



Society of Hispanic Professional Engineers

Las Aguilas Chapter

Official Bylaws

Adopted: August 29, 2013

Revised: March 26th, 2024

This document is the Official Constitution and Bylaws of the ERAU
SHPE – Las Aguilas Chapter. This document is to be updated and
maintained as required. This document is to be made available to view
by any member of SHPE at any time.

Table of Contents	
Article I – Overview	5
Section 1.01 Official Title	5
Section 1.02 Chapter Mission and Vision	5
Article II – Membership	5
Section 2.01 Member Classification	5
Section 2.02 Non-Discrimination Clause	6
Section 2.03 Legal Liability Clause	6
Section 2.04 Authority of Constitution	6
Article III – Executive Board	7
Section 3.01 General Expectations and Terms of Office	7
Section 3.02 President	7
Section 3.03 Vice President	8
Section 3.04 Treasurer	9
Section 3.05 Secretary	10
Section 3.06 Historian and the Enforcement of Faults	10
Section 3.07 Public Relations Chair	11
Section 3.08 Corporate Relations Chair	11
Section 3.09 Fundraising Chair	12
Section 3.10 Community Service Chair	12
Section 3.11 IT Chair	13
Section 3.12 MentorSHPE Chair	13
Section 3.13 JuniorSHPE Chair	13
Section 3.14 SHPEtina Chair	14
Section 3.15 Trigger Clause for Merger of Secretary and Historian	14
Article IV – Organization Structure and the Employment of Democracy	14
Section 4.01 General Meetings	14
Section 4.02 Administration of Points	15

Section 4.03 Designation of Directors	16
Section 4.04 Graduate Director	16
Section 4.05 Academic Director	17
Section 4.06 Jr. SHPE Director	17
Section 4.07 SHPEtina Director	17
Section 4.08 Voting Body	17
Section 4.09 Nomination Procedure	18
Section 4.10 Election Procedure	18
Section 4.11 Standardization of Directorship Selection	19
Section 4.12 Executive Board Vacancy Procedure	19
Section 4.13 Impeachment Procedure	19
Section 4.14 Transition of Power Procedure	19
Section 4.15 Amendments	20

Article I

Section 1.01 Official Title

The official name of this organization is to be the ‘Society of Hispanic Professional Engineers – Las Aguilas Chapter.’ Referred to colloquially as SHPE in this Constitution.

Section 1.02 Chapter Mission and Vision

Mission: The Society of Hispanic Professional Engineers 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 II

Section 2.01 Member Classification

A member shall:

- a. Be a registered, degree seeking student at Embry-Riddle Aeronautical University
- b. Be enrolled in a minimum of 6 credits per semester as an undergraduate student, or 3 credits per semester as a graduate student.
- c. Attend meetings at their leisure and availability. Minimum of 4 meetings.
- d. Attend events at their events leisure and availability. An event may be a substitute for the minimum meeting attendance.
- e. Participate in the advancement and employment of SHPE’s mission and vision.
- f. Respect all members of this organization.
- g. Uphold the good name of this organization and strive to be the best version of themselves.
- h. Register themselves of Campus Groups as a member of SHPE.
- i. Have the capability to vote and hold Executive Board positions.

A member may not:

- j. Violate the ERAU Code of Conduct under threat of immediate expulsion from SHPE. Furthermore, any member convicted of a felony will similarly be expelled.
- k. Be in violation of any expectation set forth in Section 2.01 of this constitution.

Section 2.02 Non-Discrimination Clause

- a. Eligibility for membership or appointed or elected student officer positions may not be limited based on 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 based on 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 based on 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 based on race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 2.03 Legal Liability Clause

- a. This organization must complete all necessary precautions prior to any organized event or activity.
- 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 persons.
- 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 2.04 Authority of Constitution and Club

- a. This document is to be adhered to by the most reasonable interpretation of its contents.
- b. 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 III – Executive Board

Section 3.01 General Expectations and Terms of Office

Executive Board Members are expected to:

- a. Not be on probation of *any* kind, academic or legal.
- b. Attend *all* meetings and at minimum *half* of all events. Acceptable reasons for absence are as follows; Academic Commitments, Emergency, Employment, Religious Commitment, or otherwise unforeseen circumstances that could not have been reasonably prevented. Such reasons for absence or tardiness must be reported to the Secretary 3 hours in advance of a meeting, or, in the case of an unforeseen emergency, within 36 hours of the incident.
- c. Arrive on time for all meetings and events. Unexcused absences and tardiness of 10 or more minutes will result in a fault.
- d. Have intrinsic understanding of the bylaws that are applicable to them.
- e. Have a general understanding of all bylaws.
- f. Uphold all expectations in Section 2.01 of this constitution.
- g. Dress appropriately for all events and meetings. Failure to do so will result in a fault.
 - i. The minimum expectation for general meetings is business casual *from head to toe*.
 - ii. The minimum expectation for events is the agreed upon level chosen by the collective executive board.
- h. Communicate in a timely manner for the smooth operation of all SHPE meetings and events.
- i. 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
- j. Understand that in the instance of task delegation, the responsibility for completion, and/or subsequent failure of incompleteness, falls squarely on the delegator of that task.
- k. Members of the Executive Board must have a 2.5 cumulative grade point average (CGPA) or higher (Not including the Academic Chair, who must have a 3.4), failure to do so will result in that Executive Board member being removed from office, and an election will be held, refer to Section 4.07.
- l. They must give equitable opportunities to each committee for all opportunities that SHPE has to offer for point incentivized events.

Term limits by role:

- i. The President is limited to one term of a single contiguous academic year.

Section 3.02 President

The President:

- a. Is directly responsible for all actions for the chapter. They shall oversee all meetings and are responsible for maintaining order at all meetings and events.

- b. Conducts all external communication representing SHPE. This responsibility may be delegated to an executive board member on a case-by-case basis. The President must approve of and be CC'd on all delegated communications. The delegee is responsible for maintaining constant and clear communication with the President.
- c. Coordinates all external activities and events of the organization. This responsibility may be delegated to an executive board member on a case-by-case basis.
 - i. The exception to this doctrine is the events that are to be hosted by the Social, Fundraising, and Community Service Chairs. The delegee is responsible for maintaining constant and clear communication with the President.
- d. Is responsible for hosting one professional and SHPEtina event per academic year, as well as two social events in each semester. This responsibility may be delegated to an executive board member on a case-by-case basis.
 - i. The delegee is responsible for maintaining constant and clear communication with the President.
- e. Must represent the organization at all events as necessary and step in to resolve any shortcomings of another executive board member.
- f. Assumes the role of any absent executive board member.
- g. Must collect records of all approved financial transactions in coordination with the Treasurer. They are also responsible for ensuring the accuracy of such information. The official documents for any financial transactions are Emergency Expenses, Expenses Report, Budget Approval, and Reimbursement. All these documents are in PDF or Excel format.
 - i. All these documents must be made available to a member upon request at any time.

The original documents must always be kept by the Advisor(s).
- h. Only votes in the case of tie.
- i. May assign faults to the Vice President and Historian following the table principles outlined in Section 3.06 'Tabulation of Faults'.
- j. Must complete each quarterly check in for the National Team. These are done with the National Chapter Program (NCP) and Chapter Management Team (CMT).
 - i. This report submission has a shared responsibility between the President, Vice-President, and Treasurer.
 - ii. Other Officers may be asked to assist in writing CMT and or collecting Data for the NCP.
- k. Oversees all events and dictates the quality of events such that an appropriate distribution of different kinds of events are present among the chapter.

Section 3.03 Vice President

The Vice President:

- a. Assumes all responsibilities of the President in their absence. Should the role of Presidency become vacant, the Vice President presumes the role of Presidency, and an election shall be held for the office of Vice Presidency.

- b. Must plan and prepare all general meetings as well as oversee and help coordinate all internal activities of the organization.
- c. Must ensure that all other Executive Board members have the necessary tools for task completion and committee creation.
- d. Works in cooperation with the Historian to tabulate and assign faults.
- e. Oversees the Community Service Chair position. Should the Community Service Chair be absent, the Vice President assumes all functions not delegated by the Community Service Chair prior to their absence.
- f. Ensures the accuracy of tabulation in the Points system.

Section 3.04 Treasurer

The Treasurer:

- a. Must maintain records of all financial transactions and financial records for the current semester, including documents in PDF or their optimal viewing format, and is responsible for uploading them to the SharePoint archive of SHPE–Las Águilas Chapter.
 - i. These records will be accessible to all active members upon request.
- b. Must provide a monthly financial status report at the Executive Board meeting, if possible, detailing income and expenses breakdown unless none occurred. Each violation of this requirement will be counted as one fault.
 - i. During weeks with significant monetary activities from Fundraising or other Events, submit a weekly financial status report.
- c. Is responsible for executing all bank transactions when possible, possessing the bank account details, and holding one of the two authorized bank cards.
 - i. The President is the only other person who may carry out the acts stated in Section 3.04 c. In unavoidable emergencies, officers holding the card must promptly return it to the Treasurer, furnishing all receipts and records.
 - ii. The total number of bank cards will be limited to two.
- d. Will retrieve all SGA checks directly from the issuing organization.
- e. Must receive Presidential approval for all purchases.
- f. Must compile budgets from officers planning expenditures to create a semesterly budget. The Treasurer will upload these documents to the SHPE–Las Águilas Chapter archive on SharePoint. The President must approve the budget, and uncollected budgets will be estimated.
 - i. Access to the approved budget is available to all Members upon request. Adjustments to the planned budget can be made with the Treasurer's approval at any point in the semester.
 - ii. For emergency budget changes before event execution, approval from both the Treasurer and President is required.
- g. Must Maintain records detailing the status and locations of all organization's physical assets stored in the storage unit. The responsibility for this task may be delegated to other Executive Board members who have access to the storage unit key.

- l. Is the only one in charge of providing reimbursements for conferences if possible. This responsibility may be delegated to an executive board member on a case-by-case basis. The delegee is responsibility for maintaining constant and clear communication with the Treasurer.
- h. Oversees the Fundraising Chair. Should the Fundraising Chair be absent, the Treasurer assumes all functions not delegated by the Fundraising Chair prior to their absence.
- i. Supervises and delegates the committee responsible for the sponsorship packet.

Section 3.05 Secretary

The Secretary:

- a. Is responsible for updating organizational records, including maintaining a current roster of membership. Additionally, they oversee the membership roster on Campus Groups, this duty may not be delegated.
- b. Must have at minimum one line of communication with each member.
- c. Keeps attendance at all Executive Board Meetings, General Meetings, and events.
- d. Must oversee the tabulation of the points system. This may not be delegated.

Section 3.06 Historian

The Historian:

- a. Is responsible for the interpretation and enforcement of the constitution. This includes the successful performance of the other Executive Board Members in their respective responsibilities.
- b. Is responsible for the passage of power in this organization and the setup of elections or impeachment.
- c. Is responsible for the amendments made to this constitution.
- d. Is required to conduct a meeting at the start of each academic semester to comprehensively explain and address the table of faults.
 - i. At this meeting the Historian elucidates each section of the Executive Board Members' responsibilities outlined in the Constitution and Bylaws, providing general information. Executive Board Members are encouraged to ask questions, voice concerns, and propose amendments as deemed necessary during this session.
- e. Enact the process outlined in Section 3.17.

The Tabulation of Faults:

- a. There must be a witness to each fault that does not include the Historian, Vice President, or Offending Party.
- b. Each Executive Board member may accumulate a maximum of three faults per semester. Reasons for a fault will be evaluated on a case-by-case basis using reasonable standards and will not be subject to abuse.

- i. The counting of faults for the Historian and Vice-President must be conducted by the President.
- c. Should an executive member achieve 3 faults, they will be immediately removed from office and an emergency election for a vacancy is to be held.
- d. A table for the tabulation of faults will be created, accessible to all Executive Board Members and General Members, featuring two columns: Executive Board Member names and the number of faults counted to date.
- e. Executive Board Members have the right to schedule a meeting with the Vice-President and Historian to discuss any faults before mid-year evaluations, on a case-by-case basis.
- f. The table of faults should be updated at least weekly by the Vice-President and Historian. If an Executive Board Member accrues a fault, they must be promptly notified.

Section 3.07 Public Relations Chair

The Public Relations Chair:

- a. Manages public relations, including campus flyers and social media communication for events open to non-members, and serves as a liaison between SHPE – Las Águilas Chapter and the student body. They are the Administrator for all SHPE social media accounts, except for LinkedIn.
- b. Obtains approval from Student Activities and the Executive Board Member overseeing the event for flyers at least 1 week before an activity or event. For any event requiring a flyer, the chairperson responsible for the event must inform the public relations chair at least 2 days prior to the event.
 - i. In the case of an emergency event created within 48 hours of occurrence, the public relations chair is relieved of responsibility, and the chairperson in charge of the event takes charge of creating the flyer.
- c. Oversees the IT and Social Chairs. Should either or both Chairs be absent, the Public Relations Chair assumes all functions not delegated by those Chairs prior to their absence.
- d. Must keep track of all points achieved by their committee and submit those points to the Secretary.

Section 3.08 Corporate Relations Chair

The Corporate Relations Chair:

- a. Is responsible for establishing and maintaining relationships with external corporations.
- b. Must contact and communicate directly with companies and relay their partnership to the Philanthropy Dept of ERAU COE such that they may establish a financial agreement with ERAU to donate money to SHPE. This responsibility should take place primarily during May and June to assist in obtaining funding for the National

Conference and Regional Leadership Development Conference (RLDC) of the subsequent academic year.

- i. This responsibility may be delegated to the treasurer on a case-by-case basis.
 - ii. For National Conference: Early Bird student registration cost for the previous year multiplied by the number of members from the entire previous academic year plus ten percent of the previous year's members.
 - iii. For RLDC: Early Bird 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's active members.
- c. Is tasked with creating, establishing, and updating a partnership sheet tailored to the chapter's needs. Use the precedent of former designs and current regulations to create a suitable partnership packet.
 - d. Must coordinate communication and engagement with corporations and ensure that any email intended for communication with a corporation is CC'd to both the President and Vice President. The President will review and approve emails on a case-by-case basis before they are sent to external contacts.
 - e. Must maintain the Las Águilas Chapter's LinkedIn Page by regularly updating it with the latest events and partnerships involving external organizations, businesses, and community groups.
 - i. This responsibility may be shared with the Public Relations chair or delegated to any Executive Member as needed on a case-by-case basis.
 - f. Must attempt to host at least 2 events with an external organization throughout the semester.
 - g. Must keep track of all points achieved by their committee and submit those points to the Secretary.

Section 3.09 Fundraising Chair

The Fundraising Chair:

- a. Ensures the setup of each Fundraising Event occurs at least one week before the event. They must plan a minimum of four Fundraising Events each semester.
- b. Maintains regular communication by reporting directly to the Treasurer at least once per week, outside of Executive Meetings and General Meetings.
- c. Must keep track of all points achieved by their committee and submit those points to the Secretary.
- d. Create and maintain a committee to assist with Fundraising events.
 - i. If there is not sufficient interest for a committee, the Executive Board will fulfill this role.
- e. Support all SHPE events that are based on the accrual of funds.

Section 3.10 Community Service Chair

The Community Service Chair:

- a. Ensures the arrangement of each Community Service Event takes place at least one week before the event. They must plan for a minimum of three Community Service Events each semester.
- b. Reports directly to Vice President at least once per week outside of Executive Meetings and General Meetings
- c. Must keep track of all points achieved by their committee and submit those points to the Secretary.

Section 3.11 IT Chair

The IT Chair:

- a. Serves as the webmaster for SHPE – Las Águilas Chapter, responsible for maintaining the chapter's webpage with up-to-date content. The content for the webpage is to be provided by the Executive Board.
- b. 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.
- c. Performs all computer-aided visual design as needed by the chapter except fliers.
- d. Requests for changes to content or design will be completed at least one week in advance.
- e. Must organize at least one informative session every academic year related to technology.
- f. Must keep track of all points achieved by their committee and submit those points to the Secretary.

Section 3.12 MentorSHPE Chair

The MentorSHPE Chair:

- a. Is responsible for recruiting members to join MentorSHPE and organizing an annual MentorSHPE program, pairing interested members with their respective mentors. In the event of internal issues with pairing, the chair is responsible for resolving conflicts and assigning different pairs if necessary.
 - i. Members experiencing issues with their partners are encouraged to discuss concerns with the chair without facing consequences.

Section 3.13 Social Chair

The Social Chair:

- a. Ensures the arrangement of each Social Event takes place at least one week before the event and plans recruitment week events and coordinates a minimum of three social events each semester.
- b. Reports all ideas and plans to Public Relations and provides comprehensive event details to the same. Additionally, directly communicates with Public Relations at least once per week outside of Executive Meetings and General Meetings.

- c. Must keep track of all points achieved by their committee and submit those points to the Secretary.
- d. Oversees all official recruiting efforts for the organization.

Section 3.15 Trigger Clause for Merger of Secretary and Historian

Upon resolution of this amendment, the following clauses will become enacted.

- a. The Spring 2024 Executive Board election will not contain the Historian role.
- b. All instances of Historian responsibilities will now reside with the role of Secretary.
- c. All instances that required both the Historian and Secretary will now be replaced by the Treasurer and Secretary
- d. Appropriate amendments will be created to appropriately reflect these changes and shall be voted on *prior* to the Spring 2024 election.

Article IV – Organization Structure and the Employment of Democracy

Section 4.01 General and Executive Meetings

- a. Meetings shall be announced at the preceding meeting or via WhatsApp to members at least 5 days prior to the next meeting by the Public Relations Chair. Any change in the location or time of a meeting will be communicated through email, Campus Groups, and social media. Meeting cancellations will also be announced through WhatsApp. Regular meetings will occur on a weekly basis unless otherwise notified.
- b. Executive meetings will be conducted on a weekly basis separately from General Meetings unless otherwise notified. All members are welcome at Executive Meetings barring special circumstances for a private Executive Board meeting. These meetings will be recorded through meeting minutes, which will be uploaded to SharePoint for general members' access upon request to an Executive Board Member.
- c. If the current Executive Board agrees, Executive meetings may be recorded on video. In the case of virtual meetings, recording is mandatory, and the recording will be uploaded to SharePoint. Executive Meetings will adhere to Robert's Rules of Order, and only Executive Board members may vote at these meetings.

Section 4.02 Administration of Points

- a. Points that are based on a per hour scale from events that take place outside are capped at a 3-hour limit.
 - ii. Exceptions can be made by the majority vote of the Executive Board.

- b. Points that are based on a per hour scale shall be rounded as follows.
 - i. *Round up when ≥ 30 minutes past the hour*
 - ii. *Round Down When < 30 minutes past the hour*
 - iii. This is a strict metric. There shall be no “generous” roundups.
- b. The same rounding principle shall be applied to 30-minute increment point scales.
 - i.

d. Meeting and Event Points Administration

- 1 point for attending a general meeting.
- 2 points for attending a Company/Professional event.
- 2 points for attending a MentorSHPE event.
- 1 point for attending a MentorSHPE study sessions.
- 1 point for attending a Graduate Director event.
- 1 point for attending a Social Chair event.
- 2 points for attending a Community Service event.
- 2 points for attending an Academic Director event.
- 2 points for attending a JuniorSHPE event.
- 1 point per 30 minutes of carpool driving for SHPE events. (Your vehicle party must be communicated with the Executive Board beforehand.)

e. The administration of points by committee is as follows.

Public Relations Chair

- 1 point for a completed flyer.
- 1 point for taking useful photographs at a SHPE meeting or event.

Corporate Relations Chair

- 1 point for Committee Meeting Attendance.
- 1 point per hour of Committee related work.
- 1 point for attending and assisting the preparation of company visits.

Fundraising Chair

- 1 point per hour of event setup/work/cleanup.

Community Service Chair

- 1 point per hour of event setup/work/cleanup.

MentorSHPE Chair

1 point per hour of event setup/work/cleanup.

1 point for assisting with awards and presentations.

IT Chair

1 point for uploading flyers and relevant information to the website.

1 point for attending a committee meeting.

1 point per hour of page design, upkeep, and research.

Academic Director

1 point per tutoring session, for both the tutor and the tutee.

1 point per hour of research work.

Social Chair

1 point per hour of event setup/work/cleanup.

1 point per hour of Activities Fair setup/work/cleanup.

Section 4.03 Designation of Directors

- a. A member of SHPE may volunteer to be a director for an Executive Board member. Upon acceptance of their position by an Executive Board member, the Director may be delegated specific tasks or goals.
- b. Being a Director is a higher level of responsibility, however the ultimate completion of duties falls upon the Executive Board member. This position is not worth additional points.
- c. A “Three Strikes” rule will be implemented and executed by the respective Executive Board members. Should a director feel they have unwarrantedly been assigned a strike, they may take this issue to the Historian.
- d. A Director may quit the position on their own volition at any time.

Section 4.04 Graduate Director

The Graduate Director:

- a. Serves as frontline representative of the SHPE – Las Aguilas Chapters Graduate Students.
- b. Promotes a positive and encouraging approach towards the graduate program at Embry-Riddle.
- c. Plays a role in coordinating leadership training for students by assisting in the planning and promotion of a regular leadership workshop series.
- d. Facilitates the promotion of graduate school to undergraduates through the hosting of informational sessions. Strives to Achieve two in a single semester .
- e. Attends the SHPE National Graduate Meetings (Failure to attend can be excused on the basis outlined in Section 3.01 b.)

- f. This Director is Overseen by the Vice President

Section 4.05 Academic Director

The Academic Director:

- a. Promotes academic excellence among SHPE's members by organizing tutoring sessions, research meetings, and, if applicable, coordinating Spanish classes provided by members of the Society of Hispanic Professional Engineers.
- b. Attempts to create events and activities aimed at enhancing students' academic performance, serving as a resource for those seeking academic help.
- c. Initiates extracurricular projects to provide members with hands-on experience in the engineering field and establishes a collaborative environment fostering innovation among our members.
- d. Strives to maintain a minimum GPA of 3.4.
- e. This Director is overseen by the Vice President

Section 4.06 Jr. SHPE Director

The Jr SHPE Director:

- a. Serves as the main liaison between Las Águilas Chapter and the sponsored JuniorSHPE Chapter and holds the position of President within the sponsored Jr. SHPE Chapter Committee, which includes the Vice President, Secretary, and Treasurer.
- b. Advises and guides the JuniorSHPE Chapter Executive Board, taking charge of running the JuniorSHPE Chapter Executive Board Meetings.
- c. Reports all relevant news, ideas, or activities pertaining to the JuniorSHPE Chapter to the main Executive Board.
- d. This Director is overseen by the Community Service Chair

Section 4.07 SHPEtina Director

The SHPEtina Director:

- a. Manages events and initiatives directed towards the SHPEtina Community within the SHPE – Las Aguilas Chapter.
- b. Serves as the primary point of contact for SHPEtinias, ensuring their interests and specific concerns are represented within the organization.
- c. Collaborates with Executive Board chairs to create events that cater to the SHPEtina community.
- d. Strives to host 2 events each semester that are directed towards the SHPEtina Community.

Section 4.08 Voting Body

- a. A voting body must consist of $2N+1$ members where N is the number of present and voting Executive Board members. The number of present and voting executive board members should *not* include the President, who may only cast a vote in the event of a tie.
- b. 80% of the Executive Board must be present.

Section 4.09 Nomination Procedure

- a. Beginning two weeks prior to the start of elections, open nominations will be held. Any member may nominate another member for an eligible Executive Board position.
- b. Eligibility Criteria for Office:
 - i. Candidates aspiring for an Executive Board position must have maintained membership in the organization for a minimum of one semester leading up to elections.
 - ii. They must be able to hold this position, under reasonable circumstances, for a full academic year.
 - iii. To be eligible for the role of President, Vice President, and Treasurer, the candidate must have already held a different Executive Board position for a full academic year.
 - iv. Candidates must have a 2.5 GPA minimum. This criteria's enactment is dependent on your honesty as an individual and an expectation of mutual respect.

Section 4.10 Election Procedure

- a. The Historian and Secretary are designated to organize the elections. Access to elections on Campus Groups will be limited to the President, Secretary, and Historian. Elections will be conducted with ample time remaining in the term to facilitate an effective transition for the incoming Executive Board.
- b. Elections are to be held each Spring Semester.
- c. Candidates may give a brief speech or presentation at the election meeting.
- d. Under no circumstance may an Election-Party or similarly disguised event be held outside the election meeting. If this clause is violated, the President, Vice President, and Historian will discuss the invalidation of the candidate's eligibility. Should the offending party be either the President, Vice President or Historian, their place in the meeting will be replaced by any other Executive Board member.
- e. The definition of an Election-Party includes but is not specifically limited to: An event where a current candidate for election hosts or is part of a party/get together/social event designed to advertise their candidacy or campaign.
- f. Voting will be conducted using Campus Groups.
- g. Winning Candidates must have achieved the popular vote of the Voting Body, see Section 4.04
- h. In the event that there is evidence and probable cause to support a claim of election fraud, which includes but is not limited to activities such as tampering with votes, voter assistance and/or intimidation, duplicate voting, etc., on a case-by-case basis, the Executive Board Member responsible for fraudulent acts may be subjected to an

impeachment process as outlined in the SHPE Las Águilas 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 conducting the recount. This recount will include only the votes of official and active members of the SHPE Las Águilas Chapter who participated in the election process.
- j. The IT Chair must interview in front of the Executive board as opposed to general body

Section 4.11 Standardization of Directorship Selection

- a. The Executive Board shall agree upon a standard for the following directorship processes
 - i. The process for applying for Director positions
 - ii. The questions asked during an interview
 - iii. The process of interviews
 - iv. The criteria for the ultimate selection of a direction
- b. These agreed upon standards may be different for distinct director positions

Section 4.12 Executive Board Vacancy Procedure

- a. In the event of an Executive Board Vacancy, an emergency election will be held at the soonest general meeting. This emergency election follows all the same guidelines for nomination and election procedure. This must also

Section 4.13 Impeachment Procedure

- a. If an Executive Board Member fails to fulfill their duties as outlined in the constitution, they can be subject to impeachment. The initiation of the impeachment process requires written notification from either 5 members or 10% of the organization's membership, whichever is less, to be presented to the Executive Board.
- b. Members of the Executive Board may face impeachment by any member.
- c. An Emergency Election will be conducted following the rules for a Voting Body, see Section 4.04. This election will offer two voting options:
 1. The Executive Board member remains in office, or
 2. The Executive Board Member is removed from office.
- d. The Advisor(s) must be consulted in the case of impeachment.

Section 4.14 Transition of Power Procedure

- a. Incoming Executive Board training will commence on the day election results are revealed and will conclude on the Study Day before finals, following the ERAU Academic Calendar. Incoming Executive Board Members will shadow the current Executive Board Members in the position they are entering to learn the functions of the role. This applies to all incoming Executive Board Members, regardless of their current position on the board.

- b. Regardless of whether the incoming Executive Board Member is currently on the Executive Board, they must shadow the current Executive Board Member in the corresponding position. Similarly, outgoing Executive Board Members, irrespective of their continued tenure on the board, must allow incoming Executive Board Members to shadow them.
- c. During this transition period, at least one mandatory transition meeting must be held, attended by both incoming and outgoing Executive Board Members for the entire duration of the meeting. At the conclusion of the transition period, the incoming Executive Board will officially assume their roles as the current Executive Board.

Section 4.15 Amendments

- a. Recommendations must be submitted in written or verbal format to the Historian.
- b. Recommendations will be presented and read to the General Members of the SHPE – Las Águilas Chapter before being put to a vote on the Constitution and Bylaws. For an amendment to any part of this Constitution to be ratified, it must receive the approval of 2/3 of the voting members. Amendments to the Constitution and Bylaws may be considered at any point during the semester.

Society of Hispanic Professional Engineers

Las Águilas Chapter

Official Bylaws

Adopted: August 29, 2013

Revised: March 21, 2024