

# BYLAWS OF THE SHPE UNIVERSITY OF OKLAHOMA STUDENT CHAPTER

## ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the University of Oklahoma Chapter of the SHPE (the "Chapter").

## ARTICLE II. PURPOSE & OBJECTIVES

The purpose of this Chapter is to realize the mission of SHPE at the University of Oklahoma ("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

1. 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 the University's policies for students and student organizations. 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. This Chapter shall also be part of the "local chapters" as 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.

## **ARTICLE IV. SHPE NATIONAL MEMBERSHIP AND DUES**

### **Section 1. Non-Discrimination**

No person shall be denied membership in the Chapter on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Moreover, the Chapter will adhere to the University's non-discrimination policy. <https://www.shpeou.com/>

### **Section 2. Membership Levels**

1. Associate membership is open to any interested full-time or part-time student enrolled at the University of Oklahoma.
2. General membership is open to any associate member who pays national dues.

### **Section 3. Privileges**

1. Associate members shall be entitled to attend and speak at general meetings and to participate in any open SHPE activity.
2. General members shall be entitled to: attend and speak at meetings; present motions, resolutions, and other business; nominate candidates for office; be a candidate for office; hold office; inspect the official records of the organization and participate in any SHPE activity.

## **ARTICLE V. EXECUTIVE LEADERSHIP**

### **Section 1. 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 of Membership, Vice President of Communications, Vice President of Finance, Vice President of Development, Vice President of Outreach. These positions will serve as the core of the leadership team for the chapter.

### **Section 2. 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 3. Executive 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 30<sup>th</sup> of the following year, and until their successors take office, subject to their earlier resignation or removal from office.

### Section 3. Executive Board Position Roles & Responsibilities

#### President

- Represent the organization as primary contact;
- Meet with faculty and staff advisors at least twice in the semester;
- Schedule monthly meetings with Vice Presidents to discuss current Vice Presidential tasks, chair statuses and concerns, and their overall good health;
- Ensure requirements from the National Chapter Program are submitted;
- Uphold University and College policies through chapter programming and operations;
- Continuously update and craft the President's transition Document;
- Be knowledgeable of the responsibilities of the Executive Board.

#### Vice President of Membership (VPM)

- Assist the President in managing the Chapter;
- Manage membership database maintenance and integrity by focusing on increasing membership at every opportunity throughout the school year;
- Develop and implement membership plans for retention of current members and growth of new members, according to goals;
- Coordinate, manage, track, and evaluate all membership and renewal activities, including new member, renewal, and potential member mailings. Announce new members at meetings & newsletter;
- Work to develop social programs and services for members;

- Continuously update and craft the VPM transition Document;
- Be knowledgeable of the responsibilities of the Membership Committee.

#### Vice President of Communications (VPC)

- Assist the President in managing the Chapter;
- Supervise all chapter social media accounts and the chapter website;
- Make sure all SHPE National social media and marketing regulations are being followed;
- Increasing chapter visibility through interaction and engagement with virtual initiatives;
- Update information that is relevant to the communication team at officer or executive meetings;
- Continuously update and craft the VPC transition Document;
- Be knowledgeable of the responsibilities of the Communications Committee.

#### Vice President of Finance (VPF)

- Assist the President in managing the Chapter;
- Manage the Chapter's finance including keeping financial records;
- Ensure personal reimbursements are submitted to the Financial Advisor of the Dean's Office in a timely manner;
- Continuously update pertinent information in financial documents such as semester budgets, internal ledger accounts, etc;
- Present an annual budget and complete full-year financial report to the Executive Board and to SHPE;
- Coordinate with Executive Board to verify membership payments are documented;
- Continuously update and craft the VPF transition Document;
- Be knowledgeable of the responsibilities of the Finance Committee.

#### Vice President of Development (VPD)

- Assist the President in managing the Chapter;
- Oversee and support First Year Program and Conference Chairs;
- Serve as the liaison for all stakeholders regarding the national MentorSHPE program on the local level;

- Assess chapter operations throughout the year and address any shortcomings with practical solutions;
- Create internal morale-lifting opportunities within the chapter;
- Seek out professional, academic, and leadership development opportunities to incorporate into chapter programming;
- Continuously update and craft the VPD transition Document;
- Be knowledgeable of the responsibilities of the Development Committee.

#### Vice President of Outreach (VPO)

- Assist the President in managing the Chapter;
- Pursue national and regional initiatives that streamline outreach activities such as the 4-2-1 Plan;
- Seek out potential community partners that can assist in mentoring high school-level students;
- Ensure any related-manner is in accordance with College-level and University-level policy regarding K-12 interaction such as outreach plan, background checks, minors on campus, etc;
- Continuously update and craft the VPO transition Document;
- Be knowledgeable of the responsibilities of the Outreach Committee.

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.

#### Section 4. 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. The committees established will contain chair positions under their respective Vice President so each Vice President will lead a certain committee.

### **ARTICLE VI. MEETINGS**

#### Section 1: General Meetings

General membership meetings shall take place at least once a month during the academic year.

#### Section 2: Election Meetings

The election results will be determined in accordance with Article VII.

### Section 3: Additional Meetings

The Executive Board has the privilege of calling additional membership meetings as deemed appropriate

### Section 4: 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 VII. ELECTIONS**

### Section 1. Elections Timeline

Elections timeline shall be as follows:

- Ballot Application: The application to be on the ballot will open no later than Monday two weeks before Spring Break.
- Membership payment is due to be eligible to nominate, vote, or run for office by the election.
- Elections take place before Spring Break with results being announced the following week after.
- Report election results to SHPE Staff [[chapters@shpe.org](mailto:chapters@shpe.org)] by April 15th.

### Section 2. Ballot Procedure

1. Persons need to put an application in to be on the ballot.
2. If a person is interested in multiple positions, they can indicate on the ballot application and prepare reasoning for each position. However, a person is allowed only one position.

### Section 3. Elections Procedure

1. Elections shall be held amongst Chapter members when a quorum of Chapter members is present

2. 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 prior to the scheduled beginning of the annual election. Absentee ballots shall count toward establishing a quorum. If virtual, an email must be sent twenty-four (24) hours prior to the election
3. 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
4. Only Executive Board positions must be elected by the Chapter's members. A committee can be appointed by the Executive Board or in accordance with other practices as the Chapter sees fit
5. Any and all persons in elected positions must meet or exceed a 3.0 GPA and be SHPE members in good standing
6. The Executive Board may adopt additional rules consistent with these Bylaws to implement the nominations and election process

#### Section 4: Transition Process

2. There shall be at least a one-month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
3. 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 1<sup>st</sup>)
4. 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
5. New chapter officers must be reported to SHPE by April 15 of each year
6. New chapter officers must comply with the SHPE Chapter Affiliation Agreement

## **ARTICLE VIII. RESIGNATIONS AND REMOVALS**

#### Section 1. Resignations

Any Executive Board member 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.

If an officer has decided to resign, it is their choice to remove themselves from any social group that was created (mainly on social media). The Executive Board will

take care of removing the person's access to administrative settings such as GroupMe, Engage, and Outlook.

## Section 2. Removals

When the Executive Board member or Chapter Advisors feel that an officer 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 should that officer not comply with SHPE's code of conduct and/or University guidelines.

If an officer has been called to be removed, they must remove themselves from any social group created (mainly on social media). The Executive Board will take care of removing the person's access to administrative settings such as GroupMe, Engage, and Outlook.

## 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 IX. 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.

### Amendment 1: Officer Academic Accountability

All officers on the team will be subject to maintaining a 2.50 GPA. After the fall semester, the officers will be subject to a grade check and if they fail to meet that GPA, then they will be required to set up an academic success plan for the Spring semester.

Adopted by the Chapter on [February 2022]