

BYLAWS OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS - THE UNIVERSITY OF NORTH TEXAS STUDENT CHAPTER

ARTICLE I, NAME OF ORGANIZATION

The name of this organization is the Society of Hispanic Professional Engineers or otherwise known as SHPE, the chapter for the University of North Texas (the "Chapter").

ARTICLE II, PURPOSE & OBJECTIVES

Section 1. Mission Statement

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Section 2. Chapter Purpose and Objectives

The purpose of this Chapter is to realize the mission of SHPE at the University of North Texas ("University") by organizing events and programs that directly lead members towards their post-graduation success, all in accordance with SHPE's Internal Revenue Code Section 501(c)(3) tax-exempt status.

Chapter objectives include:

- Providing an inclusive community (via the Chapter) for Hispanic STEM students enrolled at University that realizes the SHPE mission;
- Recruiting Hispanic STEM (science, technology, engineering, math) students into the Chapter;
- Retaining and advancing Hispanic STEM students via leadership, professional, familial, and academic development, and community service programs; and
- Contributing to the post-graduation success of chapter members in STEM careers (e.g., industry, graduate school, entrepreneurship, etc.)

ARTICLE III. AFFILIATION

Section 1. National Organization Affiliation and Policies

The Chapter is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules, and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE's governing documents and policies and University's policies for students and student organizations.

This Chapter shall also be part of the "local chapters" defined by the SHPE's established governance structure. SHPE has the authority to, at any time, revoke the charter of the Chapter

to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

Section 2. University Policies

This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws. The Code of Student Conduct can be found through this link: https://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_19.format_0_0.pdf

In accordance with Article IV of the Code of Student Conduct, hereafter referred to as the "code," the Chapter is obligated to align its behavior with the University's objectives and adhere to all international, federal, state, and local laws. If the actions and conduct of members in the chapter contradict the code, the Chapter can be held responsible. Additionally, the Chapter holds the duty to address all Notices of Complaints forwarded by the Dean of Students. Further details can be explored within the stipulations of the code.

ARTICLE IV. SHPE NATIONAL MEMBERSHIP AND DUES

Section 1. Non-Discrimination

Membership is open to all students without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law. Moreover, the Chapter will adhere to the University's non-discrimination policy: <https://policy.unt.edu/policy/16-004>

Section 2. Statement of Non-hazing

As defined in state law (Texas Education Code, Chapter 37, Subchapter F and 51.936) and University policy, this organization will not participate in, condone, or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization may commit or assist in the commission of hazing.

Section 3. Regular Membership

Regular members shall be:

1. Members in good standing with SHPE;
2. Students enrolled at the University of North Texas;
3. Persons with paid SHPE membership on SHPEConnect.org; and
4. Members who attend 50% of Chapter events.

Membership in this organization is limited to any student service fee-paying student who is currently enrolled at the University of North Texas.

Regular members can vote and participate in major decisions of the chapter as well as run for an officer position. Benefits of membership include eligibility to vote and participate in career fairs, networking activities, eligibility to attend regional and national conferences, and opportunities for sponsorships, internships, scholarships, and grants.

Section 4. Associate Membership

Associate members are alumni, industry representatives, and college staff who do not meet the requirements for regular membership and are non-voting members of the Chapter, but who support the purpose(s) and objective(s) of this chapter. Associate members are welcome to attend events when permitted by University.

ARTICLE V. LEADERSHIP

Section 1. Officer Eligibility

Officer eligibility is as follows:

- A. "To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy)."
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

Section 2. Executive Board

The Chapter shall have an Executive Board, composed of Chapter officers elected by members of the Chapter. Subject to the direction of the Chapter Advisor and SHPE, the Executive Board shall manage the affairs of the Chapter. The Executive Board shall create and manage committees that organize activities for the Chapter to recruit, retain and work towards the post-graduation success of its members. Executive Board Members shall include the following: President, Vice President, Secretary, Treasurer, and Academic Excellence Chair. These positions will serve as the core of the leadership team for the chapter.

Section 3. Specific Powers of the Executive Board

The Executive Board shall have the following duties:

- To enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary;
- To establish committees and appoint committee members in accordance with these Bylaws and to define the committee plans, goals and strategic objective, roles, responsibilities, powers, and duties; and
- To select and designate a bank as the chapter depository for funds and to determine the order and way deposits and/or withdrawals are made through the guidance of SHPE National and University Guidelines.

Section 4. Board Tenure

The term of office of each Executive Board Member is one year corresponding to the June fiscal year, mirroring the SHPE fiscal year, starting on July 1st of the current year and ending June 30th of the following year, and until their successors take office, subject to their earlier resignation or removal from office.

Section 5. Executive Board Position Roles & Responsibilities

Any responsibilities not explicitly outlined in these descriptions are subject to discussion and agreement among the members of the officer team. Such responsibilities can be deliberated upon and adjusted as needed, following the guidelines set in these by-laws.

President

- Represent the Chapter as the official Chapter spokesperson and be responsible for Chapter business;
- Preside over Executive Board and Chapter membership meetings;
- Manage the Chapter Executive Board and activities (using the Chapter Management Tool [CMT]);
- Set Chapter policy/focus for the year;
- Oversee the development and submission of the National Reporting Program requirements;
- Manage the operations of all executive and non-executive officers and the day-to-day affairs of the chapter;
- Maintain accurate records of officer availability and schedules, ensuring adherence to the organization's by-laws and governing guidelines; and
- Register the Chapter with the University for the academic year and any other necessary websites to ensure organization operations.

Vice President of Internal Affairs

- Assist the President in managing the Chapter and act as interim President in his or her disability, absence, removal, or resignation;
- Oversee internal affairs of the Chapter including but not limited to campus relations, academics, social activities, recruitment or outreach, etc.;
- Assist the president with running general meetings; and
- Maintain preparedness to assume the presidency if the president position finds itself to be absent or vacant.

Vice President of External Affairs

- Oversee external affairs of the Chapter including but not limited to acquisition of corporate contacts, maintenance of corporate contacts, industry relations, company tours/visits, event planning, etc.;
- Seek feedback from members regarding speaker preferences and topics of interest to curate relevant and engaging speaker events;

- Utilize their position to connect with sister chapters as well as the professional SHPE chapter; and
- Assist the president with running general meetings.

Secretary

- Organize and implement the Chapter elections procedures including tallying the election votes;
- Manage the development and submission of the National Reporting Program requirements;
- Take minutes/notes of Executive Board and Chapter membership meetings;
- Create a thorough membership application form and general sign-in form to collect demographic data and member contact information; and
- Maintain a newsletter to be sent out at least once a month that contains information regarding the events and opportunities available to Chapter members; and
- Be in charge of managing any bulletin or display boards for the chapter.

Treasurer

- Understand and assist in enforcing Article ###
- Manage the Chapter's finances including keeping financial records via CMT or similar tools;
- Make semesterly (Fall, Spring, Summer) financial reports available to the Executive Board and to SHPE, listing all liabilities and assets of the Chapter based on income and expenses;
- Present a semesterly-budget and complete full-year financial report to the Executive Board and to SHPE;
- Maintain contact with other officers to ensure responsible and proactive spending;
- Submit funding requests to the UNT Student Senate, UNT College of Engineering, and other University resources;
- Be responsible for submitting funding requests to SHPE Regional and National officials; and
- Be the main correspondence between this chapter and companies willing to help the Chapter fundraise.

Academic Chair

- Oversee the Chapter's academic culture and focus on post-graduation success;
- Implement academic-focused events to recruit students from pre-STEM courses (Physics & Math);
- Implement Career focused event(s) to encourage retention of senior student members;
- Organize events that foster and encourage good academic habits, creating an environment where members prioritize their studies;
- Take a proactive approach in seeking out internship opportunities and scholarships for students; and

- Understand University academic policies and resources, serving as a reliable guide for members seeking academic support.

Section 6. Non-executive Directors Roles and Responsibilities

The Chapter may create additional officer positions, who may, but need not serve on the Executive Board, as determined by the Chapter, within the framework of SHPE's policies, should the Chapter grow and the expansion of leadership is required to increase in proportion to the growth.

Public Relations

- Foster an engaging and professional atmosphere on social media platforms that aligns with SHPE's missions and pillars;
- Safeguard the security of SHPE's social media accounts (Instagram, LinkedIn, Facebook, Twitter, etc.) by maintaining password confidentiality and refraining from sharing account access;
- Consistently post announcements and flyers to the social media page to ensure timely communication with the SHPE community;
- Share captivating pictures of events on social media platforms after they occur to highlight the organization's activities and engage members at least four times a month;
- Develop and implement projects aimed at recognizing and showcasing members who demonstrate exceptional participation and engagement; and
- Effectively manage communication channels and promptly relay information received through social media platforms to the board.

Graduate Representative

- Organize events and initiatives to motivate and support members in pursuing graduate studies, fostering a culture of higher education within the organization;
- Host informative sessions that provide valuable information about the graduate school application process, admission requirements, and available academic programs;
- Collaborate with professors, external organizations, or other SHPE chapters to design programs that promote graduate school attendance and academic advancement;
- Share research opportunities and relevant academic experiences with members; and
- Maintain accurate records of graduating students and alumni, fostering an alumni network for current members seeking guidance and mentorship.

Webmaster

- Take responsibility for maintaining the Chapter website and drive, ensuring it remains up-to-date, and initiate redevelopment or development as deemed necessary
- Serve as the main moderator for the Chapter's Discord channel or other communication channel/server;
- Spearhead the SHPEHackers program, leading efforts to promote technology and computer science learning within the organization; and

- Collaborate with other technical duties as required, offering support to the overall technical infrastructure of the Chapter.

Historian

- Demonstrate a deep understanding of the chapter's history, keeping track of awards, events, and past leaders;
- Capture moments and document events by taking photographs or delegating photography responsibilities at each event;
- Maintain and manage a well-organized storage system for all event photos, ensuring easy accessibility for promotional materials and historical purposes; and
- Organize and plan a headshot event at least once a year to provide updated and professional portraits for members.

SHPEtinias Director

- Oversee and manage all aspects of the SHPEtinias program;
- Design empowering events aimed at cultivating a sense of belonging and inclusion for women and non-binary identifying members in STEM;
- Engage with professionals in STEM to collaborate on events focused on encouraging and supporting women in their career pursuits; and
- Collaborate closely with the Social Chair to create engaging and inclusive social events specifically tailored for SHPEtinias, fostering team bonding and meaningful personal connections within the community.

SHPE Jr. Director

- Establish and support student-led SHPE chapters in high schools within our region;
- Collaborate with professionals and representatives to plan major events that provide beneficial opportunities for youth in the community, exposing them to STEM fields and inspiring their interest in related career paths; and
- Offer volunteer opportunities to members of the chapter, allowing them to actively participate and contribute to the success of high school chapters and community events.

MentorSHPE Director

- Take the lead in developing and managing the MentorSHPE program;
- Organize and host informational meetings about the MentorSHPE program, offering training to potential mentors and mentees to equip them with the necessary skills for successful mentorship relationships;
- Implement an effective system for pairing mentors and mentees based on their shared interests, goals, and backgrounds;
- Organize a minimum of two high-quality events per semester, specifically designed to promote strong relationships between mentors and mentees;
- Act as a mediator and moderator in mentor/mentee relationships; and
- Regularly communicate with mentors and mentees to keep updated on their progress and address any challenges or concerns.

Athletic Director

- Stay informed and updated on intramural schedules and opportunities;
- Plan and organize sports events within the organization;
- Actively recruit members to participate in sports activities;
- Responsibly curate teams and select members based on their interests and skills, avoiding any bias in the selection process;
- Design sports attire and gear;
- Prepare and coordinate members for semesterly Lonestar events;
- Maintain open communication with sister chapters, especially during external sporting events; and
- Collaborate with the Social Chair to keep track of casual sporting events and opportunities, facilitating social interactions through sports-related activities.

Social Chair Responsibilities

- Lead or assist in planning and executing engaging social events that foster group interaction and enjoyment among participants;
- Plan the annual leadership retreat with the assistance of the President;
- Maintain a strong connection with SHPE members to gather feedback, ideas, and suggestions for enhancing social events;
- Collaborate with other chapters or UNT organizations to create dynamic and inclusive social opportunities;
- Manage the chapter's birthday calendar and record of new members, ensuring accurate and timely recognition; and
- Proactively extend welcomes and well wishes to new members and acknowledge birthdays within the chapter's Discord community.

General Responsibilities for All Officers

- Attend designated meetings and events punctually as required by your role;
- Stay informed about event timings and locations to ensure active participation;
- Submit purchase requests with ample lead time, typically at least one week in advance;
- Embrace the responsibility of welcoming new members and extending birthday wishes;
- Participate in a leadership retreat for orientation and skill development;
- Demonstrate a comprehensive understanding of national and University policies and regulations; and
- Prioritize attendance at major conventions, conferences, and training sessions, barring exceptional circumstances.

Section 7. Committees

The Executive Board may create committees that facilitate the organizing and implementation of chapter activities, events and/or programming. Committees will have the responsibilities and membership composition as determined by the Executive Board.

Committee members will be selected through a short application process executed and reviewed by the executive board. Members of each committee will be selected based on their application and resume if provided. Committees will be run by members of the committee but overseen and advised by appropriate officers. There is no set number of members assigned to committees and no head positions. This will depend on the needs of the Chapter at the time of selection.

There is no set deadline for committee application and officers are not expected to hold applications at a certain time of the year. Finally, committee members must meet the same eligibility as an officer of the Chapter.

Outreach Committee

The Outreach Committee is a year-long commitment with the purpose of recruiting members and creating a welcoming environment for the Chapter.

- Develop and implement a recruitment strategy to attract new members;
- Create engaging and persuasive content to promote the benefits and opportunities of joining the chapter;
- Collaborate with other committees/officers to create events promoting recruitment
- Attend relevant campus or community events to promote the chapter and recruit potential members; and
- Foster a welcoming and inclusive environment to encourage students to join, ensuring that they feel valued and supported throughout their recruitment journey and establishment as a member.

National Convention Committee

The National Committee is a semester-long commitment with the purpose of planning a chapter-wide trip to the annual SHPE National Convention.

- Promote and encourage participation in the national convention among members of all stages of education;
- Assist in developing itineraries for the convention, considering travel arrangements and session attendance, as well as research and recommend suitable accommodations for attendees;
- Assist officers in tracking receipts and managing other aspects related to the convention, ensuring accurate documentation and reimbursement procedures;
- Stay updated on any changes or updates related to the convention, such as scheduling adjustments, venue changes, or additional activities to serve as a point of contact for attendees; and
- Serve on a board to interview and decide on potential scholarship recipients.

Gala Committee

The Gala Committee is a semester-long commitment with the purpose of planning and executing the annual SHPE UNT Gala to showcase the achievements and members of the current year.

- Develop a sponsorship packet to invite sponsors for Gala support;
- Collect photos for an end-of-year slideshow showcasing the year's highlights;
- Design an event itinerary, schedule, and playlist;
- Define theme, dress code, ticketing process, and parking arrangements;
- Execute effective marketing strategies to promote the event.
- Manage RSVPs efficiently through Google Forms; and
- Coordinate with UNT entities to arrange catering and secure venue bookings.

Fundraising Committee

The Fundraising Committee is a year-long commitment with the purpose of assisting the Treasurer with fundraising efforts.

- Assist the treasurer to plan and execute creative fundraising events to support the financial needs of the chapter;
- Take on additional responsibilities or tasks when the treasurer is overwhelmed or unavailable, ensuring continuity in fundraising efforts;
- Support the development of fundraising details, such as sponsorship packages or communications;
- Coordinate with committee members to delegate tasks and responsibilities related to fundraising events; and
- Explore grant opportunities and assist in grant proposals to secure funding for events.

ARTICLE VI. FINANCES

Section 1. Membership Dues

Students wishing to be members must pay the SHPE National membership fee which at the time of ByLaws adoption is \$10 for undergraduate students and \$15 for graduates. SHPE National prohibits the enforcement of local dues. Fees are paid at SHPEConnect.org and are meant to be paid annually. Once an eligible member has paid their dues, they are considered a regular member described in Article IV.

This membership does not exempt regular members from future and optional travel, conferences, merchandise, events, or other future and optional expenses that may arise from being a member of SHPE.

Section 2. Funds Spending Policy

Money spent by the organization must be approved by the Treasurer or President and spent by the Treasurer or President. Furthermore, expenses must be disclosed to the entire board. Personal expenses paid for by the Chapter's funds are prohibited.

Funds can be used towards travel, events, food, merchandise, conferences, admissions, scholarships, and material in support of the Chapter mission.

Section 3. Fundraising

The Chapter is expected to comply with University's policy surrounding fundraising. More information about UNT's fundraising policy for student organizations can be found here: <https://studentaffairs.unt.edu/sites/default/files/student-activities-center/documents/Fundraising.pdf>

Section 4. Chapter Bank Account

The Chapter maintains a banking relationship with Wells Fargo, which is affiliated with University. The permissible number of cardholders is limited to two, specifically the President and Treasurer. Both of these officers are required to operate with a strong commitment to moral and legal responsibilities.

Section 5. Updating Bank Account

The current Treasurer must update the checking account before the end of their term. The following instructions describe the process for updating the cardholders and key executives to the Chapter checking account:

1. Update the OrgSync profile and roster;
2. Complete the Checking Account Verification Request Form on OrgSync;
3. President and Chapter Advisor must approve the submission via email;
4. Receive a letter of verification from Student Activities via email; and
5. Book an appointment with Wells Fargo in Union; and
6. Attend appointment with the current Treasurer and new officers.
 - a. Bring the letter of verification, student ID, and another form of valid identification.

Section 6. Provision for the disposition of funds

Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity.

ARTICLE VII. MEETINGS AND EVENTS

Meetings and events are welcome to all UNT students eligible for membership, guest alumni and professionals, regular members, and other potential guests after proper consideration. All

meetings and events are expected to promote SHPE values and deliver on the mission statement.

Section 1: General Meetings

General membership meetings shall take place at least three times a semester during the academic year.

Section 3. Additional Meetings

The Executive Board has the privilege of calling additional membership meetings as deemed appropriate. There is no expected occurrence of these meetings.

Section 4. Events other than Meetings

The Chapter can hold events that serve a different purpose of meetings. There is no expected occurrence of these meetings.

Section 5. Definition of Meeting Quorum (in-person, virtual, or hybrid)

- Board Quorum and Voting
 - A quorum shall consist of at least 50.1% of the Executive Board members in office. A majority vote of the Executive Board members present when there is a quorum shall constitute approval of the Executive Board.
 - Unless these Bylaws contemplate a membership vote to approve a matter, the Executive Board has the authority to determine whether to submit a matter for approval by the Board alone, or by the Board and membership.
- Membership Quorum
 - A quorum for Chapter membership meetings shall consist of at least 33% of the Chapter's members. A majority vote of the Chapter members present when there is a quorum shall constitute approval of the Chapter's members.

ARTICLE VIII. ELECTIONS

Section 1. Elections Timeline

The election timeline shall be as follows:

- February 15: The membership payment is due to be eligible to nominate, vote or run for office.
- March 15: Nominations for positions must be submitted by the end of the day at 11:59 PM (local time).
- April 1: Elections must be held prior to this date.
- April 15: Report election results to SHPE Staff [chapters@shpe.org] and the general public.

Section 2. Nominations Procedure

1. Persons can self-nominate or can be nominated by a member during a general membership meeting, usually held as the nomination meeting;
2. Those nominated can decline the nomination up to the day before the elections; and
3. Two nominations are allowed per person but only one position can be held per member

Section 3. Elections Procedure

- Elections shall be held amongst Chapter members when a quorum of Chapter members is present
- If in-person, an absentee vote shall be accepted if submitted to the Secretary in a sealed, signed, and dated envelope prior to the election. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours before the annual election's scheduled beginning. Absentee ballots shall count toward establishing a quorum. If virtual, an email must be sent twenty-four (24) hours prior to the election
- Voting shall be by secret ballot, and the nominee with the majority of votes shall be considered the winner. If no candidate receives a majority of votes, runoff election(s) shall be conducted until a candidate receives a majority of votes and is elected. In each round, the candidate with the fewest votes shall be eliminated until only two candidates remain
- The Secretary shall tally the votes and promptly disclose the results to the Chapter Advisor, the Executive Board, and the Chapter.
- Only Executive Board positions must be elected by the Chapter's members. The committee can be appointed by the Executive Board or in accordance with other practices as the Chapter sees fit
- Any and all persons in elected positions must be in accordance with the requirements in Article V.
- The Executive Board may adopt additional rules consistent with these Bylaws to implement the nomination and election process

Section 4: Transition Process

- There shall be at least a one-month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
- Newly elected officers shall assume office as soon as they have been successfully on-boarded, but no earlier/later than the beginning of the fiscal year (July 1st)
- The transition shall take place upon fulfillment of requirements established by SHPE. Both the outgoing and incoming officers shall complete the New Chapter Leader Orientation and participate in the onboarding workshop/series as determined by SHPE. Transition requirements are estimated to take 3 months to complete
- New chapter officers must be reported to SHPE by April 15 of each year
- New chapter officers must comply with the SHPE Chapter Affiliation Agreement

ARTICLE IX. RESIGNATIONS AND REMOVALS

Section 1. Resignations

Any Executive Board member or Chapter Advisor may resign from office at any time by submitting a letter of resignation to the President or one of the Vice Presidents and the Chapter Advisor. The resignation shall be effective at the time the resignation is tendered unless the resignation specifies a later effective time.

Section 2. Removals and Due Process

When any Executive Board member feels that an officer or advisor is not fulfilling their duties, they may call upon the rest of the Executive Board to discuss/resolve the matter. An Executive Board member may remove an officer or advisor should that officer or advisor not comply with SHPE's code of conduct and/or University guidelines.

Due process refers to fair and transparent procedures followed when dealing with disciplinary actions and grievances. In the case of student organizations, the Dean of Students will handle impartial investigations and procedures in response to complaints. Due process is guaranteed for officers, regular members, and the Chapter Advisor.

Section 3. Vacancies

The Executive Board shall fill vacancies in any office and may fill them at any time. An individual elected to fill a vacancy shall serve for the unexpired portion of the term for which their predecessor was elected.

ARTICLE X. CHAPTER ADVISOR

Section 1. Affiliation and Eligibility

As part of its affiliation, the Chapter shall have a faculty or staff member from the University serve as Chapter Advisor to provide guidance, support, and access to University resources. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member and meet the other minimum requirements as stated in UNT Policy 07.019 (Student Organization Policy).

Section 2. Advisor Policy

The advisor has no term limit as long as they remain eligible. The advisor has no voting rights in organization decisions.

Section 3. Resignations

In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

ARTICLE XI. AMENDMENTS TO BYLAWS

These Bylaws may be amended at any time with the written approval of the Executive Board, the Chapter's members, and the advisor. Following this, the written documentation will be reviewed and approved by SHPE. Amendments shall become effective after approval by SHPE.