# **SECTION 1**

**Name and Objective**

1.1

The name of the organization shall be:

The Iowa State University joint chapter of the Society of Hispanic Professional Engineers & Latinos in Science and Engineering hereafter referred to as SHPE-MAES.

1.2

Objectives:

The Society of Hispanic Professional Engineers & Latinos in Science and Engineering (SHPE-MAES) is a chartered Iowa State University (ISU) student organization whose main goal is the recruitment and retention of development of Hispanic and underrepresented students in engineering and science.

This goal will be implemented through the use of such programs as:

1. academic and peer support

2. career development

3. promote engineering and science to pre-college students

4. outreach and recruitment

**SECTION 2**

**Policy**

2.1

The Society of Hispanic Professional Engineers & Latinos in Science and Engineering is open to registered students at Iowa State and does not discriminate on the basis of genetic information, pregnancy, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, physical or mental disability or status as a U.S. Veteran.

2.2

SHPE-MAES abides by Iowa State University’s rules and regulations (policies), as well as State and Federal Laws.

**SECTION 3**

**Executive Board**

3.1

Its Executive Board shall consist of a President, MAES (Science) Vice-President , SHPE (Engineering) Vice-President , Secretary, Treasurer, Special Events Coordinator, and an Adviser.

3.2

The immediate past president shall provide knowledge and advise the Executive Board and assist the President when necessary. It is the duty of the immediate past president to advise the semester following their final term.

3.3

The Executive Board must:

3.3.1

Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

3.3.2

Be in good standing with the university and enrolled: at least half-time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half-time (six or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

3.3.3

Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 3.3.1 and 3.3.2 of this document. If these criteria (3.3.1, 3.3.2) are not met, the continuation of the executive member should be in the discretion of the organization adviser

3.4

**President**

3.4.1

The President shall represent the organization and be responsible for all business concerning the organization. The President shall have full power in the management and business of the organization and shall set and establish all policy of the organization and/or other function or activities by or under the direction of this organization, subject to the approval of the Executive Board.

3.4.2

The President shall also be the Board Chairperson, the official spokesperson for the organization, manage the other operation officers and manage the day-to-day affairs of the organization. He/she shall also have one vote on the board.

3.4.3

The President will act as the risk management officer. The duties included are to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to (name of student organization), [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events. These duties can be delegated but it is the president’s responsibility to ensure they are completed.

3.4.4

The President shall assume the position of the immediate past president on the Board upon completion of his/her term as specified in section 9.9.

3.4.5

If the President cannot fulfill his/her commitment as immediate past president on the Board, then that duty shall be passed onto one of the Vice-Presidents and so on down through the officers if necessary.

3.5

**Vice-Presidents**

3.5.1

The Vice-Presidents shall assist the President in all business concerning the organization and shall act as president in the latter’s absence or in the event that the President is unable to complete the term. He/She shall have one vote on the Board.

3.5.2

The Vice-Presidents are the primary contact for both the Society of Hispanic Professional Engineers & Latinos in Science and Engineering on a Regional and National level.

3.6

**Secretary**

3.6.1

The Secretary shall keep a record (written or otherwise) of all proceedings, and make proper entries in the books of the organization. He/she shall also serve all notices required by law or the by-laws of the organization. He/she will also serve as the club historian, and will ensure that all events and activities held by the organization are recorded appropriately. He/she shall have one vote on the Board.

3.7

**Treasurer**

3.7.1

The Treasurer shall be responsible for the collection of dues, the disbursement of authorized funds and the banking and accounting of all organization funds. The Treasurer shall make a semiannual financial report, listing all liabilities and assets of the organization to the Executive Board. He/she shall have one vote on the Board.

3.8 **Special Events Coordinators**

3.8.1

The Special events coordinator shall be responsible for organizing all events regarding the SHPE-MAES public relations. They shall plan the SHPE-MAES Awards Banquet, SHPE-MAES Research Symposium, and 50k Coalition.

3.9

**Adviser**

3.9.1

The Adviser shall be responsible for approving all organization spending. He/she shall advise the organization’s Executive Board on making decisions, organizing activities, and attending conferences. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

3.9.2

The Adviser for the organization must be an Iowa State University staff member. The Executive Board must meet and ask this person to be appointed Adviser of the ISU SHPE-MAES chapter. Their term is a calendar year, and will continue until asked to step down, decides to not be in this position or leaves Iowa State.

3.10

Specified duties of each position including positions of the Executive Board can be referred to in the SHPE-MAES Manual.

**SECTION 4**

**Committees**

4.1

The Executive Board has the power to establish any committee to conduct the business of this society. The President may appoint any regular member to chair such a committee. The organization shall have the following standing committees:

4.1.1

Academic Committee: Responsible for evaluating the submitted scholarship application and awarding the scholarship. The Academic committee is also responsible for finding ways to support members of the organization from an academic perspective.

4.1.2

Recruitment Committee: Responsible for reaching out to other students on campus as well as finding ways for the organization to reach out to the community

Everything beginning

4.1.3

Conference Committee: Responsible for organizing and planning all conferences hosted by SHPE-MAES for all of the members.

4.1.4

External Affairs Committee: Responsible for providing professional development and networking opportunities for the members of the organization.

4.1.5

Fundraising Committee: Responsible for raising funds for the organization.

4.1.6

Sponsorship Committee: Responsible for finding and contacting potential sponsors for the organization.

4.1.7

Noche de Ciencias Committee: Responsible for planning and hosting the Noche de Ciencias event at a high school every semester.

4.1.8

SHPE Jr. Committee: Responsible for establishing and running the SHPE Jr. chapter at a high school throughout the academic year.

4.1.9

Marketing Committee: Responsible for maintaining the organization’s website and keeping the information up to date on social media. This committee is also in charge of the advertisement for SHPE-MAES as well as hold duties of the historian.

4.1.10

Social Committee: Responsible for planning and executing social events and activities for the organization. This includes 3 retreats throughout each semester as well as coordinating outside trips with SHPE-MAES members.

4.1.11

MAES Science Extravaganza: Responsible for planning and hosting the MAES Science Extravaganza event at a public place (i.e. library) where local students can engage in STEM activities.

**SECTION 5**

**Membership**

5.1

Members shall be students who fulfill the following requirements:

· He/she must be a student at Iowa State University\*

· He/she must pay their annual dues.

· He/she must serve on a committee, either as a member or a chairperson.

*\*Non- students can be part of SHPE-MAES*

**SECTION 6**

**Membership Fees**

6.1

Organization dues are $10 per academic year (August to July) or $5 per semester Fall or Spring/Summer.

6.2

Dues shall be payable annually in advance.

6.3

The Executive Board, for cause deemed by it to be sufficient, may excuse any member from the payment of annual dues, temporarily or permanently, and the Executive Board may remit the whole or any part of the dues, which may be in arrears. The Executive Board, for cause deemed by it to be sufficient, may remove any name from the list of those permanently excused from the payment of dues.

**SECTION 7**

**Meeting of Members**

7.1

There shall be meetings of the regular members of this organization, to be held as determined by the Executive Board.

7.2

The President or any four Board members acting together may call special meetings of the regular members of the organization.

7.3

The Secretary shall give notice of the calls for any special meeting of the regular members of this organization to each regular member not more than seven (7) days and not less than two (2) days prior to the date of a meeting.

**SECTION 8**

**Liability of Members**

8.1

No member of this organization shall be personally or otherwise liable for any of the debts, liabilities and/or obligations of this organization.

8.2

No appointed executive board member will make unlawful or unapproved purchases (by executive board) on the organization P-card and will be held responsible for the purchase.

8.3

No appointed executive board member will share any confidential information regarding and including the SHPE-MAES P-card with any other SHPE-MAES members.

**SECTION 9**

**Election of Officers**

9.1

The election of the officers and the committee chair people shall be organized and directed by the current President, current Vice-Presidents and the Adviser.

9.2

The election will be held annually during a regularly scheduled general membership meeting before the University winter break.

9.3

Candidates for officers and committee chair people shall be nominated by another SHPE-MAES member or else by self-nomination. All candidates must meet section 3.3 of this document and must provide a brief description of their platform a week before the organization’s election date.

9.4

All student members, officers and committee chair people of SHPE-MAES will be allowed one vote per person per candidate.

9.5

Votes will be counted and verified by the current President, the current Vice-President and the Adviser. A simple majority will determine winners. Afterward, the voting ballots will be disposed of in a timely manner.

9.6

Offices shall be held for a period of one year, with newly elected officers assuming their official capacities beginning immediately at the end of the fall semester after the election of the officers and chair people took place.

9.7

Any regular member shall be eligible to vote and hold an office and/or become a chairperson of a committee.

9.8

No member shall hold an office position within the SHPE-MAES organization more than twice throughout their time at the university.

9.9

The President shall assume the position of the immediate past president on the Board upon completion of their term. Thus, the office of immediate past president is not an elected office.

**SECTION 10**

**Removal & Replacement of Officers or Advisor**

10.1

If an officer or advisor is found to not meet section 3.3 of this document they are to be removed of their position, unless they have approval through 3.3.3. Also, an officer or advisor may be removed if he/she does not complete their responsibilities as stated in section 3 and its subsections.

10.2

A letter or electronic communication must be sent to the Executive Board explaining the reasons for wanting this removal. Any Executive Board or organization member may initiate this communication, subject to approval of the majority of the executive board.

10.3

An urgent Executive Board meeting must be held to discuss the occurrence of any of the above situations. A voting process must be used, where majority rules, for impeachment.

10.4

Chain of commands will be followed, President, Vice-Presidents, Secretary, Treasurer, and Special Events Coordinator. If need be, other members of the organization or faculty will be reached out to fulfill the officer or advisor positions. Decision at this point will be made by the Executive Board.

**SECTION 11**

**Donations**

11.1

This organization may accept gifts, legacies, donations and/or contributions in any form, upon terms and conditions as may be determined by the Executive Board in conformance with Iowa State University regulations.

11.2

All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser and Treasurer must approve and sign all expenditures before payment.

**SECTION 12**

**Decisions**

12.1

All “non-urgent” decisions must be approved by the Executive Board. Approval can be accomplished by a simple majority vote as described in Robert’s Rules of Order. All student members and the Board will be allowed to vote. All member of the Executive Board will also be allowed to vote.

12.2

In the instance of a tie, the Adviser will be allowed the tie-breaking vote.

12.3

The Executive Board must approve all projects before SHPE-MAES can commit to the project. A written proposal should be prepared by the person(s) who is/are the most knowledgeable about the project (i.e. the person who has been the most involved in obtaining information prior to presenting it to the Board). In lieu of a written proposal, a verbal proposal to the general membership will be acceptable. Once a proposal has been approved, all decisions (including monetary ones) that concern that a particular project may be done within the Executive Board.

12.4

All urgent\* decisions may be approved by the Executive Board. Approvals require a majority vote of the Executive Board and may, if necessary, be made by telephone. Voting in this manner is, of course, subject to verification by any member of the Board.

*\* An urgent decision shall be defined as a decision that must*

*be made prior to the next Executive Board meeting.*

**SECTION 13**

**Spending**

13.1

All spending will be done by the Treasurer or by designees of the Treasurer. However, the Treasurer must hold all records of these transactions handled through designees.

13.2

All spending must be presented to and have the approval of the Executive Board.

13.3

Reimbursements for spending done for SHPE-MAES will be allowed if approved by the Executive Board and if a receipt is presented.

13.4

The Treasurer will make records of spending available on a monthly basis. A copy will also be provided to the Executive Board and to the Adviser. In addition, the Treasurer will provide all members with a verbal update of the organization’s financial situation at regular intervals as determined by the President.

**SECTION 14**

**Amendments**

14.1

Any member may propose amendments to the SHPE-MAES constitution. It will be necessary to obtain approval of the Executive Board before the general membership can vote on the approval of the amendment. After the general membership has approved the amendment, the SHPE-MAES constitution will be revised with the new amendments included. The prior constitution will be kept on file and the revised version will be used as the working copy.

14.2

The Executive Board is required to review the SHPE-MAES constitution prior to the week of elections in order to ensure that this document is up to date every year.

**SECTION 15**

**Statement of Compliance**

15.1

SHPE-MAES abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. SHPE-MAES agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.