

The Society of Hispanic Professional Engineers

Table of Contents (Articles)

- I. Title**
- II. Purpose and Objectives**
- III. Affiliations**
- IV. Membership**
- V. Board Structure**
- VI. Elections**
- VII. Meetings**
- VIII. Finances**
- IX. Establishment of Directors and Committees**
- X. Amendments**
- XI. Removal of Officers**
- XII. Chapter Committee Charter: Graduate Committee**
- XIII. Appendix**

STUDENT CHAPTER

Name of Chapter: SHPE at the University of Michigan-Ann Arbor

Preamble

We, the members of Hispanic background and students at the University of Michigan enrolled in curricula of Engineering and Applied Sciences, freely undertake the challenge to increase the number of Hispanics entering these disciplines, significantly improve the continuation and graduation of these students and achieve a higher unity among ourselves. With the serious purpose above, dedicate our efforts to establish this constitution for the Society of Hispanic Professional Engineers, Student Chapter, on the University of Michigan Campus in Ann Arbor, Michigan.

Mission

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.

Vision

SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

Article I: Title

This organization shall be known as the Society of Hispanic Professional Engineers, Student Chapter, University of Michigan, Ann Arbor, Michigan, and hereafter referred to as SHPE-UMICH.

Article II: Purpose and Objectives

To achieve a sense of community among Hispanic engineering and applied sciences students at the University of Michigan (UMICH) and other SHPE student chapters.

To seek out and recruit potential Hispanic engineering and applied sciences students.

To improve the retention and advancement of Hispanic engineering and applied sciences students at the University of Michigan via leadership, professional, familial, academic development, and community service programs.

To contribute to the post-graduation success of our chapter members into STEM careers (e.g. industry, graduate school, entrepreneurship, etc.)

To assist university faculty and staff to learn and appreciate the Hispanic culture.

To connect our values of diversity, equity, and inclusion with the University of Michigan and other campus organizations.

Article III: Affiliation

Our SHPE 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 SHPE's established governance structure. SHPE has the authority to, at any time, revoke the Chapter to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

Section 1: University of Michigan

This chapter is a recognized student organization at the University of Michigan, but is not part of the university itself.

Section 2: National Affiliation

SHPE-UMICH is a student chapter of SHPE National.

Article IV: Membership

Section 1: Open Membership

SHPE-UMICH is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

Membership shall be open to all persons without regard to race, religion, national origin, sex, age, physical handicap, or other additional identities as long as there is a clear intent to empower the Hispanic Community, including people who identify as Latino, Latina, Latine and Latinx, in STEM. This becomes official upon payment of annual national membership dues, membership application, and SHPE National registration. Persons with extenuating circumstances may request a waiver of dues from the Executive Board. Upon joining the organization, all members agree not to undermine the purpose or mission of SHPE-UMICH.

Section 2: Membership Classifications

There shall be two classifications of membership in the SHPE-UMICH chapter:

1. Regular Member: Regular members shall consist of UMICH students that fulfill the requirements of Article IV, Section 1.
2. Honorary Member: Honorary members will be those persons who are not regular members of SHPE-UMICH that have excelled in helping SHPE-UMICH meet its goals. Honorary members shall be chosen by the general body and annual membership fees waived. Honorary members shall not be regular members.

They include but are not limited to:

1. University Faculty and Staff
2. Speakers/Corporate Representatives
3. SHPE-UMICH alumni

Section 3 Privileges of Members

1. Regular members shall be entitled to: attend and speak at meetings, including and not limited to Executive Board meetings; to present motions, resolutions and other business; to nominate candidates for office; to be a candidate for office; to inspect the official records of the organization and to participate in any SHPE activity, program, or opportunity.
2. Honorary members shall have the privileges of regular members as stated above in addition to being able to attend and speak at SHPE-UMICH general body meetings. Honorary members shall not have the privilege to vote or hold office.

Section 4: Membership Expectations

Sponsorship to opportunities (e.g. events, programming, scholarship awards) will be based on event participation and other chapter involvement/participation at the discretion of the board. All members seeking sponsorship will be expected to fulfill criteria set by that year's executive board. Criteria shall be defined based on the type of sponsorship or scholarship reward. Failure to meet criteria will result in said member not receiving sponsorship/reward.

Should a member act inappropriately while representing SHPE-UMICH on or off campus, the board will meet with said member to discuss possible repercussions. Members are expected to abide by all laws and act in a respectful manner when entering a community. Members who choose to act in an irresponsible way may be put on temporary suspension from being sponsored for SHPE-UMICH events such as SHPE'd Abroad, SHPE National Conference, Regional Leadership Development Conference (RLDC), etc., but if they would still like to attend national/regional conferences they would have to pay their own way.

To remove a member, the petition signed by three-fourths (3/4) of the total membership must be submitted by a representative, chosen by the general membership, to the Executive Board. The removal procedure will follow the impeachment procedure defined by Article X, Section 3.

Article V: Board Structure

Section 1: Core Board Officers

1. The titles of the officers shall be: President, Vice President-External, Vice President-Corporate Affairs, Vice President-Internal, Treasurer, and Secretary.
2. The officers shall be known as SHPE-UMICH Core Board . The Core Board shall be elected as is stipulated in Article VI of the SHPE-UMICH Constitution; this Board will have the powers to act on behalf of the organization on any and all matters in accordance to SHPE National [Code of Conduct](#) and [Bylaws](#) Article 6, Section 6.2.3 and Article 10.
3. Enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary.
4. Organization shall be set as seen in Figure 1 in Article XIII: Appendix.
5. Core Board officers should be present at all SHPE board meetings, mandate the attendance of the E-board, lead their respective directors and committees in planning and implementing initiatives as specified in Article V, Section 2, and participate in all events and programs in accordance to the board expectations set and agreed upon by that year's Board.
6. At least one (1) Core Board member should be present at any SHPE-related convention.
7. Writes out expectations for working together as a board alongside the President.
8. To establish committees and appoint committee members in accordance with these bylaws and to define the committee plans, goals and strategic objectives, roles, responsibilities, powers, and duties.

The term of office of each Core 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. An overlap period can serve as a transition when elections take place and their successors take office, subject to their earlier resignation, removal from office, or graduation.

Section 2: Duties of Core Board Officers

Subsection 1: President:

Responsible for all SHPE-UMICH events and activities ranging from on-campus to national. Oversees all committees and E-board positions. Calls all E-board meetings and general body meetings and writes agendas for both along with the Secretary. Attends several on-campus meetings throughout the year. Helps write both National Reporting Programs (NRPs). Attends the SHPE-National Leadership Institute (the summer just after term begins – this is all expenses paid).

1. Holds Constitutional retreat in the summer for the Executive Board.
2. Facilitates communication with campus administration and faculty with the organization and executive board members when necessary.
3. Leads the process for writing both NRPs.
4. Help facilitate the vision creation for the chapter, determine goals for the year in accordance with the pillars of SHPE, and help board members create a plan on achieving these.
5. Meets with chapter advisor on at least a monthly basis to update on current progress of the organization and ask for chapter advice.
6. Enforces standards to ensure controversy, disagreement and sensitive information is conveyed to membership in a unified message as a board.
7. Ensures wellness of board members to ensure they are not overwhelmed by their responsibilities (e.g. offer feedback forms, office hours)
8. Organizes initiatives to improve team bonding of the executive board and ensure that team dynamics are strong.

Subsection 2: Vice President-Corporate Affairs (VPC):

Main corporate liaison. Attends all University of Michigan Engineering Council (UMEC) meetings or finds member to attend. Responsible for ensuring constant contact with several corporate sponsors and attracting new corporate sponsors. Helps write their corresponding sections of both NRPs. Attends the SHPE-National Leadership Institute with the President and the SHPE National Conference, if possible.

1. In charge of spearheading professional vision for the chapter, establish goals and action plan with clear expectation for the professional team
 - a. Reinforcing the importance of SHPE National corporate initiatives, such as Conference and Regional Conference, and ensuring preparation for the members take place and offering appropriate support.
 - b. Facilitates the planning of professional development initiative endeavors, such as communication with members, planning professional events with companies, and sharing professional opportunities with the chapter
2. Determines corporate tiers to establish hierarchies among companies alongside membership interest and professional benefit of the chapter that will be stated in the annual brochure. Works with team members to establish these hierarchies for that calendar year based on company interest to become sponsors. Facilitates making a final decision as to what companies/sponsors get to work with a chapter taking into account the team's opinions.
 - a. Establishes a unified message that is sent on behalf of the professional aspect of the organization.
3. Leads onboarding process for professional team to brief them on corporate communications and responsibilities during the summer time
 - a. Onboarding process is composed of reaching out to most up to date contacts of companies to ensure relationships are still active, developing an annual brochure with engagement opportunities for companies, and planning the Fall Semester calendar.
 - b. The annual brochure gives background about the chapter, the different events that can be held in our chapter, and the pricing of the different levels to become a sponsor.
 - c. The calendar will ensure chosen companies subscribe and pay fees to host events with the chapter
4. In charge of establishing selecting members of the professional team
5. Handles verbiage of company donations with the Treasurer to ensure Voluntary Student Organizations (VSO) standing
6. Determines Target Companies and establish goals/action plan for a professional team to meet with these target companies
 - a. Applies to both previous corporate relations and new ones that the organization wants to establish based on member interest in those companies for that year.
7. In charge of conducting post event reflections with directors/committees to ensure there is growth for future chapter initiatives
8. Determines criteria, with a professional team, required to be sponsored for the SHPE National Conference and works closely with the Treasurer to achieve fundraising required.

Subsection 3: Vice President-External (VPE):

Facilitate planning, organization, and execution of outreach, collaborations, and recruitment events around campus. Establish communication to help collaborate with other organizations around campus to plan activities. Helps write their corresponding sections of both NRPs.

1. Establish communications with K-12 schools so the outreach director can plan events with those contacts
 - a. Also helps partner with K-12 schools to establish SHPE junior chapters
2. Establish connections with other SHPE chapters so that directors/committees in charge of SHPE Chapter event collaborations can execute the events
3. Establish communications and database handling for SHPE-UMICH alumni so that directors/committees in charge can leverage this resource for the benefit of membership
4. Establish communications across organizations on campus to maintain relationships
 - a. Once communication is established, depending on the purpose of the collaboration the contacts are forwarded to the corresponding sector of the chapter accordingly
 - b. Reach out to professors, advisors, and other staff within College of Engineering to establish better relationships and possible collaborations with them included
 - c. Example: if an event needs to be executed that falls under internal member logistics the VPE forwards communication and appropriate contacts to VPI to execute logistics for event collaboration.
5. Manages communications with alumni to ensure we are up to date with their initiatives and facilitate collaborations when applicable
6. VPE is in charge of committees/ directors for Outreach, SHPE Jr., Recruitment and Alumni Affairs
7. Overseeing prospective student programs (e.g. alternative spring break initiatives, RISE) and future student summer programs)
8. In charge of conducting post event reflections with directors/committees to ensure there is growth for future chapter initiatives
9. Ensure all volunteers involved in outreach initiatives follow and complete proper 'Children on Campus' rules and trainings

Subsection 4: Vice President-Internal (VPI):

In charge of internal affairs of the chapter. Oversees the Academic Team, LeaderSHPE Director, and any additional committees (e.g. SHPETina Committee). Helps write their corresponding sections of both NRPs. Attends the SHPE-National Leadership Institute with the President if possible.

1. Facilitate the events led by the directors that fall under the VPI, which are Academic Team, LeaderSHPE Director, and SHPEtina Committee
 - a. Ensure directors have enough autonomy to grow their leadership skills, understand implications of event planning, and learn the logistics needed for the organization.
2. Handles any communications within the University.
3. Focus on implementing visions for academic, social and community building visions for the chapter and bringing these ideas to corresponding directors to execute
4. Creating agendas and timelines for corresponding directors/committees to be aware of tasks/events
5. Focus on community building initiatives such as socials and safe spaces for members
6. Aids President in organizing general body meetings
7. Oversees LeaderSHPE Director to continue building leadership skills of next generation leaders
 - a. Facilitate meeting with board members so LeaderSHPE Director can establish mentorship between LeaderSHPE Scholars and board members
 - b. Selects LeaderSHPE Scholars alongside LeaderSHPE Director
8. In charge of conducting post event reflections with directors/committees to ensure there is growth for future chapter initiatives
9. In charge of on campus initiatives such as academic, social and community building with organization collaborations that are either self-initiated or liaison by VPE and service
10. In charge of drafting membership application subject to core board approval

Subsection 5: Treasurer:

Keep an accurate log of money flow into and out of SHPE accounts. Collect membership dues, send money dues to SHPE National, and keep track of member registration on SHPE National's web-based database. Help create proposals for various fundraisings, such as (ACE, MSA, and UMEC and for corporate support). Help write their corresponding sections of both NRPs. Oversees the Fundraising Director. Attends the SHPE-National Leadership Institute with the President if possible.

1. Keep an accurate log of money flow into and out of the SHPE Student Organization Account Service (SOAS) account.
 - a. Create a semester budget with the Fundraising Director before the fall and winter semester.
 - i. Keep track of events from the event calendar and allocate funds if appropriate, and update budget

- b. Updates expense sheet (e.g. a copy of SOAS account) at least bi-weekly. Notify the board when these changes are made or have them be done on a set schedule
 - i. Brings updated bi-weekly funding summary for eboard check-ins
2. Track Chapter and National Membership
 - a. Collect membership dues and keep tracklist of chapter members
 - b. Keep track of member registration on SHPE National's web-based database
3. Creates proposals for various fundraising, such as (ACE, MSA, and UMEC and for corporate support) with the Fundraising Director
 - a. Proposals for funding should specifically prioritize SHPE National Convention and SHPE'd Abroad unless previously agreed upon by the core board before the school year
4. Oversees the Fundraising Director
 - a. Delegates funding applications and logistical tasks
5. In charge of SOAS along with Fundraising Director
6. Responsible for providing support for event and program planning for all areas of the organization (social, academic, professional, outreach)
7. Responsible for managing scholarship rewards for members and updating the scholarship drive
 - a. Works alongside VPI for merit-based scholarship
 - b. Works alongside Fundraising Director for financial need scholarships
 - c. Works with VPE to find DACA related scholarships for members
8. In charge of reimbursements for members/officers for events/programs
 - a. Organizing a clear and concise, step-by-step document on reimbursement protocol for members to follow
 - b. Distributes and keeps track of reimbursement forms in order to reimburse members/officers in a timely manner
9. Documents list of past and potential donors of our chapter for future reference and drafts and sends appropriate letters in regards to our chapter's appreciation for gifts and donations
10. Communicates with office of student affairs staff to draft a document of financial chapter resources for members including but not limited to
 - a. First Gen, Emergency Funding, department grants/scholarships for members to pay for SHPE National Convention
 - b. Organizing flight programs through university travel agencies for abroad chapter initiatives such as SHPE National Conference and SHPE'd Abroad

Subsection 6: Secretary:

Primary record keeper for the organization. Creates, takes, and accounts for all meeting minutes. Sends electronic newsletters to members regularly. Helps write corresponding sections of both NRPs. Oversees Marketing Committee and Director. Attends the SHPE-National Leadership Institute with the President if possible. Manage action items, and shall maintain the calendar and website, alongside the Marketing Director.

1. Works alongside President to draft chapter/board agendas and taking meeting minute notes
2. In charge of tracking event member/board attendance at meetings
3. Communicates with Marketing Director on marketing progress
4. Organizes/helps facilitate meetings to ensure on schedule/on topic
5. Works with officers (such as the Professional Communications Director) to ensure resource documents (e.g. academic, professional, social) are up to date and available to members
6. Works with officers to ensure event scheduling is updated and event reflections are completed
7. Works alongside officers/directors to ensure forms/surveys for events are created
8. Manages account details and keeps record of documents needed for specific events (e.g. training required for certain programs led by VPE and VPI)
9. Creates and sends out emails for events and announcements weekly
10. In charge of drafting any written communication that goes out to all members that is on behalf of the E-board with the assistance of President
11. Works in drafting and managing membership application subject to core board approval

Section 3: Directors and Committees

1. The titles of the directors shall be LeaderSHPE Director, Academic Director(s), Outreach Director, Marketing Director, Fundraising Director, Recruitment Team, Alumni Director, SHPE Jr. Director, Professional Development Director(s), Professional Communications Director(s).
2. Directors will be appointed through an application process led by the core board.
3. Committees will be established by the core board officer and the director(s) that they fall under.
4. Executive board members are expected to fulfill that year's core board attendance criteria.

5. The Core Board plus the directors shall be known collectively as the SHPE-UMICH Executive Board (E-board). The directors shall be selected after the Core Board Officers' election has ended.
6. Directors will have the powers to act on behalf of the organization on any and all matters in accordance to their respective Core Board Officer and SHPE National [Code of Conduct](#) and [Bylaws](#) Article 6, Section 6.2.3 and Article 10.
7. Enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary.

Subsection 1a: LeaderSHPE Director:

Oversees the LeaderSHPE Program, which is a program for first, second, and first year transfer students who wish to have more involvement within the organization and develop their leadership skills. Creates application for this program and decides with the Vice President-Internal which students will be accepted. The LeaderSHPE Director will coordinate pairing between LeaderSHPE Scholars and Executive board members. The LeaderSHPE Director will sit in Core Board Meetings to gain perspective on the current workings of the Organization to effectively pair LeaderSHPE scholars with Executive Board Members. The LeaderSHPE Director will establish expectations and goals for the LeaderSHPE program alongside the VPI.

Subsection 1b: LeaderSHPE Scholars:

A cohort consisting of first, second, and first year transfer students to build the next generation of leadership within the organization. They plan smaller-scale events to become familiar with the event planning process. Scholars should be exposed to positions within the board that they are interested in for leadership development and officer training type mentorships through a shadowing program led by the LeaderSHPE Director and VPI. Scholars shall also follow all expectations established by the LeaderSHPE director and VPI for attendance, tasks, and participation.

Subsection 1c: SHPEtina Committee:

A committee consisting of students who are dedicated to uplifting and empowering latinas in STEM. Together they plan social events, such as corporate and/or internal discussions, to advance the message that Latinas belong and provide a space for them to reach their fullest potential. These events accelerate and affirm Latina representation at all levels of STEM corporate and academic leadership.

Subsection 2: Academic Director(s):

Plan, organize and execute academic programs to increase engineering retention and boost academic success. Organizes study rooms for members to have quiet study spaces weekly to

work and receive tutoring services. Furthermore, the team organizes resources for members such as mental health initiatives, academic drives, host office hours, MentorSHPE programs etc. Team also collaborates and maintains communication with engineering departments, Multicultural Engineering Programs Office (MEPO), other engineering student organizations with liaison set up from the VPE or self-initiated collaborations. Also, works alongside SHPE Grad to plan graduate school events and resources such as tutoring, etc. (helps the Graduate Committee by working alongside SHPE Grad with the Academic Research Committee (ARC).)

Subsection 3: External Director(s):

In charge of executing outreach initiatives and any outreach collaborations. Collaborations can either be self initiated or liaison by the VPE. Shall engage underrepresented communities and inspire, empower, and prepare pre-college students for higher education and undergraduate students for graduate education. Every position under Subsection 3 will be expected to fulfill their individual responsibilities as outlined while also expected to collaborate with one another throughout the year.

Subsection 3a: Outreach Director:

Plans and organizes SHPE'd Abroad and Alternative Spring Break. Organizes K-12 programs such as Noche de Ciencias and Discover Engineering with a local high school. Works with SHPE Jr. Director to coordinate these programs with high schools we have a SHPE Jr. chapter with. Additionally, coordinates community service initiatives to help underrepresented communities. Completes any logistical paperwork required such as background checks, children on-campus registration, travel training and steps, etc.

Subsection 3b: Recruitment Director(s):

In charge of planning and drafting a recruitment strategy to increase membership and retention by having new members apply to be part of SHPE-UMICH. This strategy should include both incoming freshmen, transfer students, and current Hispanic engineering students on campus. Coordinates high school visitation programs (such as RISE) for incoming freshmen. In charge of organizing SHPE's informational table for campus recruitment events such as Festifall, Winterfest, and Northfest. Collaborates with other Latinx/Hispanic organizations on campus to speak about SHPE's mission and increase SHPE's presence. Collects data for membership sign up and retention through forms.

Subsection 3c: Alumni Director:

In charge of creating and maintaining an alumni database. Updates the LinkedIn SHPE-UMICH page and Members and Alumni group alongside the professional committee and VPC. Coordinates alumni-member mentorship program. Liaison with VPI for communication and networking between members and alumni. Plans networking spaces where members and alumni can meet each other and connect. Works alongside the Secretary to manage alumni listserv and

newsletter/email communication. Establishes connection with Alumni Network, actively recruits and expands network through communication and events.

Subsection 3d: SHPE Jr. Director:

Works with VPE to determine which high schools we will work with to establish SHPE Jr. Chapters. Facilitates recruitment efforts at the high schools through informational sessions and meetings with the designated high school advisor. Once partnerships are established, SHPE Jr. Director completes any logistical paperwork required by the high school such as background checks and children on-campus registration, as well as, facilitates the paperwork required by the SHPE Jr. chapter to officially become a chapter. Meets on a biweekly basis with SHPE Jr. Chapters to help organize themselves and bring goals, vision and suggested structure for them to operate successfully. Facilitates collaborations with high schools alongside the outreach director.

Subsection 4: Marketing Director:

Works with the Secretary to establish a Marketing Committee that takes charge of the website, social media, graphic design duties, and photography of SHPE events. Keeps the chapter's calendar up to date and puts events in chapter group chats by checking in with other officers and directors to confirm upcoming events and details. Designs flyers, infographics, and merchandise with the Marketing Committee, as well as maintaining an online presence and chapter communication through social platforms. They will communicate with the Secretary about progress from the Marketing Committee and record meeting notes.

Subsection 4a: Marketing Committee:

The Marketing Committee will be established by the Marketing Director and Secretary. It is suggested that they be broken down into five sub-committees: Website Developing Team, Infographic Team, Social Media Team, SHPE Merch Team, and SHPE Photographer. The Marketing Committee takes active roles in supporting the organization's efforts to promote SHPE-UMICH by developing the website, graphic visual information of events, social media initiatives, designing merchandise, and photographing at SHPE events. Every member of the Marketing Committee is expected to fulfill their responsibilities and collaborate with one another throughout the year. If there are vacancies within the Marketing Committee, the Marketing Director and the Secretary shall take the role(s) until it is occupied.

Subsection 5: Professional Team:

Works alongside the VPC to maintain direct communication with the members and advise them on how to navigate through their professional development. The Professional Directors are in charge of ensuring all expected donations have been received. Also, they are in charge of making decisions regarding the corporate affairs of the chapter, such as identifying SHPE National Conference sponsorship and Resume/Profile Book requirements and candidates, and inviting select sponsor companies for professional development events, among other initiatives. Every

position under Subsection 5 will be expected to fulfill their individual responsibilities as outlined below while also expected to collaborate with one another throughout the year.

Subsection 5a: Professional Development Director(s):

Plan corporate events alongside respective recruiting companies. Create in-depth content and give advice on various professional development topics including recruitment strategies, building resumes/cover letters, and workshops, etc. to be presented to the membership. They are expected to maintain ongoing communication with company representatives solely about their respective events. Selected companies are divided into a tiered structure and then distributed to the Professional Development Directors for event planning.

Subsection 5b: Professional Communications Director(s):

In charge of sharing relevant resources and opportunities with members, building new corporate relationships and maintaining established ones, and continuing professional communications with company representatives. Ensures timely delivery of all communications from companies addressed to SHPE members by maintaining an up-to-date document with all opportunities for ease of access. Build new corporate relationships, especially with Target Companies as defined above. Hosts meetings about potential partnerships with company representatives (when requested by company or required to solidify a sponsorship). Maintains ongoing communication with company representatives by managing the SHPE Professional Team email. Also, takes attendance at professional development events, and establishes other professional resources for the chapter such as program and job opportunities communications and holding professional headshots.

Subsection 6: Fundraising Director:

Works with the Treasurer in creating the semesterly budget and updating the expense sheet when necessary. Assist the Treasurer with writing proposals for funding applications and sponsorships while coordinating with event planners about event purchases (food, decorations, reimbursements, etc). Should help with ScholarSHPE and create the ScholarSHPE drive. Assists the Treasurer in maintaining membership dues and reimbursements. The Fundraising Director is expected to check-in weekly with the Treasurer and actively seek new and creative ways of fundraising.

Article VI: Elections

Section 1: Date of Elections

Elections of SHPE-UMICH Core Board officers will be held in March of each year to ensure at least one (1) month of transition period for newly elected Core Board Officers to shadow the current Core Board and acclimate to their roles. Election date will be posted at least four (4) weeks before the election. Anyone running must pay membership dues before or within week two (2) of the election cycle. All voting members must pay membership dues before or within

two (2) days of the set election date as well as be an “active member” based on attendance requirements set by the executive board for that academic year.

Section 2: Election Cycle Procedure

An election cycle for the Core Board Officers consists of the four (4) weeks before the election. Below are details for the elections procedure:

- **Week One (1) of election cycle:** Members will submit their nominations and self-nomination through a form that will close three (3) weeks before election day.
 - Nominations for the presidency can only be from the existing eboard-including all members of committees.
- **Week Two (2) of election cycle:** Nominees will accept or decline their nomination. Nominees will begin meeting with the officer(s) holding the position(s) they are running for to learn more about the responsibilities for that position.
 - Any nominees must pay membership dues within this week to be eligible to run for office.
- **Week Three (3) of election cycle:** Nominees will submit an application at this time contingent with their meeting of the officer(s) holding the position(s) they are running for.
 - Nominees may only submit an application running for maximum two (2) positions, unless they receive board approval.
- **Week Four (4) of election cycle:** Executive Board will announce the candidate list.
 - Nominees, subject to the executive board requirements, will provide a summary or video of their campaign within this week to be sent to members.

Section 3: Election Day Procedure

The following steps will be followed chronologically on election day:

- The positions will be voted on in the following order: President, Vice President-Internal, Vice President-External, Vice President-Corporate Affairs, Treasurer, Secretary.
- Candidates shall give at most a three-minute speech and answer three (3) questions from the membership before voting takes place.
 - Max two questions asked after discussion
- Eligible members shall cast their votes for each position anonymously and in writing.
- For a position with multiple candidates, the winning candidate will be the candidate that achieves the plurality of the votes.
- Candidates running unopposed must receive a vote of confidence from two-thirds (2/3) of the voting members.

- o If they do not receive the requisite number of votes, members can nominate one candidate each.
- o All nominee(s) and the candidate with a vote of no confidence (subject to approval by the present E-board) will follow the voting procedure outlined above.
- Votes shall be counted immediately after submission by either an outgoing officer or SHPE advisor, and the elected candidate will be announced.
 - o The elected candidate will have to deny or accept their candidacy before being declared the official officer position.

Section 4: Duration of Term

The duration of the term of officers shall be one (1) calendar year, beginning no later than thirty (30) calendar days after the election.

Section 5: Vacated Offices

Any member, regular or otherwise, may terminate their membership at any time with two (2) weeks notice, upon written notification to the President regarding the effective date of resignation.

If a position is vacated for any reason, the remaining officers and directors shall nominate a candidate subject to the approval of two-thirds (2/3) of members present at a general body meeting. In the event of no approval, nominations will be taken from the floor and voted on at the same meeting following the procedure as outlined in Section 3. The newly elected officer shall serve the remainder of the term. If a position is vacated at the end of the school year, directors that fall under that vacated position shall manage the responsibilities.

Section 6: President Vacancy

In the event the Office of the President is vacated, one of the Vice Presidents (VPI, VPE, VPC) shall assume the office of the President upon two-thirds (2/3) of executive board approval. If two-thirds (2/3) of executive board approval is not reached, there shall be a special election which will follow the guidelines outlined in Section 5.

Section 7: Transition Process

1. There shall be at least a one-month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
2. Newly elected officers shall assume office as soon as they have been successfully on boarded, but no later than the thirty (30) days after election as stated in Section 2 above (National Institute for Leadership Advancement (NILA) Bylaws say “but no earlier/later than the beginning of the fiscal year (July 1st)”)

3. 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
4. New chapter officers must be reported to SHPE by April 15th of each year
5. New chapter officers must comply with the SHPE Chapter Affiliation Agreement

Article VII: Meetings

Section 1: General Body Meetings

General body meetings (GBMs) 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 V or updated VI.

Section 3: Additional Meetings

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

Section 4: Frequency

Meetings shall be held according to established semester event calendar and at least occur biweekly

Section 5: Quorum

Definition of Meeting Quorum: in-person, virtual, or hybrid.

1. Board Quorum and Voting
 - a. A quorum shall consist of a majority 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.
 - b. Unless these bylaws contemplate a membership vote to approve the matter, as stated by VSO rules, 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.
2. Membership Quorum

- a. A quorum for chapter membership meetings shall consist of two-fifths (2/5) of the total active membership and the President or Vice President (VPC, VPE, or VPI) plus one other officer in order to constitute approval of the chapter's members

Article VIII: Finances

Section 1: Fiscal Year

The duration of one (1) fiscal year shall be from June 1st to May 31st.

Section 2: Dues

Each member shall be required to pay dues for each year, as established by the executive board. If there is demonstrated financial difficulty in paying dues for an academic year, the Treasurer and President will make a decision regarding a fee waiver.

Article IX: Establishment of Directors and Committees

Section 1: Establishment of Committees

Committees shall be established by the Core Board officer and the Director(s) they fall under, with two-thirds (2/3) approval of the executive board.

Section 2: Establishment of Directors

The core board shall create and send an application that is shared with the general membership.

Article X: Amendments

Section 1: Publicity of Proposed Amendments

Amendments to the SHPE-UMICH Constitution will be brought before the membership for consideration seven (7) days before the meeting of the concerned membership. Amendments should be announced at the previous meeting before the meeting for voting on amendments.

Section 2: Approval

The SHPE-UMICH Constitution may be amended by a two-thirds (2/3) vote of the active members present at a general body meeting, and the proposed amendment will become affected as stipulated. If there is no stipulation, the amendment shall become effective at the following meeting. Any member may propose an amendment to the Executive Board at any time. With Executive Board approval, the proposed amendment can be brought before the general membership for a vote. The general membership meeting shall be defined as the quorum defined by Article VII, Section 1.

Section 3: Ratification

This constitution must be ratified by two-thirds (2/3) vote of the active members present at a general body meeting as defined in Article X, Section 2. This constitution must also be edited and reviewed at least once per year upon the election of the new executive board.

Article XI: Removal of Officers

Section 1: Motives for Removal of Officers

An officer can be impeached for not performing their duties as specified by this constitution. An officer can also be impeached for continued absenteeism and misconduct.

Section 2: Replacement of Officers

When the President is impeached, one of the Vice Presidents (VPC, VPE, VPI) shall assume the office of the President upon two-thirds (2/3) of executive board approval. The new vacant position will be filled by appointment of the President, with two-thirds (2/3) approval of the Executive Board. All other vacancies shall be filled by way of special election.

Section 3: Procedure for Removal of an Officer by General Members

To remove an officer, a petition signed by three-fourths (3/4) of the total paying members at the time of the petition's creation must be submitted by a representative, chosen by the general membership, to the Executive Board. The Executive Board, upon receiving this petition, will hold a special conference with the officer to inform them about their standing. The Executive Board will decide on a time period to hold another meeting to decide on the removal and inform the general membership. The removal of an officer meeting shall consist of the Executive Board members, the officer-to-be-removed, the petition representative, and quorum of the general membership. The removal of an officer decision will be made at this meeting by majority vote.

Section 4: Procedure for Removal of an Officer by Executive Board

The Executive Board can remove one of its officers by having three-fourths (3/4) of the total Executive Board sign a petition and submit it to the Core Board. The Core Board will then follow the removal of an officer procedure as described in Section 3 above.

Article XII: Chapter Committee Charter: Graduate Committee

NOTE: The words "Charter" and "Constitution" are equivalent in this document for all intents and purposes. For alignment with SHPE the national organization, "Charter" will be used moving forward.

Section 1: Organization Name

As part of the SHPE University of Michigan Chapter (SHPE-UMICH), this sub-group shall be known as the "SHPE-UMICH Graduate Committee" (or "SHPE U-M GC" for short). SHPE-UMICH GC exists within the Society of Hispanic Professional Engineers at the University of Michigan Chapter (SHPE-UMICH).

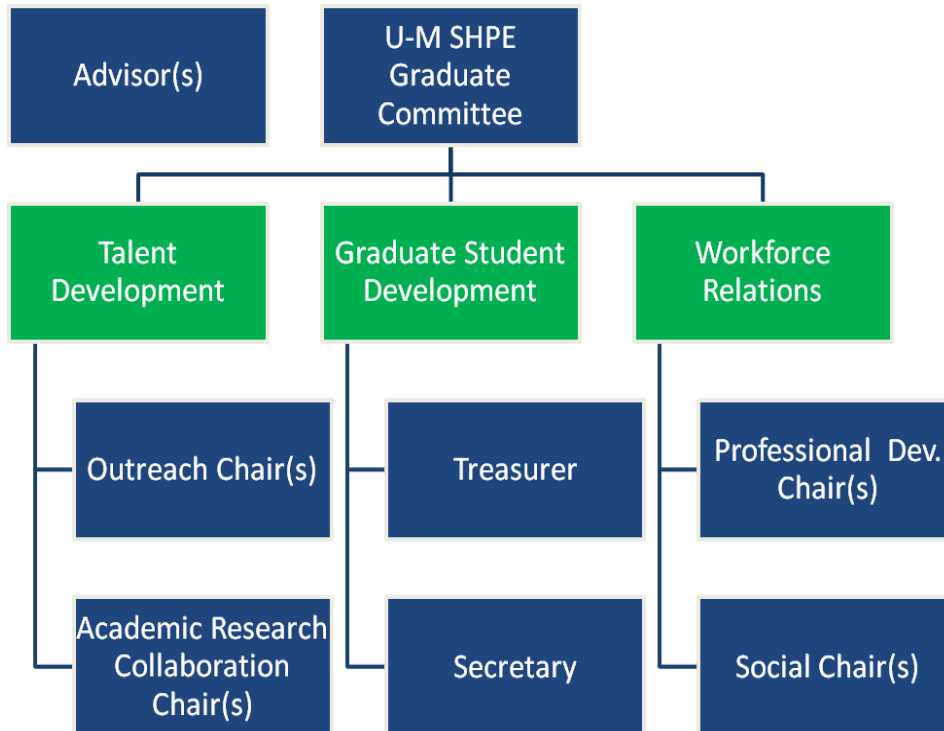
Section 2: Authority and Responsibilities

Enact goals and programs empowering the Hispanic STEM students (undergraduate and graduate students) at UMICH toward their graduation success:

1. *Talent Development & Graduate Student Recruitment*- Initiate, plan, implement and evaluate programs that educate and prepare SHPE-UMICH leadership and undergraduate students for advanced degree careers.
2. *Graduate Student Development and Retention* - Initiate, plan, implement and evaluate programs for the SHPE-UMICH graduate students towards becoming members of the leading STEM workforce.
3. *Workforce Development & Post-Graduation Success* - Guide and promote Hispanic advanced degree (M.S. and Ph.D.) students', candidates', and alums' careers towards their post-graduation success.
4. *SHPE Chapter Programming Support* - Collaborate and share resources with SHPE-UMICH chapter on chapter-related efforts. These efforts include, and are not limited to, the following:
 - a. Recruitment and retention events (beginning and end of the year events)
 - b. Scholarships, resumes, National Reporting Program, etc.
 - c. Academic Research Community (ARC)

Section 3: Organization

Committee Structure



1. **The committee shall consist of elected co-chairs (at most three and at least two) and members.**
2. **The committee members shall either hold specific roles (e.g., social events, outreach, etc.) as defined in the graduate committee structure or be members (i.e., no specific role) to facilitate succession planning and continuity.**
3. **Specific roles as of the last update of the committee charter provided below.**

Subsection 1: Committee Co-Chairs (at least two (2), no more than three (3))

Equally, shall share responsibilities to attend and/or organize meetings with the SHPE-UMICH chapter leadership for combined event(s), be a GSAC representative and attend bimonthly meetings with College of Engineering (CoE), and oversee the following three activities of the committee:

- Talent Development - see above, oversees implementation of Academic Research Community (ARC) and outreach efforts in the GC portions of the U-M chapter plan
- Graduate Student Development - see above, oversees implementation of graduate student-centered activities, plans, events, etc. within the GC portions of the U-M chapter plan
- Workforce Development & Relations - see above, oversees external communications relative to CoE

Subsection 2: Outreach Chair(s) (at least two (2), no more than three (3))

Shall plan, organize, and implement outreach activities with the support from the GC. Shall engage underrepresented communities and inspire, empower, and prepare pre-college students for higher education and undergraduate students for graduate education

Subsection 3: Academic Research Community (ARC) Chair(s) (at least two (2), no more than three (3))

Shall plan, organize and implement the ARC program with the support from SHPE U-M leadership and GC. Shall work closely with ARC participants in ensuring the success of the undergraduate and graduate student participants' post-graduation success and develop a supporting community of mentors.

Subsection 4: Treasurer

Shall oversee and report on GC's annual budget within the SHPE-UMICH chapter budget. Shall manage bank transactions and keep records of all financial transactions.

Subsection 5: Secretary

Shall manage the GC portions of the chapter management plan, record and maintain meeting minutes and manage action items, and shall maintain the calendar and website, alongside the U-M Chapter IT Chair(s) counterpart(s)

Subsection 6: Professional Development Chair(s) (at least two (2), no more than three (3))

Shall coordinate with CoE, Rackham Graduate School, et al. on planning, organizing, and implementing activities directly benefiting the professional career growth of members. Shall build relationships with workforce (e.g., companies) interested in recruiting SHPE-UMICH graduate students

Subsection 7: Social Chair(s) (at least two (2), no more than three (3))

Shall coordinates social events that bring the SHPE-UMICH community together with focus on the graduate students. Shall plan, organize and implement activities the develop the SHPE-UMICH community (e.g., meet new people/members) which have demonstrated graduate level success (e.g., support groups)

Section 4: SHPE-UMICH Membership and GC

As part of the SHPE-UMICH chapter, the GC serves the entire chapter's general membership and in particular the graduate student members. The following are the requirements for membership for graduate students:

1. National and chapter membership: By paying their \$5 dues through the SHPE portal (i.e., shpe.org) and identifying as a member of the SHPE-UMICH chapter,
2. STEM Graduate student: Be a student (part-time or full-time) at the University of Michigan pursuing a graduate degree in STEM, and
3. Code of conduct requirement: Upon joining the organization, all members agree not to undermine the purpose or mission of SHPE, SHPE University of Michigan chapter (SHPE-UMICH), and/or SHPE-UMICH Graduate Committee

Section 5: Graduate Committee Eligibility

All committee members shall adhere to the academic and code of conduct requirements set in the policy for elected and appointed committee members and the SHPE-UMICH membership policy in Article IV above.

Section 6: Financial reimbursements

- The GC Treasurer shall manage the request, approval, and disbursement of funds with oversight from the GC chairs and Secretary to ensure alignment with the GC budget.
- Financial reimbursements for purchases/services that pertained to the organizing and implementing to the SHPE-UMICH chapter and GC activities shall be approved and made if they align with SHPE-UMICH's constitution, this charter, and are accounted for in the chapter and/or GC budget.
- Requests for reimbursements shall be provided to the GC Treasurer up to one (1) month before and no later than one (1) month after the purchase of product(s) and/or service(s).
- Requests for reimbursements made beyond the two-month period above shall require approval by the GC committee and Treasurer before disbursement of funds.
- Once reimbursements are approved, the GC Treasurer shall ensure funds are dispersed no later than one (1) month after the initial submission of the request.

Section 7: Elections

The outgoing co-chairs and GC shall organize, conduct and facilitate elections for the incoming GC. Below details the elections procedure:

- Elections shall be held within the first two full weeks of March every calendar year.
- Each GC member shall serve at least a one-year term from June 1st to May 31st (of the following year).
- Announcements for elections shall be made one (1) month in advance to the date of elections; all positions shall be available for self and general nominations in the announcement communication.

- If needed, the outgoing committee shall expand the number of individuals per position prior to elections with a limit of no more than three members per position.
- Eligible members shall cast their votes for each position in writing.
- The voting order for the graduate committee is as follows: Co-chairs followed the positions as provided in the structure in the committee structure figure (order: top to bottom first then left to right).
- Votes shall be counted immediately after submission and the elected candidate will be announced.
- After voting takes place for each position, candidates who were not elected may nominate themselves for any of the remaining position(s) to be voted on thereafter.
- Co-chair candidates shall give at most a three-minute speech and answer two (2) short-answer questions from the membership before voting takes place.
- Outgoing GC co-chairs may reduce time and eliminate the asking of questions, if needed, depending on the number of candidates. The elections session shall take no longer than one (1) hour.

The incoming elected committee and outgoing graduate committee shall appoint vacant positions at a later time by interested candidate(s) with a majority vote from the two committees.

Article XIII: Appendix

SHPE U-M Structure (as of 2021)

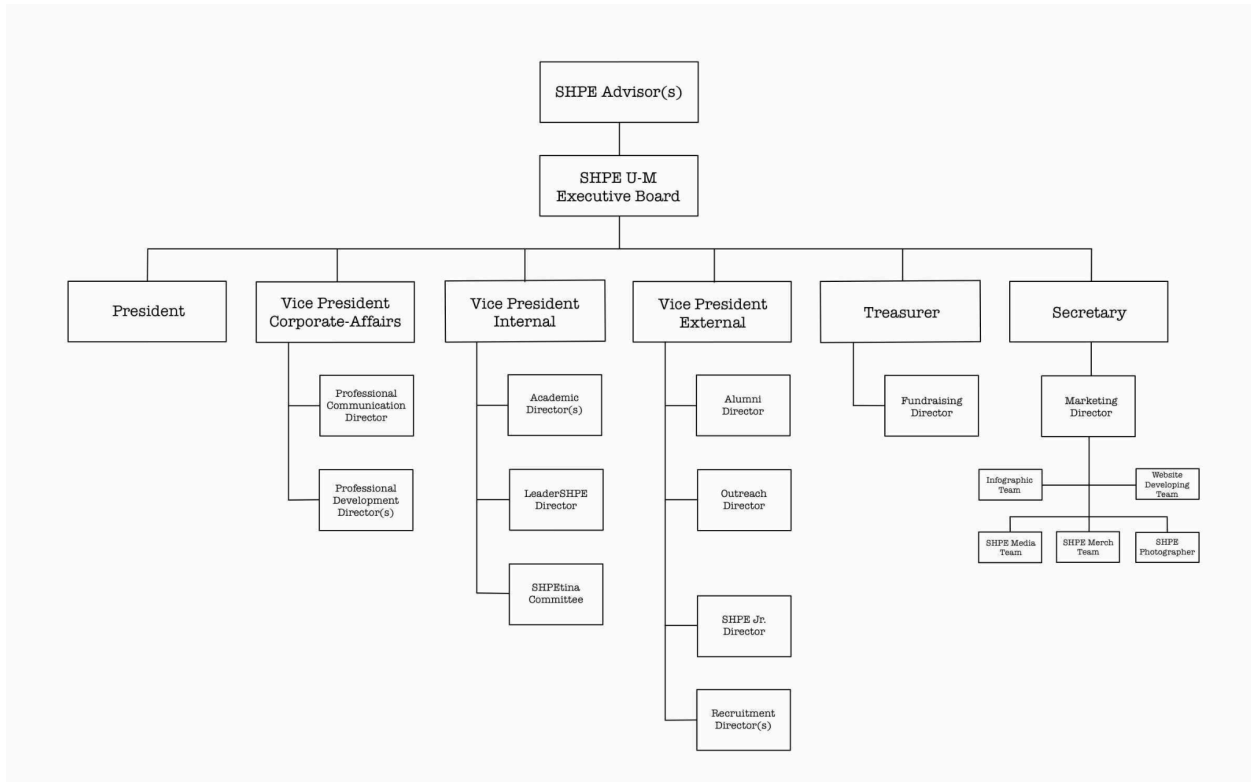


Figure 1. SHPE-UMICH Leadership Structure. Blue cells indicate the chapter leadership's core board.

This constitution in its entirety, was approved by a two-thirds (2/3) vote of the members of the University of Michigan, Ann Arbor, Michigan Chapter of the SHPE (Society of Hispanic Professional Engineers) on:

Date: January 30, 2021