

# **CONSTITUTION OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS AT UNIVERSITY OF CENTRAL FLORIDA**

## **ARTICLE I NAME OF ORGANIZATION**

The name of this organization shall be The Society of Hispanic Professional Engineers at the University of Central Florida Student Chapter.

## **ARTICLE II PURPOSE AND OBJECTIVES**

The purpose and objectives of this student chapter are to:

1. Promote the advancement of Hispanic engineers and scientists by providing educational opportunities, professional growth and development, and social responsibility through cultural pride and awareness.
2. Increase the number of Hispanic students entering engineering and science undergraduate and graduate programs.
3. Increase the retention and graduation of Hispanic students pursuing engineering, science and other technical professions.
4. Provide scholarships, educational grants, and support program information to Hispanic students in order to enhance their educational goals and achievements.
5. Encourage improvement in the quality of education by developing a mutual academic and professional support system, and promoting academic achievement by Hispanic students.
6. Create, develop and participate in programs with industry and educational institutions that benefit professionals and students.
7. Promote relationships with SHPE programs at other colleges and universities, as well as other Professional SHPE chapters.
8. Encourage personal involvement in the Hispanic community by promoting cultural and social activities.
9. Promote public, government and private industry awareness of engineering and scientific achievements and issues that affect Hispanics.
10. Enhance cultural pride and awareness within the organization through the promotion of high ethical standards, empowerment of our members, professional achievement, cultural diversity, and continued self-improvement.

## **ARTICLE III AFFILIATION**

The Society of Hispanic Professional Engineers at the University of Central Florida will be an affiliated chapter of the Society of Hispanic Professional Engineers, Inc. (SHPE Inc.). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and the University of Central Florida's rules and regulations. This student chapter will be part of the "local" as defined by the regional vice-president and the local professional chapter presidents.

## **ARTICLE IV MEMBERSHIP**

### **SECTION 1. REGULAR CHAPTER MEMBERSHIP**

Membership into this chapter shall be granted to students at the University of Central Florida upon completion of membership application and payment of dues imposed by the chapter. In order to remain in good standing and retain all the rights and privileges of membership, a regular member must participate in at least fifty percent (50%) of the regular meetings and activities held during the academic calendar.

### **SECTION 2. ASSOCIATE MEMBERSHIP**

Students who are enrolled at the University of Central Florida, who have paid their chapter dues and are interested in becoming regular members, must pay the national fee aside from the chapter dues, and must also fill out a SHPE application in order to gain membership to the national organization.

### **SECTION 3. HONORARY MEMBERSHIP**

Honorary members shall be any alumnus, professional, university staff, faculty member, or corporate representative who has demonstrated a sincere commitment to The Society of Hispanic Professional Engineers at the University of Central Florida Chapter goals and demonstrated devoted efforts to accomplish these goals. Honorary members shall not be eligible to vote or hold office. A majority of the Executive Board shall nominate and elect Honorary Members for membership.

### **SECTION 4. MEMBERSHIP NON-DISCRIMINATION**

No person shall be denied membership in this organization because of race, age, color, sex or sexual orientation, handicap, nationality, religious affiliation or belief, even though the name The Society of Hispanic Professional Engineers at the University of Central Florida was chosen

### **SECTION 5. MEMBERSHIP RECRUITMENT**

Recruitment shall take place throughout the year and membership is open at all time. Duration of membership will be correlated with the regulations of the Society of Hispanic Professional Engineers at the national level.

### **SECTION 6. REVOCATION OF MEMBERSHIP**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of this Constitution. The member will be notified in writing of the possible revocation at least seventy-two (72) hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a two-thirds (2/3) majority vote of eligible member.

## **ARTICLE V EXECUTIVE BOARD OFFICERS**

### **SECTION 1. ELIGIBILITY**

All officers of the Society of Hispanic Professional Engineers at the University of Central Florida shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent edition of The Golden Rule of the University of Central Florida. These requirements include the following:

1. During fall and spring semester, a student leader must be continually enrolled as an activity and service fee-paying half time student (currently defined as at least six (6) credit hours. They must be an undergraduate degree-seeking student or post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program or at least three (3) credit hours if registered for dissertation or thesis hours.). The student is not required to be enrolled during the summer term; however, the student must be continuously enrolled during preceding spring semester and following fall semester. Exceptions shall be made, upon appeal, for students in their last semester prior to graduation.
2. A student leader must have a minimum institutional grade point average for their current academic career (i.e., undergraduate or graduate). This is a grade point average of 2.5 for undergraduate students and 3.0 for post-baccalaureate or graduate students, for all hours earned:
  - a. Toward UCF classes (i.e., UCF Cumulative GPA), or
  - b. At a previous educational institution, if the student is in their first semester (within their current academic career) at UCF
3. A student leader must be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
4. A student leader must be available during the fall and spring semester and provide full-time commitment to their positions.
5. Previous officers cannot run for the same position for another term unless unopposed. However, previous officers can run for different positions within Executive Board.

### **SECTION 2. ELECTED OFFICERS**

All elected officers must have attended a SHPE-hosted Regional Leadership Development Conference (RLDC) before obtaining their position. The elected officers shall consist of the following:

1. President
2. External Vice-President
3. Internal Vice-President
4. Treasurer
5. Graduate Ambassador

**Section 2.1**  
**PRESIDENT**

The President shall be responsible for all business concerning the chapter. In consultation with the chapter officers, day-to-day external and internal affairs must be managed. They must supervise the chapter's operations, prepare the chapter's organization, and delegate the chapter's functions. The President will also represent the chapter, and be the official spokesperson. Serve as a representative of the board, and comply to the board and general members. To be elected for this position, the individual must have held an executive board or committee position in the organization.

**Section 2.2**  
**EXTERNAL VICE-PRESIDENT**

The External Vice-President shall assist the President in all business affecting the chapter and act as President Pro Tempore, assuming the duties and responsibilities of the President in the President's absence. They will also oversee industrial relations, community involvement, and conference statistics. The External Vice President will seek information from companies, organizations, and potential partners from outside or inside the school campus. To be elected for this position, the individual must have held an executive board or committee position in the organization.

**Section 2.3**  
**INTERNAL VICE-PRESIDENT**

The Internal Vice President shall be responsible with internal affairs of the organization. Examples, but not limited to, for internal affairs are registering the organization with the University, handling room reservations for specific events/meetings, and updating the members via newsletters. The Internal Vice President will also keep records of the events, meetings, and discussions. They will serve as a liaison with campus media, publications, and newspapers. To be elected for this position, the individual must have held an executive board or committee position in the organization.

**Section 2.4**  
**TREASURER**

The Treasurer shall be responsible with the finance of the organization, such as keeping a log of the money leaving the organization and in charge of overseeing the money entering the organization. Oversee functions such as presenting proposals, direct fundraising campaigns, and make connections with potential sponsors. The Treasurer will work alongside the External Vice President to keep relationships with past and present sponsors for future opportunities.

**Section 2.5**  
**GRADUATE AMBASSADOR**

The Graduate Ambassador shall be responsible of guiding and counseling members interested in attending graduate school and those already in graduate school. However, the Graduate Ambassador shall not be limited to these guidelines as this officer should seek member growth. Manage projects relating to the organization's recruitment, retention, engagement with its members. They will also maintain and create new programs within the organization as they see fit.

## **ARTICLE VI APPOINTED CHAIRS AND DIRECTORS**

### **SECTION 1. ELIGIBILITY**

All appointed chairs and directors of the Society of Hispanic Professional Engineers at the University of Central Florida shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent edition of The Golden Rule of the University of Central Florida. Appointed members must be interviewed by the elected officers and have paid both their national and chapter dues.

### **SECTION 2. AVAILABLE POSITIONS**

Appointed members shall hold any voting rights towards the next Executive Board, and are chosen solemnly to manage the projects of the organization. The chairs and directors consist of the following:

1. Event Chair
2. Outreach Chair
3. Development Chair
4. Tech Director
5. MentorSHPE Director
6. SHPE Jr. Director

### **SECTION 3.**

#### **Section 3.1 EVENT CHAIR**

The Event Chair shall be responsible for the events within the organization. This individual must be flexible with ideas within the Executive Board members and the General Body members, and be responsible with advertising the specific events through various mediums. The Event Chair is responsible with the engagement of the members hosting socials, team-building activities, and interactive breaks during the general body meetings.

#### **Section 3.2 OUTREACH CHAIR**

The Outreach Chair shall be responsible for having the organization evolve outwards within the community. They must implement events and opportunities for the members that count towards community service, and must initiate and maintain relations with other organizations (engineering and non-engineering). The Outreach Chair will also be the representative for the organization, thus attending meetings, forums, or discussions and informing the executive board of what was discussed.

#### **Section 3.3 DEVELOPMENT CHAIR**

The Development Chair shall be responsible for promoting and enforcing development within the chapter. They are responsible for both the academic development and professional development, both of which can be promoted through workshops. Another responsibility is to keep the members informed of any opportunity to increase their development, such as scholarships, internships, or events that encourage development.

### **Section 3.4 TECH DIRECTOR**

The Tech Director shall be responsible with the technological affairs inside the organization. Matters such as researching and introducing new concepts within the technology field. These concepts will be passed down to the board and general members through workshops and events. The Tech Director will also maintain existing projects and commence potential projects within the field. Examples, but not limited to, are projects such as the website, application, or hackathon.

### **Section 3.5 MENTORSHPE DIRECTOR**

The MentorSHPE Director shall be responsible for matching the students who seek help and those who seek to help, regardless of their academic standing. Methods of matching shall be appropriately created and the MentorSHPE UCF Handbook shall be updated. The MentorSHPE Director can create specific events to unite the participants within the program and find incentives to keep the members engaged. They must focus on the academic, professional, and social aspects of the members in their program.

### **Section 3.6 SHPE JR. DIRECTOR**

The SHPE Jr. Director shall be responsible with introducing STEM to local K-12 schools. With regards to SHPE Jr. chapters, the SHPE Jr. Director is the point of contact of all established and yet to be established chapters. These relationships must be maintained, as well as new relationships must be initiated through contacts or events. Annual events to be considered, but are not limited to, during the position is the SHPE Jr. Conference and Noche De Ciencias.

## **ARTICLE VII COMMITTEES**

The Executive Board is permitted to create or cancel committees. Committees can be created for specific events, or can be created at the beginning of the fiscal year under a designated executive board member. An executive board member should not have more than 2 committees, and the President shall not be held responsible of 1 committee instead oversee all committees in the organization. The logistics of the committee, such as the size and tasks, shall be discussed by the board at the beginning, but then modifications shall not be made once the committee has commenced.

## **ARTICLE VIII ELECTIONS AND VOTING**

Elections shall be held at least two weeks before the end of classes of the spring semester. Regular members shall have the right to be candidates for office. Nominations shall be held during a general meeting as part of the regular business of the meeting. Once elected to serve as an officer, a member

may not be considered for another officer's position within the organization at the same time. Each candidate shall have the opportunity to present a short speech to the chapter's members in acceptance of the nomination for the office. Any regular member in good standing with the chapter, as defined under the Golden Rule, and in good academic standing as defined by the University of Central Florida, is eligible to be a candidate for office.

## **ARTICLE IX ADVISOR**

### **SECTION 1. NOMINATION AND ROLE**

The chapter must have a designated advisor to be a registered chapter within SHPE National and Office of Student Involvement (OSI). The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor shall sign off on any necessary documents and handle any external affairs regarding the chapter. The advisor has no voting rights and his/her position has no term limit other than he/she must be a current University of Central Florida faculty or staff member.

### **SECTION 2. REMOVAL AND REPLACEMENT OF ADVISOR**

The advisor will be notified in writing of the possible removal at least fourteen (14) days prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a two-thirds (2/3) majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within fourteen (14) calendar days.

## **ARTICLE X MEETINGS**

### **SECTION 1. DEFINITION OF QUORUM**

A quorum shall consist of fifty percent (50%) of all regular members however, this requirement may be waived by unanimous consent of the Executive Board under unusual circumstances.

### **SECTION 2. GENERAL BODY MEETINGS**

General meetings shall be determined by consensus of the Executive Board and are to be held as frequent as deemed necessary.

### **SECTION 3.**

## **EXECUTIVE BOARD MEETINGS**

Executive Board meetings shall be held when deemed necessary by the President, and shall be conducted in closed session.

## **ARTICLE XI RESIGNATIONS AND IMPEACHMENTS**

### **SECTION 1. RESIGNATIONS**

A letter of resignation shall be submitted to the President or to the Internal Vice-President by any person wishing to resign from office at least one-week before the next general meeting. During this meeting, when the resignation of an officer is presented, nominations will be taken to fill the office. A paid member in good academic standing shall be interviewed and appointed by the existing executive board.

### **SECTION 2. IMPEACHMENTS**

When any member feels that another board member is not fulfilling their duties, they may call upon the rest of the officers to resolve the matter. The officers must come to an agreement of the problem, and then continue towards impeachment proceedings. During the impeachment proceedings, the case will be presented to the Executive Board. The individual under investigation shall be given the opportunity to present their defense before the board. The decision relies on the two-thirds of the board, always rounding up. In the event of an impeachment, a new officer shall be nominated and elected.

## **ARTICLE XII FINANCES**

### **SECTION 1. CHAPTER MEMBERSHIP DUES**

The Treasurer shall collect local chapter membership fees from every prospective, regular, or associate member. The Executive Board may waive this fee. The Executive Board may also change this fee.

### **SECTION 2. NATIONAL MEMBERSHIP DUES**

To become a national member, an annual ten dollars (US \$10.00) membership fee is to be collected from each member. The Executive Board may not waive this fee, nor change it.

### **SECTION 3. ORGANIZATIONAL FINANCIAL SPENDING**

For the protection of the organization and its officers, it is required that two authorized signatures sign all monetary transactions. Only the President, Treasurer and UCF Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies,



events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under university, local, state, and federal laws.

**SECTION 4.  
OFFICER TRANSITION**

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year's budgets and current budget.

**ARTICLE XIII  
POINT SYSTEM**

The point system shall be an active form of keeping record of member's involvement within the organization. With this system, the organization will be aware of the most active members and therefore reward them accordingly. The executive board has the right to modify the point system regarding the name of the system, the amount of rewards, and the types of members allowed to partake in the system.

**SECTION 1.  
PARTICIPATION AND REGISTRATION**

Participants must be a registered SHPE UCF member. Once registered as a member, the individual will be registered in the point system. To maintain a level of fairness, members of the executive board will not be able to be participate in the system.

**SECTION 2.  
POINT ALLOCATIONS**

For each event there will be an assignee keeping track of who is participating at the event. Assignees can be officers, board members, or committee members. The assignees may create participation sheets, sign-in forms, or documents to aid their task. For a participant to gain points for referencing a new member, that new member must write the participants name on the reference field. Logistics of the point system must be provided to all members via meetings, website, or face-to-face availability.

**SECTION 3.  
POINT TRACKING**

Points must be uploaded to the public viewing. Examples of mediums, but not limited to, are the general body meetings, SHPE UCF website, and newsletters. The top point holders shall be noted and acknowledged through the same or different mediums.

**SECTION 4.  
POINT REWARDS**

The board may append or remove rewards for the point system. Prizes include, but are not limited to, scholarships, registration waivers, event admission, exclusive access, and merchandise.

**ARTICLE XIV  
AMENDMENTS TO THE CONSTITUTION**

Proposed amendments shall be submitted in writing to the regular members at a general meeting. A favorable vote of two-thirds (2/3) of the regular members presence is required for amendment to be approved by the chapter. The amendment shall be submitted to the SHPE National Student Affairs Committee (SHPE NSAC) and the Office of Student Involvement (OSI) of the University of Central Florida for final approval prior to implementation.

**ARTICLE XV  
DISSOLUTION**

**SECTION 1.  
REQUIREMENTS OF DISSOLUTION**

This organization may be dissolved after dissolution is approved by a majority of the Executive Board and by three-quarters (3/4) vote of the regular members, as stated in Article V Section 1, during a general meeting, provided that notice of a vote on dissolution is furnished to the membership at least sixty (60) days prior to the vote. Upon dissolution, the officers shall utilize the assets of the chapter to pay all obligations and expenses of the organization, including those arising from the dissolution and distribution. The balance, if any, shall be insofar as possible, be distributed equally among the existing regular members. In addition, the Executive Board shall notify SHPE-NSAC about the said dissolution.

**SECTION 2.  
NOTIFICATION OF OSI**

This organization will have its officers notify OSI, in writing, of its dissolution, and the procedure used to dissolve. The officers will also have to provide information supporting compliance with Section 1 of this Article.

**ARTICLE XVI  
PUBLICATIONS**

All publications of the organization must comply with the Golden Rule “Advertising and Signs” section, Student Organization Guidelines “Advertising” section, and the University Identity and Standards Manual. The Vice President(s) and President must approve all publications prior to duplication and distribution.

Amendment History:

- October 7th, 2002 [President – N/A]
- August 26th, 2010 [President – N/A]
- July 1st, 2015 [President – Gonzalo Sauri]
- March 8th, 2017 [President – Julio Rodriguez]
- August 30th, 2017 [President – Piero Castillo]