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SHPE

Leading Hispanics in STEM

Embry-Riddle
Aeronautical University

Society of Hispanic Professional Engineers

– Las Águilas Chapter

Official Constitution and Bylaws

Adopted: August 29, 2013

Revised: January 24, 2023

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Society of Hispanic Professional Engineers – Las Águilas Chapter Constitution & Bylaws

These are the official Constitution and Bylaws of the Society of Hispanic Professional Engineers – Las Águilas Chapter. This document may be updated periodically, and the most recently amended version will be available online as the active Bylaws.

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Society of Hispanic Professional Engineers – Las Águilas Chapter **Constitution and Bylaws Table of Contents**

Article I. NAME	5
Section 1.01 Society of Hispanic Professional Engineers – Las Águilas Chapter.....	5
Article II. PURPOSE	5
Section 2.01 Mission.....	5
Section 2.02 Vision	5
Article III. MEMBERSHIP	5
Section 3.01 Active Members shall:.....	5
Section 3.02 Inactive Members shall:	6
Section 3.03 Introductory Members shall:	7
Section 3.04 Non-Members shall:	7
Section 3.05 Non-Discrimination.....	7
Section 3.06 Legal Liabilities	7
Section 3.07 Authority	7
Article IV. ORGANIZATIONAL MEETING	7
Section 4.01 Announcement of Meetings.....	7
Section 4.02 Frequency.....	8
Section 4.03 Executive Meetings	8
Article V. Executive Board.....	8
Section 5.01 Executive Officers	8
Section 5.02 Chairpersons.....	8
Article VI. DUTIES OF THE EXECUTIVE BOARD	8
Section 6.01 Responsibilities of Each Member of the Executive Board.....	8
Section 6.02 President.....	10
Section 6.03 Vice President.....	12
Section 6.04 Treasurer	12
Section 6.05 Secretary	13
Section 6.06 Public Relations	14
Section 6.07 Historian.....	14
Section 6.08 Fundraising.....	15
Section 6.09 Community Service	15
Section 6.10 Information Technology Support	15
Section 6.11 Social Chair	15
Section 6.12 Academic Chair	15
Section 6.13 MentorSHPE	16
Section 6.14 Graduate Representative	16

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Article VIII. QUORUM, NOMINATIONS, ELECTIONS, TERMS OF OFFICE, OFFICER VACANCIES, AND DUES	18
Section 8.01 Quorum.....	18
Section 8.02 Nomination Procedures	18
Section 8.03 Election Procedure.....	18
Section 8.04 Terms of Office	19
Section 8.05 Executive Board Vacancies	19
Section 8.06 Executive Board Transition.....	19
Section 8.07 Dues.....	19
Section 8.08 Reimbursement	20
Article IX. IMPEACHMENT	20
Section 9.01 Procedures	20
Article X. AMENDMENTS.....	21
Section 10.01 Recommendations	21
Section 10.02 Procedure	21
Article XI. Definitions	21

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Article I. NAME

Section 1.01 Society of Hispanic Professional Engineers – Las Águilas Chapter

- a. The official name of this organization shall be “Society of Hispanic Professional Engineers – Las Águilas Chapter”

Article II. PURPOSE

Section 2.01 Mission

- a. The Society of Hispanic Professional Engineers (SHPE) changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development

Section 2.02 Vision

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

Article III. MEMBERSHIP

Section 3.01 Active Members shall:

- a. Be a registered, degree-seeking, ERAU student
- b. Have a CGPA above 2.0 on a 4.0 scale and be in good academic standing
- c. Be enrolled in at least six credits per semester if undergraduate, or at least three credits per semester if graduate
- d. Have voting privileges and opportunities to hold Executive Board positions
- e. Obey and uphold this constitution
 - i. Be able to enforce the Constitution and Bylaws of the Society of Hispanic Professional Engineers – Las Águilas Chapter
 - ii. Be able to contribute to updating the Constitution and Bylaws of the Society of Hispanic Professional Engineers – Las Águilas Chapter every time they are in the process of being updated and amended
- f. Respect all members of this organization
- g. Attend a minimum of ½ of the regularly scheduled meetings within an academic semester
 - i. Future meetings do not count towards attendance
 - ii. The member is responsible for informing any member of the Executive Board that they will miss a meeting at least three hours prior to the meeting
 - iii. If a member misses a meeting, they are counted as “Absent” unless the member provides proof that it was due to a legitimate reason. Academics, Emergency, Work related, Religious, or Act of God are the only legitimate reasons
 - 1. Other reasons will be considered on a case-by-case basis using reasonable standards. The reason must be unavoidable and non-recurring
- h. Attend a minimum of ½ of the events outside of regularly scheduled meetings per semester
- i. Uphold the good name of the organization while assisting with improvements to the organization

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- i. If Embry-Riddle Aeronautical University has determined that a member has violated the school Code of Conduct, they shall be expelled from the Society of Hispanic Professional Engineers – Las Águilas Chapter
- j. If a member is at any point convicted of a felony, they shall be expelled from the Society of Hispanic Professional Engineers – Las Águilas Chapter
- k. Register on Campus Groups in order to maintain communication
- l. Register and pay National Dues at www.shpe.org, Region 7, Las Águilas Chapter
- m. If a member does not comply with any one of these parameters, they will not be considered an active member
- n. All returning members that qualified as Active Members by the end of the previous semester (excluding summer) will be considered Active Members
 - i. This applies until the member cannot meet requirements because they missed more events or meetings than can be made up with the remaining events left in the semester
 - ii. If a member qualified as an Active Member during the previous semester and is at an internship or a co-op or spends a semester as a Study Abroad student during the current semester, the member will be considered an Inactive Member for the duration of the internship or co-op and will be considered an Active Member when the member returns to school (excluding summer semester)

Section 3.02 Inactive Members shall:

- a. Be a registered ERAU student
- b. Have a CGPA above 2.0 on a 4.0 scale and be in good academic standing
- c. Obey and uphold this constitution
- d. Be able to enforce the Constitution and Bylaws of the Society of Hispanic Professional Engineers – Las Águilas Chapter
- e. Respect all members of this organization
- f. Attend at least four of any of the following within a semester, after being a member for at least one semester:
 - i. Regularly scheduled meetings
 - ii. Community Service, Fundraising, and/or social events
- g. Register on Campus Groups in order to maintain communication
- h. Register and pay National Dues at www.shpe.org, Region 7, Las Águilas Chapter if planning to attend SHPE Conferences
- i. Be able to become an Active Member upon fulfillment of Active Member qualifications
- j. All returning members that did not qualify as Active Members by the end of the previous semester (excluding summer) will be considered Inactive Members until they fulfill Active Member requirements
 - i. If Embry-Riddle Aeronautical University has determined that a member has violated the school Code of Conduct they shall be expelled from the Society of Hispanic Professional Engineers – Las Águilas Chapter
 - ii. If a member is at any point convicted of a felony, they shall be expelled from the Society of Hispanic Professional Engineers – Las Águilas Chapter
 - iii. If a member qualified as an Active Member during the previous semester and is at an internship or a co-op or spends a semester as a Study Abroad student during the current semester, the member will be considered an Inactive Member for the duration of the internship or co-op and will be considered an Active Member when the member returns to school (excluding summer semester)

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Section 3.03 Introductory Members shall:

- a. Attend at least two meetings within their first semester of joining the Las Águilas Chapter
- b. Be able to become an Inactive Member upon fulfillment of Inactive Member requirements, unless:
 - i. Embry-Riddle Aeronautical University has determined that person has violated the school Code of Conduct
 - ii. That person is at any point, or ever has been, convicted of a felon

Section 3.04 Non-Members shall:

- a. Not meet any one or more of the requirements to be considered an Inactive Member
- b. Be able to become an Inactive Member upon fulfillment of Inactive Member requirements, unless:
 - i. Embry-Riddle Aeronautical University has determined that person has violated the school Code of Conduct
 - ii. That person is at any point, or ever has been, convicted of a felony

Section 3.05 Non-Discrimination

- a. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability
- b. This organization will take no action(s) or make any statement(s) that are discriminatory on the basis of race, religion, national origin, ethnicity, color, age, gender identity, marital status, citizenship, sexual orientation, or disability
- c. Members of this organization will take no action(s) or make any statement(s) on behalf of this organization that are discriminatory on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability

Section 3.06 Legal Liabilities

- a. Complete all necessary precautions prior to any organizational activities
- b. Members shall obtain their own personal health/life insurance prior to participating in organizational activities
- c. Sensitive information will not be discussed in public with unauthorized people
- d. The Society of Hispanic Professional Engineers is not responsible for any physical, mental, or emotional impairment or disability incurred from a SHPE – Las Águilas Chapter facilitated or sponsored event

Section 3.07 Authority

- a. This organization is a recognized student organization at Embry-Riddle Aeronautical University, Daytona Beach and adheres to all campus policies as set forth by Student Activities & Campus Events

Article IV. ORGANIZATIONAL MEETING

Section 4.01 Announcement of Meetings

- a. Will be announced at the preceding meeting or through emails to the members at least 5 days prior to the next meeting by the Secretary
- b. Location or time change of a meeting will be announced through e-mail, Campus Groups, and social media
- c. Meeting cancellations will be announced through e-mail, Campus Groups, and social media

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Section 4.02 Frequency

- a. Meetings will be held on a weekly basis, unless otherwise notified

Section 4.03 Executive Meetings

- a. Executive meetings will be held on a weekly basis separate from General Meetings, unless otherwise notified
- b. Any member is welcome at Executive Meetings
- c. The Executive Meetings will be recorded through meeting minutes. These records will be uploaded to SharePoint and general members are able to access them upon request to an Executive Board Member
 - i. If the current Executive Board agrees, the meetings will be recorded on video
 - ii. If meetings are held virtually, it must be recorded and uploaded to SharePoint
- d. Executive Meetings will follow Robert's Rules of Order
- e. Only Executive Board members may vote at Executive Meetings
 - i. A quorum shall consist of 2/3 of the Executive Board Members and is required to conduct business

Article V. Executive Board

Section 5.01 Executive Officers

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Public Relations
- f. Historian

Section 5.02 Chairpersons

- a. Fundraising
- b. Community Service
- c. Information Technology Support
- d. Social
- e. Academic
- f. MentorSHPE
- g. Graduate Representative
- h. Jr. SHPE Chapter
- i. Corporate Relations

Article VI. DUTIES OF THE EXECUTIVE BOARD

Section 6.01 Responsibilities of Each Member of the Executive Board

- a. Members of the Executive Board must have a 2.5 cumulative grade point average (CGPA) or higher
 - i. If a member of the Executive Board has a CGPA lower than 2.50, that member will be automatically removed from the position without an impeachment

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- b. Members of the Executive Board may not be on probation of any kind
 - i. If this is violated, the member is automatically removed from the Executive Board position without an impeachment
- c. Members of the Executive Board must attend every event and every meeting
 - i. The acceptable reasons for being absent are Academics, Emergency, Work-related, Religious, or Act of God
 - 1. Other excuses will be considered on a case-by-case basis using reasonable standards
 - ii. After a member of the Executive Board has accrued three absences during their Term of Office, they will automatically be removed from their Executive Board position without an impeachment
 - iii. If a member of the Executive Board does not meet Active Membership requirements for a semester, that member will be automatically removed from their Executive Board position without an impeachment for the following semester
- d. Be a MAXIMUM of five minutes late to all General Meetings and Executive Board meetings
 - i. If a member of the Executive Board violates this twice in a row it counts as one absence
 - ii. If a member of the Executive Board violates this three times it counts as one absence
 - 1. If both cases occur consecutively, then only one will count
- e. Read the Constitution and Bylaws of the SHPE – Las Águilas Chapter and know all responsibilities of the position held and all general information contained in the Bylaws
- f. Provide the Secretary with any notification from a member that the member will miss a meeting
 - i. Executive Board Member must inform the Secretary a minimum of three hours prior to absence for it to be counted as valid.
- g. Give a current report of their position at each General Meeting and each Executive Board Meeting
- h. Represent SHPE in a professional manner at all times
- i. Dress appropriately for SHPE – Las Águilas Chapter events
 - i. Dress professionally for New Members Meeting and Professional Meetings/Events. General Meetings outside of the previously mentioned, must require a minimum of business casual attire for Executive Board Members Dress
 - 1. Each time this is violated will count as one fault
- j. Communicate as needed for an event being facilitated
- k. Send reports via e-mail to the Secretary at the ERAU.SHPE.Secretary@outlook.com email at least 24 hours prior to Executive Board meeting unless otherwise agreed with the Secretary
- l. Send reports via e-mail to the Vice President at the ERAU.SHPE.Vice.President@outlook.com email at least 24 hours prior to General Meeting unless otherwise agreed with the Vice President
- m. In the case of an Executive Board member needing to do something that falls under another Executive Board member's jurisdiction, those members should agree upon what is to be done prior to it occurring
 - i. This must be witnessed by the Vice President (either CC ERAU.SHPE.Vice.President@outlook.com or in-person interaction)
- n. Executive Board Members will receive mid-semester evaluations, this is to be conducted by the President and Vice-President. The President and Vice-President will be evaluated by the Secretary and Historian
- o. All Executive Members will be a part of the National Report Program (NRP) Committee and the Sponsorship Packet
- p. Each Executive Board member may have a maximum of three faults per semester
 - i. Reasons for a fault will be considered on a case-by-case basis using reasonable standards and will not be abused

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- ii. Fault counting for the Historian and Vice-President must be conducted by the President
- q. A table with the tabulation of faults shall be created and accessible to all Executive Board Members and General Members showing two columns – the Executive Board Member’s names and the number of faults counted faults up to date.
 - i. Executive Board Members have the right to schedule a meeting with the Vice-President and Historian to discuss any faults prior to the mid-semester evaluations on a case-by-case basis
 - ii. The table of faults should be updated on a minimum of a weekly basis by the Vice-President and Historian, if an Executive Board Member is to accrue a fault, they must be notified immediately.
 - 1. Create Excel Tabs for each Executive Board Member position with a password and proper protection, every tab must contain sufficient information for the Executive Board Member to understand each fault thoroughly - including but not limited to when the fault occurred, the specific SHPE Constitution and Bylaws clause that was violated, and why the fault was accrued.
 - 1. President and Vice-President have access to the list of passwords, and the information must be held under the Historian folder
 - iii. The table, and fault counting process on a case-to-case basis, will be overseen by the President to ensure a clear and transparent understanding of fault issuing.
 - 1. The capacity to have a witness during the fault counting process is to be required

Section 6.02 President

- a. Directly responsible for the actions of the chapter
- b. Oversees all meetings
- c. Responsible for maintaining order at organizational functions
- d. Directly conducts all external communication representing SHPE – Las Águilas Chapter.
 - i. This responsibility may be delegated to any Executive Board member on a case-by-case basis. However, the President must be copied on all communications
 - ii. The only exceptions to this are to coordinate a fundraising event, a social event, or a community service event
 - 1. The respective Chairperson will conduct external communication with only that contact for only that event
 - 2. The President will approve, via e-mail, any communications coming from SHPE – Las Águilas Chapter on a case-by-case basis prior to the communications being delivered to the external contact
- e. Coordinates all external activities and events of the organization
 - i. This responsibility may be delegated to any Executive Board member on a case-by-case basis
 - ii. The only exceptions to this are to coordinate a fundraising event, a social event, or a community service event
 - 1. The respective Chairperson will conduct external communication with only that contact for only that event
 - 2. The President will approve, via e-mail, any communications coming from SHPE – Las Águilas Chapter prior to the communications being delivered to the external contact
 - iii. The president will organize at least one professional and social Shpetina event per academic year.

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1. The event may be delegated to another executive board member based on the respective chairperson needs.
 2. The chairperson may share its responsibilities with other executive board members based on needs.
- f. Contacts and communicates directly with companies primarily during May and June to obtain funding for the National Conference and Regional Leadership Development Conference (RLDC) of the subsequent academic year
- i. This responsibility can be delegated to the Treasurer on a case-by-case basis
 - ii. The goal for funding is calculated as follows and the goal for National Conference is added to the goal for RLDC to obtain the true funding goal for that year
 1. Any proposed or actual funding received from or offered by the Student Government Association may not be factored into any funding goal mentioned within Section 6.02 f
 2. For National Conference: early Wednesday student registration cost for the previous year multiplied by the number of Active Members from the entire previous academic year plus ten percent of the previous year active members
 - a) Ex. Early Wednesday student registration for previous year: \$250
 Number of Active Members during previous academic year (including members who are only active either in fall semester or spring semester): 70
 Active Members from previous year plus ten percent: 77
 $\$250 * 77 \text{ members} = \$19,250$
 3. For RLDC: Thursday student registration for the previous year multiplied by the number of Active Members from the entire previous academic year plus ten percent of the previous year active members
 - a) Ex. Thursday student registration for previous year: \$80
 Number of Active Members during previous academic year (including members who are only active either in fall semester or spring semester): 70
 Active Members from previous year plus ten percent: 77
 $\$80 * 77 \text{ members} = \$6,160$
- g. Represents organization at all events as necessary
- h. Must set up two professional social events each spring semester and each fall semester
- i. Provides other functions as necessary
- i. If an Officer/Chairperson is absent the President is responsible for assuming their role unless the duties have been delegated by the Officer Chairperson to another qualified person for that absence
- j. Collects records of all approved financial transactions in coordination with the Treasurer and the Historian
- i. The official documents for any financial transactions are Emergency Expenses, Expenses Report, Budget Approval, and Reimbursement. All of these documents are in PDF format
 1. All of these documents are available upon request to any Active Member at all times
 2. President is also responsible for ensuring that the documents contain the correct information, as required by each document
 3. If any of the parameters of the document are not complied with there will be an official sanction. The sanctions are provided by each official document at the end of the page
 4. The original documents will be kept by the Advisor(s) at all times
- k. Casts the deciding vote in the event of ANY tie

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- I. They may only hold office for a maximum of one academic year
 - i. They cannot run again for the position of President

Section 6.03 Vice President

- a. Assumes all presidential duties when the President is absent
 - i. If the President position becomes vacant, the Vice President shall automatically become President and Emergency Elections shall be held for Vice President
- b. Plans and prepares all General Meetings
 - i. The Vice President alongside the Secretary are held responsible for maintaining and updating attendance records of each General Members meeting and must ensure proper attendance is taken in all other events
- c. Ensures Executive Officers and Chairpersons are conducting their duties as needed
- d. Overlooks and helps coordinate all internal activities of the organization
- e. Advises and oversees the formation of committees
 - i. Directs one meeting per semester explaining, advising, and providing the necessary tools for committee creation and management with the Members of the Executive Board
- f. Vice-President and Historian are responsible for keeping track of faults accrued by the Executive Board Members
- g. Oversees Community Service Chairperson
 - i. If the Community Service Chairperson is absent the Vice President is responsible for assuming their role unless the duties have been delegated by the Community Service Chairperson to another person for that absence

Section 6.04 Treasurer

- a. Must keep records of all financial transactions and financial records for the current semester
 - i. All these documents are in either PDF format or the format in which they are best viewed
 - 1. The Treasurer is responsible for uploading the documents to SharePoint or Google Drives archive of SHPE– Las Águilas Chapter
 - ii. These records will be accessible to all active members upon request
- b. Gives a monthly report of the financial status at the Executive Board meeting if possible
 - i. This report must include a breakdown of income and expenses unless none have been made
 - 1. Each time this is violated will count as one fault
 - 2. During weeks in which an influx of monetary income or expenses occurs, due to Fundraising Events or other Events, a weekly financial status report shall be given
- c. Executes all bank transactions if possible
 - i. Only the President can execute transactions, have bank account details and possession of the bank card besides the Treasurer
 - 1. Officers who find themselves in possession of the card during unavoidable emergencies must provide all receipts and records to the Treasurer upon immediate return of the bank card
 - ii. There will only be two bank cards
- d. Retrieves Student Government Association checks directly from issuing organization
- e. Receives approval from the President for all expenses if deemed necessary
- f. Will create a budget each semester from the collected budgets of the officers planning on spending money

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- i. The Treasurer is responsible for uploading the documents to SharePoint or Google Drives archive of SHPE– Las Águilas Chapter
 - ii. This budget must be approved by the President and any uncollected budgets will be estimated
 - iii. This budget will be accessible to all Active Members upon request
 - iv. The planned budget may be adjusted with approval of the Treasurer during any time in the semester
 - 1. Before executing events, emergency budget changes must be approved by the Treasurer and President
- g. Will maintain records of the status/locations of all physical assets (property) of the organization in the storage unit
 - i. storage unit, physical assets.
 - ii. This may be delegated the responsibilities to other executive board members who hold the storage key unit.
- h. The Treasurer is the only one in charge of providing reimbursements for conferences if possible
 - i. This may be delegated to any Executive Officer the Treasurer approves
- i. Oversees Fundraising Chairperson
 - i. If the Fundraising Chairperson is absent the Treasurer is responsible for assuming the role unless the duties have been delegated by the Fundraising Chairperson to another person for that absence
- j. Treasurer supervises and delegates the committee of the sponsorship packet.

Section 6.05 Secretary

- a. Responsible for updating organizational records
- b. Keeps current roster of membership
 - i. Is in charge of Roster on Campus Groups. This may not be delegated
 - ii. Will upkeep the membership status of all members of the SHPE - Las Águilas Chapter
- c. Keeps records of all members' emails and phone numbers
- d. Keeps an up-to-date calendar of all events that all members can access
- e. Keeps attendance at all Executive Board Meetings, General Meetings, and events
 - i. These records must be uploaded to Campus Groups and to the official archive of SHPE– Las Águilas Chapter every time they are updated
 - ii. All attendance must be kept on one spreadsheet and follow the guidelines of Reimbursement Attendance
 - iii. Every time this spreadsheet is updated it must be replaced on Campus Groups and in the official archive of SHPE– Las Águilas Chapter within 48 hours
- f. Keeps minutes of each meeting and uploads them to Campus Groups and the official archive of SHPE– Las Águilas Chapter within 24 hours of any meeting
- g. Compiles agenda for Executive Board meetings
- h. Must keep attendance records for current semester and at least 2 previous semesters (excluding summer semesters)
- i. All forms of proof submitted to the Secretary must be kept for the current semester and 2 previous semesters (excluding summer semesters)
 - i. The documentation must be available for any member

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Section 6.06 Public Relations

- a. Oversees all official recruiting for the organization
- b. Oversees public relations of the organization, including campus fliers and social media communication for all events where nonmembers are welcome
- c. Acts as a liaison between SHPE – Las Águilas Chapter and the student body
- d. Obtains approval from Student Activities and the Executive Board Member holding the event for fliers at least 1 week prior to an activity/event
 - i. Any flyer needed for events; the chairperson responsible for the event is required to let the public relations chair know at least 2 days prior to the event.
 - ii. If an emergency event is created, the public relations is no longer in charge and the chairperson responsible for the event is in charge of creating a flyer.
 1. An event is considered an emergency event when the event is within 48 hours of occurrence.
- e. Administers SHPE– Las Águilas Chapter social media pages except LinkedIn
- f. Oversees Information Technology Support Chairperson
 - i. If the Information Technology Support Chairperson is absent the Public Relations is responsible for assuming their role unless the duties have been delegated by the Information Technology Chairperson to another person for that absence
- g. Oversees Social Chairperson
 - i. If the Social Chairperson is absent the Public Relations is responsible for assuming his/her role unless the duties have been delegated by the Social Chairperson to another person for that absence

Section 6.07 Historian

- a. Responsible for enforcing the Constitution and Bylaws of the organization
- b. Oversees that the executive functions are being performed as dictated by this Constitution
- c. Responsible for amending the Constitution and Bylaws, once voted on by the active members
- d. Responsible for interpreting the Constitution and Bylaws in the event of conflict
- e. Oversees the Election of Executive Board Members
- f. Oversees all activities and records them by taking videos or photos, and by writing a document (contains successes and drawbacks of the activity including relevant financial, action, or other information). Maintains visual and written record of all activities of SHPE – Las Águilas Chapter since its founding
 - i. Publishes all records of activities to Campus Groups and social media
 - ii. Receives copies of records from Secretary, Treasurer, and Public Relations to maintain complete organizational records in Historian files
- g. Documents successes and drawbacks of all activities conducted by SHPE – Las Águilas Chapter
- h. Elects and oversees the NRP (National Reporting Program) Committee
 - i. Members of the NRP Committee must consist of Executive Board Members and Active Members
- i. Maintains Campus Groups as needed, except adding or deleting members from the Roster
- j. Historians must hold a meeting at the beginning of each academic semester to explain and address the table of faults thoroughly
 - i. One dedicated meeting at the beginning of each semester where the Historian explains each section of the Executive Board Member's responsibilities and general information under the

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Constitution and Bylaws. Executive Board Members are open to asking questions, sharing concerns, and suggesting amendments as deemed necessary

Section 6.08 Fundraising

- a. Sets up each Fundraising Event at least one week prior to the event
- b. Plans at least three Fundraising Events each semester
- c. Reports directly to Treasurer at least once per week outside of Executive Meetings and General Meetings

Section 6.09 Community Service

- a. Sets up each Community Service Event at least one week prior to the event
- b. Plans for at least four Community Service Events each semester
- c. Uploads all Community Service Hours earned by each member to Campus Groups within 48 hours after a related event has ended
- d. Reports directly to Vice President at least once per week outside of Executive Meetings and General Meetings

Section 6.10 Information Technology Support

- a. Serves as webmaster for SHPE – Las Águilas Chapter
- b. Maintains SHPE – Las Águilas Chapter webpage up-to-date content
 - i. Content must be provided by the Executive Board
- c. Works directly with Public Relations to ensure that the content on the chapter webpage can in no way harm either the brand of the parent organization or the brand of the chapter
- d. Performs all computer-aided visual design as needed by the chapter except fliers
- e. Requests for changes to content or design will be completed at least one week in advance
- f. Must organize at least one informative session every academic year related to technology

Section 6.11 Social Chair

- a. Sets up each Social Event at least 1 week prior to the event
- b. Plans Recruitment Week events as well as at least three social events each semester
- c. Reports on all ideas and plans to Public Relations
- d. Provides all event details to Public Relations Reports directly to Public Relations at least once per week outside of Executive Meetings and General Meetings

Section 6.12 Academic Chair

- a. Must have a CGPA or a previous semester GPA of 3.2 on a 4.0 scale
- b. Promotes academic excellence among the SHPE – Las Águilas Chapter's members
 - i. Organizes tutoring sessions if applicable
 - ii. Organizes research meetings if applicable
 - iii. Organizes the Spanish classes given by the members of the Society of Hispanic Professional Engineers if applicable
- c. Creates events or activities that help students improve their performance in their classes
 - i. They will be responsible as a resource for students searching academic help
 - ii. They are also responsible for leading research if applicable
- d. Creates initiatives that spread cultural awareness throughout campus

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- e. Provides our members with extracurricular projects in order to give them hands-on experience in the engineering field
- f. Creates a collaborative environment that provides innovation for our members

Section 6.13 MentorSHPE

- a. Serve as the MentorSHPE chair.
- b. responsibilities as MentorSHPE:
 - i. Responsible for recruiting members to join MentorSHPE
 - ii. Organize a yearly MentorSHPE program to all members interested in joining and pair them with their respective matches
 - iii. In case of any internal issues with pairing, the chair will be responsible for separating and assigning a different pair to each member.
 - i. If a member has an issue with their partner, they may discuss the issue with the chair with no consequences.

Section 6.14 Graduate Representative

- a. Is a frontline representative of the SHPE– Las Águilas Chapter, is focused on demonstrating a positive and encouraging attitude to promote the Society
- b. Serves as a peer advisor and resource for fellow graduate students by understanding their requirements and organizing events accordingly
- c. Oversees creating and sending out the Alumni Newsletters semesterly
 - i. This responsibility may be delegated to any Executive Member on a case-by-case basis
- d. Help coordinate leadership training for students by helping to plan and promote a regular leadership workshop series
 - i. Promote graduate school to undergraduates by hosting informational sessions

Section 6.15 Corporate Relations Chair

- a. Is responsible for establishing and maintaining relationships with external corporations.
- b. Is responsible to create, establish and update a partnership packet based on the chapter's needs.
 - i. The partnership packet must contain the following:
 1. President's letter.
 2. Vice President's letter.
 3. The Executive Board information.
 4. Information regarding SHPE and our Chapter.
 5. Chapter's goals and demographics.
 6. Chapter's achievements.
 7. Description of major events.
 8. Partnership Categories.
 9. Partnership Form.
 10. Thank you Page.
 - ii. Previous partnership packets may be referenced to create a new one.

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- c. Coordinate communication and engagement with corporations, including responding to inquiries and requests for information.
 - i. Any email made to communicate to any corporation must be “carbon copy” (CC) to the president and vice-president.
 - ii. The President will approve emails on a case-by-case basis prior to the communications being delivered to the external contact.
- d. Facilitate partnerships and collaborations with corporations to support the goals and objectives of the Chapter.
- e. Is responsible for keeping the LinkedIn Page of the Las Águilas Chapter updated with the most recent events and partnerships with external organizations, businesses and community groups.
 - i. This responsibility may be shared with the Public Relations chair or delegated to any Executive Member on a case-by-case basis.
- f. Attempt to host at least 2 events with an external organization throughout the semester.

Section 6.16 Jr. SHPE Chair

- a. Serve as the Jr. SHPE Chair.
- b. Is the primary contact between Las Águilas Chapter and the sponsored Jr. SHPE Chapter.
- c. Is the President of the sponsor Jr. SHPE Chapter Committee.
- d. The Jr. SHPE Chapter Committee is composed as follows:
 - i. The President (Jr. SHPE Chapter Chairperson), Vice President, Secretary, and Treasurer.
- e. Advise and guide the Jr. SHPE Chapter Executive Board.
- f. Runs the Jr. SHPE Chapter Executive Board Meetings
- g. Reports all the news, ideas, or activities to the Executive Board.

ARTICLE VII. ALUMNI ADVISORY BOARD

Section 7.01 Responsibilities of Each Member of the Advisory Board

- a. Members of the Alumni Advisory Board must be alumni of the SHPE – Las Águilas Chapter at Embry-Riddle Aeronautical University, Daytona Beach
- b. Obey and uphold this Constitution and Bylaws
 - a. Be able to enforce the Constitution and Bylaws
- c. Respect all members of this organization
- d. Uphold the good name of the organization while assisting with improvements to the organization
- e. If a member is at any point convicted of a felony, they shall be expelled from the Society of Hispanic Professional Engineers – Las Águilas Chapter
- f. Members of the Advisory Board may not be on probation of any kind
 - a. If this is violated, the member is automatically removed from the Alumni Advisory Board position
- g. Members are recommended to attend Executive Board and General Meetings if available
- h. Read the Constitution and Bylaws and know all the responsibilities of the position held and all general information contained in this constitution
- i. Represent SHPE in a professional manner at all times
- j. Duties of Members of the Alumni Advisory Board may include:
 - a. Helping the Chapter with alumni connections, assist in mentoring, networking opportunities, and judgement on decision making
 - b. Upkeeping contacts with alumni and/or professionals in conjunction with the Graduate Representative

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- k. Members of the Alumni Advisory Board are ineligible to vote in Executive Board Meetings and during Elections
 - a. See Section 4.03, part e
- l. Members of the Alumni Advisory Board will be appointed by the Executive Board Members after an application process

Article VIII. QUORUM, NOMINATIONS, ELECTIONS, TERMS OF OFFICE, OFFICER VACANCIES, AND DUES

Section 8.01 Quorum

- a. A quorum shall consist of 2/3 of the active membership for elections and all other business and is required to conduct business

Section 8.02 Nomination Procedures

- a. Beginning two weeks prior to the start of elections, open nominations will be held
- b. To be eligible for office, candidates must meet the following criteria:
 - i. If the candidate wants to run for an Executive Officer position, they must have been an Active Member of the organization for a minimum of one semester leading up to elections
 - ii. If the candidate wants to run for a chairperson position, they must have been an Active Member of the organization for a minimum of one semester leading up to elections. Otherwise, it will be considered on a case-by-case basis using reasonable standards
 - iii. Candidates must have a minimum CGPA of 2.5
 - iv. Candidates must be able to hold a position for one academic year
 - v. To be eligible to run for President, Treasurer, and Vice President a nominee must meet the following criteria:
 - 1. Prepare to give a presentation to the voting body prior to elections
 - 2. Must have been part of the Executive Board for at least one academic year
 - i. To be eligible to run for Academic chair, a nominee must meet the following criteria:
 - 1. Have a CGPA or a previous semester GPA of 3.2 or greater on a 4.0 scale
 - ii. The Information Technology Support Chairperson shall be selected by appointment of the Executive Board Members

Section 8.03 Election Procedure

- a. Historian and Secretary Executive Officers shall be in charge of organizing the elections. Only the President, Secretary, and Historian shall have access to elections on Campus Groups
- b. Elections will be held with sufficient time remaining in the term for the Executive Board to transition effectively
 - i. Elections will be held every spring semester
- c. Candidates will be permitted to give a brief speech or presentation at the election meeting
- d. Voting will be conducted by an external online resource
- e. Winners must receive majority of the total vote
- f. Only active members are eligible to vote during elections
 - i. If 50% or more of the General Members are not Active Members, then Inactive Members will receive voting privileges

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- ii. If Active and Inactive Members are less than 30%, Introductory Members will receive voting privileges
- g. In the event that there is evidence and reason of probable cause to support a claim of election fraud (included but not limited to: tampering with the votes, exercising assistance and/or intimidation of voters, duplicate voting, among others on a case-by-case basis) the Executive Board Member responsible for fraudulent acts is eligible to an impeachment process as per the SHPE Las Aguilas Chapter Constitution and Bylaws.
 - i. If a recount is deemed necessary by a majority vote of the Executive Board, the Historian will be responsible for counting the votes of only official, active Members of SHPE Las Aguilas Chapter that cast a vote during the election process.
 - ii. If there are no sufficient votes after the recount is performed, refer to ARTICLE VIII. Section 8.03, Clause f.

Section 8.04 Terms of Office

- a. Executive Board members will maintain their positions for one academic year
- b. All Executive Board members have the option to run for the office they currently hold again, except President
- c. Executive Board Members must be able to handle limited communication and activity over school breaks including summer while still fulfilling their duties

Section 8.05 Executive Board Vacancies

- a. The current Executive Board will call an Emergency Election Meeting at the next General meeting to fill Executive Board vacancies until the next regular Election Meeting takes place
- b. Nominations, presentations, and voting for the vacant position(s) may be held in the same meeting
 - i. If quorum is not attained at the original Emergency Election Meeting, the subsequent General Meeting will become the Emergency Election Meeting
- c. If the Recruitment chair becomes vacant at the beginning of a semester, the members of the Executive Board shall select a new member to run the position instead of undergoing Emergency Elections
- d. This will recur until quorum is attained and Emergency Elections are successfully held
- e. Any form of voting methods deemed appropriate, while secret, shall be used

Section 8.06 Executive Board Transition

- a. Incoming Executive Board training will begin the day Election results are revealed and will terminate on the Study Day before finals, according to the ERAU Academic Calendar
- b. Incoming Executive Board Members will shadow the current Executive Board Members for the position they are entering into to learn how to carry out the functions of the position
- c. Regardless of if the incoming Executive Board Member is currently on the Executive Board, they must shadow the current Executive Board Member in that position
- d. Regardless of if the outgoing Executive Board Member will still be on the Executive Board, they must allow the incoming Executive Board Member for that position to shadow them
- e. One transition meeting must be held during this time which all incoming and outgoing Executive Board Members must attend for the entire duration of the Meeting
- f. At the end of the transition period, the incoming Executive Board will be the current Executive Board

Section 8.07 Dues

- a. Register and pay National dues at www.shpe.org, Region 7, Las Águilas Chapter
- a. Dues shall be collected by the second meeting of each semester or when decided upon by the Executive Board

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- b. National dues will be paid through SHPEConnect

Section 8.08 Reimbursement

- a. Members will only be reimbursed for part of the cost of attending conferences on a case-by-case basis
- b. Members will be reimbursed based on the Early Registration pricing for the day of arrival/package option they register for, if applicable
- c. For reimbursement they will (during the semester the conference occurred):
 - i. Attend 2/3 of the General Meetings
 - ii. Attend 2/3 of the Community Service Events
 - iii. Attend 2/3 of the Social Events
 - iv. Attend 2/3 of the fundraising events
 - v. Meet with Career Services Advisor in preparation for the conference to improve the member's resume and professionalism for the conference; if first time attendee
 - 1. Members must provide proof of this by sending it to the official email of SHPE – Las Águilas Chapter. If they sent the document and it was never received, they need to show proof that they sent it
 - vi. Attend mandatory Pre-Conference Meeting
 - vii. Must have a CGPA of 2.7 or higher
 - 1. CGPA will be taken after the completion of the semester of the conference only for those members who are new to ERAU
 - viii. Submit receipts of conference costs
 - ix. If a member attends extra events than required in any of the following categories and has a deficit of events in any of the other categories, the extra events will count toward the total in the category/categories with the deficit(s) as follows:
 - 1. General Meetings
 - a) Three extra General Meetings that the member attends may count as one Community Service, Social, or Fundraising Event
 - 2. Community Service, Social, or Fundraising Events
 - a) Two extra events that the member attends in any combination category may count as one event in another category
 - b) One extra event in any of these categories may count as one General Meeting
 - x. If applicable, submit receipt of air travel ticket
- d. If any of the items above are not fulfilled the member will not receive any reimbursement for the conference of that semester

Article IX. IMPEACHMENT

Section 9.01 Procedures

- a. If an Executive Board Member fails to fulfill their duties as set forth in the constitution, they can be impeached
- b. To start the impeachment process, 5 members or 10% (whichever is less) of the organization membership must inform the Executive Board in writing
- c. Members of the Executive Board may be impeached by the Active Members

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- i. There will be an Emergency Election conducted with two voting options: The Executive Board member remains in office, or the Executive Board Member is removed from office
- ii. As with all other elections, a quorum will consist of 2/3 of the Active Members and is required to hold this election
- iii. If quorum is not attained at the original Emergency Election meeting, the subsequent General Meeting will become the Emergency Election meeting
 - 1. This will recur until quorum is attained and Emergency Elections are successfully held
- d. The Advisor(s) will be consulted in case of impeachment

Article X. AMENDMENTS

Section 10.01 Recommendations

- a. Recommendations must be submitted in written or verbal format to the Historian

Section 10.02 Procedure

- a. Recommendations will be presented and read to the General Members of the SHPE – Las Águilas Chapter before being voted on the Constitution and Bylaws
 - i. An amendment to any part of this Constitution must be ratified by 2/3 of the voting members. Only when more than fifty percent of the voting members agree on a proposed amendment will the amendment be applied
 - ii. Amendments to the Constitution and Bylaws will be done at the end of each semester

Article XI. Definitions

Academic year – a pair of consecutive fall and spring semesters in different calendar years

Academics - anything related to classes such as projects, homework, quizzes, or tests. Other organizations\clubs\fraternities\sororities are excluded. This excuse will not be abused. Proof must be submitted to the Secretary within 24 hours of the meeting or event. If proof is not given, the member will be documented as absent for the corresponding meeting or event.

Act of God – An event that directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution, an inevitable accident.

Advisor – a full time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this organization as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors.

Business Casual - This attire includes slacks, SHPE polos, button-ups, non-ripped jeans, khakis, closed-toed shoes, and anything considered as professional attire.

Chairpersons – members who hold the positions named in Article V. Section 5.02

Contribute to the bylaws – a general member may, at any time, provide recommendations on how to improve the bylaws. Recommendations will be made based on the most recent version of the Bylaws posted on Campus Groups and in the organizational archives. All recommendations that are made by any General Member must be incorporated into the revisions made to the Bylaws at the end of that semester (excluding summer) and must be presented to the General Members unadulterated in content from when it was recommended. The Historian may work with the General Member who made the recommendation to

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improve clarity prior to the presentation to the General Members. The Historian will provide the General Member who made the recommendation with feedback from the Executive Board.

Dress appropriately – wearing the appropriate attire for the type of event. For General Meetings, the Executive Board shall dress business casual, which is as follows: the SHPE – Las Águilas Chapter polo, Khakis, dress pants/skirts, or jeans (without rips, holes, or flashy designs or colors), closed shoes (for guys closed toes, for girls must have at least a strap on the heel). None of the above may appear flashy, including any designs or colors. For professional social events, any member will at least dress business casual. If a member would like to dress more formally, they are welcomed to.

Emergencies - anything related to personal health, or the death of a family member. For either reason, proof must be submitted to the Secretary within three days after the meeting or event. If proof is not given, the member will be documented as absent for the corresponding meeting or event.

Executive Board Members – Executive Officers and Chairpersons

Executive Officers – members who hold the positions named in Article V. Section 5.01

External activities – those activities or events that only involve the SHPE – Las Águilas Chapter and any other organization or person that is not part of Embry-Riddle Aeronautical University Daytona Beach campus

External communications - those communications that only involves the SHPE – Las Águilas Chapter and any other person or organization that is not part of Embry-Riddle Aeronautical University Daytona Beach campus.

Fault - when an Executive Board member has failed to fulfill their responsibility as an Officer or Chairperson

Forms of proof – include, but are not limited to:

Email from a teacher saying an assignment is due or a test or quiz has been assigned with little notice
 Doctor's note
 Work or religious schedule. (Timecard only eligible if the start and end times of the relevant shift are stated.)

Full term – from the end of the transition period after the incoming Executive Board is elected to the end of the following transition period

General members – Active, Inactive, and Introductory members

Incoming Officer/Executive Board Member – the member that will become the Executive Officer or Chairperson for a specific position at the end of the Executive Board transition period

Internal activities - those activities or events that only involve the SHPE – Las Águilas Chapter and any other organization or person from Embry-Riddle Aeronautical University Daytona Beach campus

Organizational records – any documentation of or about the SHPE – Las Águilas Chapter. May be in written, pictorial, aural, or video form. Must be in Historian records, and other records as needed.

Outgoing Officer/Executive Board Member – the member that is leaving a specific position on the Executive Board at the end of the transition period

Professional social event – an event outside of a General Meeting or an Executive Meeting that is hosted or co-hosted by SHPE – Las Águilas Chapter that allows members of SHPE – Las Águilas Chapter to interact with industry professionals

Reasonable standards – the reason given must be non-recurring and acceptance of the reason granted or denied at the discretion of the Executive Board

Reimbursement attendance – if an event spans more than one day, each separate day will count as a separate event for attendance purposes only (this will have no effect on the number of events required to be held in a semester). For example, if an event has three days of selling tickets, one preparation meeting prior to the

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start day of the event itself, and one day of setup, the event itself, and break down from the event, there will be five separate events shown on the attendance spreadsheet for this one event. When calculating the number of events, a member attended at the end of the semester, the total number of events will be counted from the attendance spreadsheet, as will the total number of events the member attended.

Religious – anything related to religion, including (but not limited to): weekly ceremonies, meetings, and special events. Proof must be submitted to the Secretary at least 24 hours prior to the meeting or event. If the reason is recurring on a regular basis, the member will notify the Secretary each time the reason conflicts with a SHPE – Las Águilas chapter meeting or event. If proof is not submitted, the member will be documented as absent for the corresponding meeting or event.

Work related - anything related to employment. Proof must be submitted to the Secretary within 24 hours after the meeting or event. If proof is not given, the member will be documented as absent for the corresponding meeting or event.¹

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