shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy must be filled by the EBOD within sixty (60) days of the vacancy for the remaining portion of the term. Any candidate for the vacancy must be approved by a majority of the existing EBOD members. Any executive board member that is filling a vacancy for the duration of the term of a particular office can be removed from said office by majority vote of the existing EBOD provided grounds for termination are presented, discussed and understood.

### **Article VII. Committees and Appointed Positions**

The EBOD shall have the power to establish any committee and/or appointed position to conduct the business of the Chapter. The President may appoint, with the EBOD majority approval, any member in good standing to chair such a committee and/or appointed position. The creation

and/or dissolution of a committee and/or appointed position should be through the EBOD. A Board of Directors (BOD) shall be formed and consist of the five elected officers, all appointed committee chairpersons, and appointees.

### **Article VIII. Jurisdiction**

#### 1.0 Geographic Boundaries

The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the following: State of Illinois and the Northwest area of the State of Indiana.

#### 2.0 Jurisdiction Changes

The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

### **Article IX. Student Chapters**

#### 1.0 Student Chapters

Student Chapters may be established at universities, colleges, community colleges, technical schools, high schools, and middle schools providing a formal curriculum leading to a degree in engineering, mathematics, science or other technical field or an interest in engineering, mathematics or science careers. Application for the establishment of a student chapter shall be reviewed for approval by the SHPE National Membership Coordinators (NMC). Student chapters shall be organized according to the current SHPE National Guidelines on Student Chapter Development. SHPE National policies supersede any local policies regarding the Student Chapters.

### **Article X. Fiscal Year**

#### 1.0 Duration of Fiscal Year

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of each year.

### **Article XI. Dues**

#### 1.0 Dues

Dues are as follows:

- The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of the dues to SHPE National per the current SHPE National policy.
- Dues shall be payable to the Chapter before the nominations meeting of each year.

## **Article XII. Meeting**

### 1.0 Quorum

To establish a quorum for a General, EBOD, or BOD meeting, not less than one half (1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present, except for matters outlined in Articles IV, VI, and XVI.

### 2.0 Annual Election Meeting

An Annual Election Meeting of the members shall be held in the month of April.

### 3.0 General Meetings:

At least three (3) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

### 4.0 EBOD/BOD Meetings

The EBOD/BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

### 5.0 Special Meetings

An EBOD may call a special meeting of the Chapter general membership.

### 6.0 Meeting Notices

A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date and time of the meeting and shall be delivered in writing or electronic form not less than seven (7) or more than thirty (30) days prior to the meeting.

### 7.0 Meeting Rules

#### 7.0.1 EBOD/BOD Meetings

All EBOD/BOD meetings shall adhere to "Robert's Rules of Order." Only EBOD may vote on monetary issues.

#### 7.0.2 General Membership Meetings

All membership meetings will be conducted under the chosen decorum (Robert's Rules of Order, Open Forum, Etc.) of the President.

## **Article XIII. Assets**

### 1.0 Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated in accordance with the Chapter's Constitution filed with the state of Illinois, while assets belonging directly to SHPE National shall be returned.

## **Article XIV. Donations**

### 1.0 Chapter Donations

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy.

## **Article XV. Liability of Members**

### 1.0 Liability

No member of the EBOD or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

## **Article XVI. Amendments to the Constitution and Bylaws**

### 1.0 Amendment Procedure

- A motion to amend the constitution or bylaws must first be made, entertained, and approved by the EBOD.
- The proposed amendment, after EBOD approval, shall be submitted in writing to the Secretary for presentation to the regular membership at an annual or general meeting or by mail.

### 2.0 Chapter Approval

- Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which proposed amendment will be voted upon.

### 3.0 Date of Effect

- All amendments shall become effective immediately after Chapter approval.



This bylaws, in its entirety, was approved The EBOD of the Society of Hispanic Professional Engineers Chicago Chapter.

**Date:** \_\_\_\_\_

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President

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Secretary

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Vice-President  
Prof. Development & Corporate Affairs

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Vice President  
Community Affairs & Student Relations

\_\_\_\_\_  
Treasurer