



BYLAWS OF THE SHPE GEORGE WASHINGTON UNIVERSITY STUDENT CHAPTER

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the **George Washington University** Chapter of the SHPE.

ARTICLE II. PURPOSE & OBJECTIVES

The purpose of this Chapter is to realize the mission of SHPE at the George Washington 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 the 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, academic development, and community service programs;
- Contributing to the post-graduation success of chapter members in STEM careers (e.g., industry, graduate school, entrepreneurship, etc.)
- Promote the advancement of Latinx/Hispanic undergraduate students in the STEM field within the scope of education and professional careers
- Develop initiatives that promote the Latinx/Hispanic STEM community within GW
- Provide a forum for the exchange of information pertinent for Latinx/Hispanic STEM students enrolled at the George Washington University

- Promote communication among STEM students and other professional organizations
- Foster an inclusive and safe environment for Hispanic students to thrive in STEM/provide members with the opportunity to thrive in the STEM field where they are underrepresented.
- The Society of Professional Hispanic Engineers at GWU does not unlawfully discriminate against any person on any basis prohibited by federal laws, the District of Columbia Humans Rights Act, or other applicable laws, including without limitation, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.
- The Society of Professional Hispanic Engineers at GWU will abide by all University policies.
- Only current registered GW students are considered members of the organization; all others (alumni, friends, family, faculty, and staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.
- The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values may be subject to removal from the organization, according to the process outlined in the organization's constitution and consistent with policy and the Student Code of Conduct.

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 Chapter Charter 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.

Section 2. Regular Membership

Regular members shall be:

1. Members in good standing with SHPE;
2. Students enrolled at University;
3. In the GW Engage roster;
4. Complete the SHPE - GWU Student Profile

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 Chapter's mission, purpose, and objectives including excellence in academic endeavors, creating a safe space for Hispanics in STEM at GW, and post-graduation success of its members. Executive Board Members shall include the following: President, Vice President, Secretary, Treasurer, Events Coordinating Chair, Marketing Chair, Engineer's Council Representative, Secretary Committee, Treasury Committee, Events Committee, Marketing Committee. 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 30th of the following year, and until their successors take office, subject to their earlier resignation or removal from office. However, the interim Executive Board should be elected by February 15th of each year, and start learning their duties with the advisory from the outgoing seasoned E-Board.

Section 4. Board Position Roles & Responsibilities

President

- Provide overall leadership and direction for the organization, working closely with other leaders to develop and implement the organization's strategic plan and goals.
- Represent SHPE to external organizations and stakeholders, including other student organizations, academic departments, industry partners, and community organizations.
- Coordinate the activities of SHPE committees, task forces, and special projects, ensuring they are aligned with the organization's overall mission and objectives.
- Serve as the primary spokesperson for SHPE, communicating the organization's goals, values, and initiatives to the broader community.
- Develop and maintain relationships with industry partners, alumni, and other stakeholders, identifying opportunities for collaboration and support.
- Plan and execute SHPE events and initiatives, such as conferences, workshops, and community outreach programs, in collaboration with other leaders and members.

- Work with the SHPE treasurer to manage the organization's finances, ensuring that budgets and expenses are aligned with SHPE's strategic priorities.
- Foster a positive and inclusive culture within the organization, promoting diversity, equity, and inclusion in all aspects of SHPE's operations and activities.
- Ensure that the chapter adheres to the national SHPE guidelines and policies, providing necessary updates and training to chapter members.
- Collaborate with the chapter's advisor(s) to ensure that the chapter remains in good standing with the university and national SHPE organization.
- Facilitate leadership development opportunities for chapter members, including mentorship programs, professional development workshops, and networking events.
- Encourage and support chapter members' involvement in national SHPE events and initiatives, such as the annual SHPE National Convention and Regional Leadership Development Conferences.
- Maintain regular communication with chapter members, keeping them informed of upcoming events, opportunities, and chapter updates through weekly meetings.
- Lead by example, demonstrating a commitment to the SHPE's values and promoting a culture of excellence and innovation within the organization.
- Establishing defined responsibilities for overseeing chapter committees facilitates efficient collaboration among members, ensuring clear alignment with organizational goals.
- The person holding this position is expected to attend all SHPE national, regional, and chapter events unless there is a time conflict, financial limitation, or extenuating circumstances.

Internal Vice President

- Assume the role of president in the absence of the president, and work with other leaders to ensure continuity and progress of SHPE initiatives.
- Work closely with the SHPE president and other leaders to develop and implement the organization's strategic plan and goals.

- Provide leadership and guidance to SHPE Events and Marketing team leaders and members, helping to create a positive and inclusive culture within the organization.
- Identify and pursue opportunities to build partnerships and collaborations with other GW organizations and individuals that share SHPE's goals and values.
- Coordinate the activities of SHPE committees, task forces, and special projects, ensuring they align with the organization's overall mission and objectives.
- The person holding this position is expected to attend all SHPE national, regional, and chapter events unless there is a time conflict, financial limitation, or extenuating circumstances.

External Vice President

- Assume the role of the president in the absence of the president and internal vice president, and work with other leaders to ensure continuity and progress of SHPE initiatives.
- Work with the SHPE treasurer to manage the organization's finances, ensuring that budgets and expenses are aligned with SHPE's strategic priorities.
- Provide leadership and guidance to SHPE Secretary and Treasury team leaders and members, helping to create a positive and inclusive culture within the organization.
- Identify and pursue opportunities to build partnerships and collaborations with other external/professional organizations and individuals that share SHPE's goals and values.
- Work with other organization leaders to plan and execute SHPE events and initiatives, such as conferences, workshops, and community outreach programs.
- Represent SHPE to external organizations and stakeholders, including other student organizations, academic departments, and industry partners.
- The person holding this position is expected to attend all SHPE national, regional, and chapter events unless there is a time conflict, financial limitation, or extenuating circumstances.

Secretary

- Record and distribute accurate minutes of all SHPE meetings, including executive board meetings, general body meetings, and committee meetings.
- Maintain accurate records of member participation in SHPE events and activities, including convention points, to ensure fair and effective allocation of funds.
- Manage internal communication within the organization, including email correspondence, and assist the Marketing Team with social media updates, and announcements if needed.
- Maintain up-to-date records of SHPE policies, bylaws, and other important documents in the shared SHPE GW drive.
- Support the organization of committees and task forces within SHPE, helping to recruit members and coordinate activities.
- Assist with creating and distributing marketing materials through a weekly newsletter including flyers, posters, and social media posts, to promote SHPE events and initiatives.
- Coordinate with other SHPE leaders and committees to ensure that communication and activities are aligned with the organization's goals and objectives.
- The person holding this position is expected to attend all SHPE national, regional, and chapter events unless there is a time conflict, financial limitation, or extenuating circumstances.
- Serves as the Head of the Secretary Committee and ensures the fair distribution of responsibilities
- Serves as the main liaison between the secretary committee and the President and/or Vice-President

Treasurer

- Oversee the financial management of the organization, including maintaining accurate records of income and expenses and ensuring all receipts are

diligently added to the drive for documentation and transparency.

- Create and manage the annual budget for the SHPE chapter, in collaboration with other leaders and members of the organization for SA and SEAS allocations.
- Work with other leaders and committees to develop and implement fundraising strategies to support the goals and initiatives of SHPE.
- Manage reimbursements for approved expenses incurred by members and leaders of SHPE, ensuring that all requests are properly documented and aligned with the budget.
- Create and present financial reports at regular meetings of the organization, providing updates on the budget, income, expenses, and any other relevant financial information.
- Ensure that the organization is compliant with any financial regulations or requirements set forth by the institution or external organizations.
- Provide guidance and support to other leaders and members of SHPE on financial matters, answering questions and addressing concerns as they arise.
- Lead the draft of sponsorship package(s).
- Attend all the SA Finance meetings and provide notes and feedback on such.
- The person holding this position is expected to attend all SHPE national, regional, and chapter events unless there is a time conflict, financial limitation, or extenuating circumstances
- Serves as the Head of the Treasury Committee and ensures the fair distribution of responsibilities
- Serves as the main liaison between the secretary committee and the President and/or Vice-President

Head of Events

- Plan and coordinate GW SHPE events, such as conferences, workshops, social events, and community outreach programs. This includes reserving meeting spaces, coordinating catering, and managing RSVPs.

- Develop event budgets and timelines, and work with the SHPE treasurer to ensure that events are financially sustainable.
- Work with other SHPE leaders and members to identify event themes, speakers, activities, and venues that align with the organization's mission and goals.
- Coordinate logistics for events, such as catering, transportation, accommodations, and equipment rentals.
- Recruit and manage event volunteers, delegating tasks and ensuring everyone is clear on their responsibilities.
- Create event marketing materials, such as flyers, posters, and social media posts, and work with the SHPE recruitment and marketing committees to promote events to potential attendees.
- Collect and analyze feedback from event attendees and volunteers, using this information to improve future events.
- Update the Chapter Management Tool (CMT) with collected feedback from event attendees and volunteers, utilizing this input to enhance the planning and execution of future events.
- Maintain records of event planning and execution, including budgets, timelines, vendor contracts, and volunteer hours.
- Ensure that at least one social and one professional event is successfully planned per semester.
- Leads the event coordinating team with a commitment to upholding previously defined objectives, ensuring steadfast dedication to achieving organizational goals.
- Partner with professionals like SHPE DC and on-campus resources like the career services department at GWU to maximize professional development opportunities for our members.
- Leads the Events Committee and ensures the fair distribution of responsibilities
- Serves as the main liaison between the secretary committee and the President and/or Vice-President

Head of Marketing

- Design all social media content, including flyers tailored to SHPE marketing guidelines, to be posted on our social media platforms.
- Work and maintain communication with the events team, E-council, secretary, and SEAS Marketing and Communication to ensure the promotion of SHPE GW activities and events.
- Create content by taking pictures of our events and posting these pictures on our social media platforms at least one week after the event.
- Answer DMs on any social media (LinkedIn, Instagram, Tiktok...) platform in a respectful and timely manner.
- Engage with our members on social media.
- Maintain and promote the advancement of the Chapter's mission, goals, and objectives through marketing
- Leads the Marketing Committee and ensures the fair distribution of responsibilities
- Serves as the main liaison between the secretary committee and the President and/or Vice-President

E-Council Representative

- Serve as the primary liaison between the Society of Hispanic Professional Engineers (SHPE) chapter and the university's Engineering Council (E-Council), attending regular meetings and reporting back to the SHPE chapter's leadership team on council activities and initiatives.
- Collaborate with other E-Council Representatives and student organizations to promote cross-organization communication and collaboration, as well as foster positive relationships with these organizations.
- Keep the SHPE chapter's leadership team informed of upcoming E-Council events, deadlines, and initiatives, and facilitate the chapter's participation in these events.

- Provide feedback to the E-Council on issues and concerns that affect the SHPE chapter, and advocate for the chapter's needs and interests within the council.
- Actively participate in E-Council committees and working groups, and encourage other members of the SHPE chapter to do the same.
- Serve as a representative of the SHPE chapter at E-Council events and meetings, and work to promote the chapter's goals, values, and initiatives to the broader engineering community.
- Collaborate with the SHPE chapter's leadership team to develop and implement strategies for engaging and retaining members, and promoting member participation in E-Council and other university events.
- Attend regular meetings of the SHPE chapter, and provide updates on E-Council activities and initiatives.
- Foster a positive and inclusive culture within the SHPE chapter and the E-Council, promoting diversity, equity, and inclusion in all aspects of operations and activities.
- Will also be simultaneously part of the Secretary Committee

Secretary Committee

- Aid in the fulfillment of all responsibilities previously mentioned for the Secretary
- Serves as acting secretary in absence of the Head Secretary
- Serve SHPE's mission by creating events and opportunities for our members to connect with SHPE-GWU alumni.
- Plan one event per year involving SHPE-GWU Alumni in correspondence with the Event's team.
- Foster and advocate for a community between GWU-SHPE and our alumni.
- Serves SHPE's mission by seeking opportunities to give back to the Hispanic community on and off campus by organizing philanthropic events.
- Is responsible for the implementation of SHPE programs such as partnering with schools to empower students to pursue careers in STEM.

- Advocates for philanthropic activities collaborating with other organizations on campus.
- Manage the organization's membership contact information database ensuring that it is up-to-date and accurate.
- Meets with the President and/or Vice-President monthly to ensure clear communication regarding to tasks

Treasury Committee

- Aid in the fulfillment of all responsibilities previously mentioned for the Treasurer
- Serves as acting treasurer in absence of the Head Treasurer
- Plans and executes at least 2 fundraising events per semester.
- Keeps track of sponsors and events to raise funds to support our mission.
- Actively partakes in the sponsorship packet creation, updates, and distribution.
- Meets with the President and/or Vice-President monthly to ensure clear communication regarding to tasks

Events Committee

- Aid in the fulfillment of all responsibilities previously mentioned for the Head of Events
- Serves as acting secretary in absence of the Head of Events
- Develop and implement a comprehensive recruitment plan for the organization, which includes identifying potential recruitment channels, target audiences, and outreach strategies.
- Responsible for overseeing all tabling events, including student organization fairs such as Block Party and E-Week, ensuring effective planning and execution to maximize engagement and new recruitment.
- Collaborate with the chapter's leadership team to develop and implement strategies for retaining current members and promoting member engagement.
- Evaluate the success of recruitment initiatives and make recommendations for future improvements.

- Meets with the President and/or Vice-President monthly to ensure clear communication regarding to tasks

Marketing Committee

- Aid in the fulfillment of all responsibilities previously mentioned for the Head of Marketing
- Serves as acting secretary in absence of the Head of Marketing
- Meets with the President and/or Vice-President monthly to ensure clear communication regarding to tasks

*More executive positions may be added in Q2, after recruitment to guarantee new member involvement and to adjust to the chapter's needs.

Section 1: General Meetings

General membership meetings shall take place at least once per semester to update the general body on SHPE Events, opportunities, and recruitment.

Section 2: Election Meetings

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

Section 3: Additional Meetings

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

Section 2: 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 VI. Finances/Allocation of Funds

- Expenditures must be approved by a majority of the Executive Board.
- The Treasurer shall submit an annual Student Association Budget or to any other institutions to request funds.

ARTICLE VII. ELECTIONS

Section 1. Elections Timeline

The election timeline shall be as follows:

- January 25: The membership payment is due to be eligible to nominate, vote, or run for office
- February 12: Nominations for positions must be submitted by the end of the day at 11:59 PM (local time)
- February 21: Elections must be held prior and results are announced to the chapter by this date
- April 15: Report election results to SHPE Staff [chapters@shpe.org]

Section 2. Nominations Procedure

1. Individuals may either self-nominate or be nominated by another member, in accordance with the nomination period outlined in Article VII, Section 1.
2. Those nominated can decline the nomination up to the day before the elections
3. Multiple nominations are permitted, with the provision that each member may hold only one position. However, exceptions to this rule should be made depending on the needs of the organization.
4. Members who do not get elected for a chair position are encouraged to join a committee and continue to support SHPE's mission.
5. The Executive Board will be elected in the following order: President, Vice President, Secretary, Treasurer, Head of Events, Head of Marketing, E-Council

Representative, Secretary Committee, Treasurer Committee, Event's Committee, Marketing Committee.

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 impartial election committee composed of the outgoing senior(s) in a sealed, signed, and dated envelope prior to the election. Absentee ballots must be submitted to the outgoing senior(s) 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. All candidates should prepare a 1-minute speech covering their purpose in the organization and initiatives in the future to be pronounced in front of all quorum members. If a candidate is not physically present, any impartial senior should pronounce the speech to the quorum.
5. The Election Committee shall tally the votes and promptly disclose the results to the Chapter Advisor, the Executive Board, and the Chapter.
6. Only Executive Board positions must be elected by the Chapter's members.
7. Any and all persons in elected positions must be on good academic standing and be SHPE members in good standing
8. Members who are not elected are welcome to run for other position(s) as the election progresses and can join committees as they see fit.

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 1st)
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
7. Outgoing E-Board Position holders are to serve as advisors to newly elected officers during the transition period

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.

Section 2. Removals

If any Executive Board member observes a fellow officer failing to fulfill their duties, they may convene the Executive Board to address the issue. An officer may be removed upon failure to adhere to SHPE's code of conduct and/or University guidelines, subject to a vote by the Executive Board. This should be agreed upon by at least 50.1% of the E-Board.

Section 3. Vacancies

The Executive Board may fill vacancies in any office at any time. Appointees shall serve the remaining term of their predecessor and are confirmed through a special election by a majority vote of the Executive Board. This should be agreed upon by at least 50.1% of the E-Board.

ARTICLE IX. AMENDMENTS TO BYLAWS

These Bylaws are subject to be amended with the written consent of the Executive Board, the Chapter's members, and/or the advisor. Subsequently, the proposed amendments will undergo review and approval by SHPE. Once approved, amendments shall take effect accordingly. Updates to the bylaws are anticipated

upon the election of a new Executive Board and are to be revised prior to elections to ensure accuracy and compliance.

Adopted by the Chapter on April 18, 2025