



**SHPE**

Leading Hispanics in STEM

Phoenix  
Professional

# Chapter Bylaws

**Society of Hispanic Professional Engineers  
Phoenix Professional Chapter**

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## The Bylaws of The Society of Hispanic Professional Engineers, Phoenix Professional Chapter

### Preamble

We, the Hispanic professionals of the State of Arizona, in order to increase the number of Hispanics entering the disciplines of science, technology, engineering, and mathematics; improve the retention of these professionals in these fields; and achieve a higher unity amongst ourselves, do ordain and establish this constitution (referred herein as the Bylaws) for the Society of Hispanic Professional Engineers (SHPE), Phoenix Professional chapter, Phoenix, Arizona.

### Article I. Name of the Organization

This organization shall be known as the SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS, PHOENIX PROFESSIONAL CHAPTER. It can also be referred to as “SHPE Phoenix” or “the Chapter” and is herein referred to as such.

### Article II. Purpose of the Organization

#### Section 2.01 Purpose of the Organization

The purpose of the Chapter shall be to actively promote the policies, objectives and programs of the Society of Hispanic Professional Engineers; herein referred to as SHPE National or the Corporation.

#### Section 2.02 Non-Discrimination Statement

In accordance with Federal civil rights law, the Chapter, its offices, employees, institutions, members, and executive board members participating in or administering SHPE Phoenix programs and/or events, are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by SHPE Phoenix and/or SHPE National.

#### Section 2.03 Mission

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

#### Section 2.04 Vision

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

## **Article III. Membership**

Membership shall be open to all persons without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income, political beliefs, or reprisal or retaliation for prior civil rights activity.

### **Section 3.01 Membership Classifications**

There shall be five classifications of membership in the Chapter:

#### **(a) Regular Members**

A Regular member shall be a person who at a minimum holds an engineer in-training certificate or a bachelor's degree in any discipline of engineering, engineering technology, mathematics, physical science or a mathematically-based science field. Six years of experience as an engineer or in a mathematically-based science field or engineering educator may be substituted for a bachelor's degree. Professional membership does not imply and may not contribute to the professional experience and/or degrees required for professional licensure, unless allowed by the Arizona Board of Technical Registration. Professional members shall be entitled to cast one vote in elections of officers and all business that the Executive Board refers to the membership. Professional members may hold an Executive Board position, as stipulated by Article V.

#### **(b) Lifetime Members**

The Chapter recognizes those individuals who have been extended Lifetime Membership by SHPE National, according to the latter's procedures and requirements. Lifetime members living within the borders of Maricopa County and Pinal County, and those affiliated to the Chapter, shall be entitled to cast one vote in elections of officers and all business that the Executive Board refers to the membership. Lifetime members affiliated to the Chapter may hold an Executive Board position, as stipulated by Article V.

#### **(c) Associate Members**

The Chapter recognizes associate members as defined by the SHPE National Bylaws. Associate members shall be extended all privileges of a Regular member, except they are not entitled to nominate, vote, nor hold an Executive Board position.

#### **(d) Honorary Members**

The Chapter recognizes honorary members as defined by the SHPE National Bylaws. Honorary members shall be extended all privileges of a Regular member, except they are not entitled to nominate, vote, nor hold an Executive Board position.

### **Section 3.02 No Authority to Act on Behalf of SHPE**

Individual members shall not act for the Corporation or the Chapter as a whole, unless so authorized by the Executive Board and/or SHPE National.

### **Section 3.03 Membership Revocation**

A membership can be revoked to any member who:

- (a) violates the SHPE National Code of Conduct and Ethics Policy;
- (b) violates the SHPE National Bylaws;
- (c) violates the SHPE Phoenix Bylaws; and/or
- (d) as stipulated on Section 7.02(b) of these Bylaws.

## **Article IV. Executive Board**

### **Section 4.01 Officers**

The titles of the officers shall be:

- (a) President,
- (b) Vice President of Membership,
- (c) Vice President of Outreach,
- (d) Secretary,
- (e) Treasurer (also known as [a.k.a.] Vice President of Finance), and
- (f) Webmaster.

The officers shall be known as the SHPE Phoenix Executive Board (and are herein referred to as the Executive Board). The Executive Board shall be elected as stipulated on Article V.

### **Section 4.02 Duties of Officers**

#### **(a) President**

The President shall:

1. be responsible for the actions of the Chapter;
2. preside at general meetings of the Chapter;
3. be responsible for the structure of the organization;
4. shall have the authority to form committees and nominate chairpersons to those committees;
5. shall be a liaison to the national chapter;
6. lead the chapter in alignment with SHPE National initiatives;
7. communicate with SHPE National and Regional Leadership;
8. develop professional development events for SHPE Phoenix;
9. be responsible for oversight of executive board and support all events;
10. strengthen local partnerships with other nonprofits, companies, and organizations within the community;
11. host executive board retreat(s);
12. schedule and run executive board meetings;
13. lead and/or delegate action items to complete;
14. submit deliverables to SHPE National and SHPE Region 2, such as the National Chapter Program requirements, the Chapter calendar, the Chapter Management Tool, and those requested in writing by SHPE National and SHPE Region 2;
15. be in charge of facilitating elections for executive board by naming the Election Committee, as stipulated on Article V; and
16. sign off on documents related to financial matters along with the Treasurer.

#### **(b) Vice President of Membership**

The Vice President of Membership shall:

1. assist the President in its duties;
2. assume the duties of the President in its absence;
3. promote and ensure membership growth and retention;
4. hosts networking events to develop professional and personal relationships within the community;
5. work with the Executive Board to engage SHPE members in upcoming events relating to their positions;
6. create monthly social events and chapter development events;
7. create connections for future events; and
8. chair meetings in the absence of the President.

**(c) Vice President of Outreach**

The Vice President of Outreach shall:

1. assist the President and Vice President of Membership in their duties;
2. organize outreach events with local schools (Universities, Community Colleges, and K-12), other non-profit organizations, and STEM programs.
3. recruit members to volunteer for outreach events;
4. recruit mentors for MentorSHPE program with local student chapters;
5. create connections for new outreach opportunities;
6. increase educational opportunities for Hispanic youth, especially in STEM;
7. organize outreach events such as Noche de Ciencias, high school visits, workshops, and recruitment volunteers;
8. communicate with educators and organizations who want to collaborate with SHPE Phoenix's outreach programs and events; and
9. work with SHPE Junior chapters and SHPE de ASU Outreach chair(s).

**(d) Secretary**

The secretary shall:

1. take accurate minutes at all the meetings;
2. make the minutes available to the Executive Board and to the general members, SHPE Region 2, and/or SHPE National, upon request;
3. be responsible for interchapter and Region 2 correspondence;
4. create the monthly newsletter using MailChimp, or similar platform, containing SHPE Phoenix events and organization updates;
5. gather content from the Executive Board members and prepare meeting agendas;
6. keep meeting minutes and action items for Executive Board Meetings;
7. represent SHPE Phoenix at organization-sponsored events and record attendance of general members;
8. use Remind101, and/or other platforms, to send out reminders to membership;
9. be in charge of updating bylaws; and
10. be in charge of responding to general emails and responding and copying appropriate board members for more specific topics.

**(e) Treasurer**

The Treasurer, a.k.a. the Vice President of Finance, shall:

1. report the financial status of the Chapter at all Executive Board meetings;
2. record the financial flow of the Chapter;
3. be responsible for the financial records of the Chapter;
4. be a member of the fundraising committee;
5. maintain a running balance for the non-profit organization;
6. maintain good standing with Wells Fargo, or the financial institution with which the Chapter's bank account is held;
7. maintain the non-profit status organization, as defined by State and Federal law;
8. maintain all financial reports required by the State and Federal tax law;
9. file federal and state taxes on time;
10. organize fundraiser events with SHPE Phoenix members and local businesses;
11. support event organizers financially by purchasing or reimbursing members for qualified transactions, as defined by the Executive Board and SHPE National;
12. create professional connections for future event sponsors, donators, and partners;

13. work with the Executive Board to ensure funds are sufficient for the events throughout the year;
14. create, update, and/or maintain a Sponsorship Package;
15. maintain contact with corporate sponsors, especially in the interest of fund collection;
16. attend Hispanic Chamber of Commerce meetings as the SHPE representative; and
17. transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.

## **Article V. Elections**

### **Section 5.01 The Elections Committee**

- (a) The election of the Executive Board shall be organized and directed by the Elections Committee.
- (b) The Elections Committee shall be appointed by April 15.
- (c) The actions of the Elections Committee must be impartial and fair to all the candidates.
- (d) The Elections Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers according to policies and procedures established in these Bylaws.
- (e) The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed on Section 5.02.
- (f) The member(s) of the Elections Committee must not be running for office and shall be either:
  1. A current executive board member not running for office;
  2. A student chapter advisor from any of the student chapters in the state of Arizona; or
  3. A regional representative from the Region 2 executive board.

### **Section 5.02 Nominations and Eligibility**

- (a) The Officers of the Executive Board shall be elected by a vote of eligible members within the Chapter's jurisdiction.
- (b) Each candidate must have been an official SHPE Professional member for at least ONE fiscal year in order to be nominated.
- (c) Candidates can be nominated by themselves or by current executive board members, lifetime members based within the Chapter's jurisdiction, and/or professional members.
- (d) Nominations must be submitted to the Elections Committee by May 1<sup>st</sup>.
- (e) The Elections Committee shall announce the candidates for open officer positions no later than a week after nominations are closed.
- (f) Candidates can withdraw their nomination or candidacy at any time.

### **Section 5.03 Elections Date**

- (a) Elections of officers will be held in May of every year before the end of the second full week of the month.
- (b) The Election date will be posted at least two weeks before the election.
- (c) If electronic ballots are used for the election, the voting platform must be open for at least one week to allow for eligible voters to cast their ballot(s).

### **Section 5.04 Duration of Term**

The duration of term of an officer shall be one year extending from July 1st, of the year of winning the election, to June 30th of the following year.

### **Section 5.05 Voter Eligibility**

- (a) Regular and graduate members may vote in the election process if their membership dues are paid as of the nominations deadline of the election year, as determined by SHPE National.
- (b) Lifetime members may vote in the election process if their associated chapter is the Phoenix Professional Chapter.



### Section 5.06 Candidate Eligibility

- (a) Regular and Lifetime members are eligible to hold office.
- (b) Regular members may run for office if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.
- (c) Lifetime members may run for office if their associated chapter is the Phoenix Professional Chapter. All eligible candidates must be in good standing, as indicated by SHPE National.

### Section 5.07 Election of Officers

- (a) The ballots shall be collected and counted by the Elections Committee.
- (b) Determination of Winners:
  1. The candidate receiving the greatest number of votes for a particular office shall be declared the winner.
  2. In the event of a tie, a vote recount will take place—making sure that all voters meet the criteria established on Section 5.05. If the tie persists, a run-off election for the tied positions will take place the week following the announcement of results.

### Section 5.08 Vacated Officer Positions

- (a) If an office is vacated for any reason, the remaining officers shall nominate a candidate subject to the approval of the chapter's executive board.
- (b) The newly elected officer shall serve the remainder of the term.

### Section 5.09 Office of President Vacancy

In the event the office of President is vacated:

- (a) the Vice President of Membership shall assume the office of the President;
- (b) the Vice President Outreach shall assume the office of the Vice President of Membership;
- (c) and a new Vice President of Outreach shall be appointed by the new Executive Board, as per **Error! Reference source not found.**

### Section 5.10 Officer Removal and Termination

The member of the Executive board can be removed from office if:

- a) the member violates the SHPE National Code of Conduct and Ethics Policy;
- b) the member violates the SHPE National Bylaws;
- c) the member violates the SHPE Phoenix Bylaws;
- d) as stipulated on Article VII, Section 7.02(b) of these Bylaws;
- e) the member requests, in writing, the removal of duties at any point of the member's term. Termination of duties by request shall be effective no earlier than 5 business days;
- f) the National Board of Directors requests an officer's termination, as stipulated by the SHPE National Bylaws;
- g) the member receives a vote of no-confidence. A vote of no-confidence constitutes:
  - [1] A two-thirds majority of the remaining Executive Board members who request, in writing, that the officer vacates their position;
  - [2] A simple majority vote of the quorum at a Chapter Meeting that request that the officer vacates their position. Chapter Meetings are defined on Article VI; or
  - [3] Both.

## Article VI. Chapter Meetings

Chapter meetings are defined by a quorum, as stipulated on Section 6.01, and as the following types:

- General Meeting
- Executive Board Meeting
- Special Meeting

### Section 6.01 Quorum

- a) To establish a quorum for a General or Executive Board Meeting, not less than one half of the individuals must be present.
- b) Voting issues shall be determined by majority vote of members present, except for a vote of no-confidence, as defined on g).

### Section 6.02 General Meetings

- a) At least four (4) general meetings shall be held each fiscal year, preferably once per quarter.

### Section 6.03 Executive Board Meetings

- a) The Executive Board shall meet at least 10 times during the fiscal year.
- b) Regular, Lifetime, Associate, and Honorary members (collectively referred to the General Body Members, herein) may attend as non-voting observers.
- c) General Body Members may be granted voice upon approval by the Executive Board.
- d) The President has the authority call Emergency Executive Board meetings.
- e) Any decisions taken during Emergency Executive Board Meetings must adhere to the SHPE National Bylaws and approved by the majority of the attendees.

### Section 6.04 Special Meetings

- a) The President or any member of the Executive Board may call a special meeting of the Chapter general membership.
- b) A special meeting may include special provisions for out-of-term elections, nominations to Executive Board positions, and other Chapter matters.

### Section 6.05 Meeting Notices

- a) A general meeting notice shall be delivered to each member. The notice shall include the agenda, place or electronic platform link, date, and time of the meeting and shall be delivered in writing or electronic form not less than two (2) or more than thirty (30) days prior to the meeting.
- b) Emergency Executive Board Meetings can be called with a fifteen (15) minute notice.

### Section 6.06 Meeting Rules

- a) All meetings shall adhere to the most recently published, English-language version of the Robert's Rules of Order.

## Article VII. Finances

### Section 7.01 Fiscal Year

- (a) The duration of one fiscal year shall be the same as SHPE National: from July 1 to June 30.
- (b) If SHPE National were to change the dates of the fiscal year, SHPE Phoenix will observe this change given a timely notification, along with a transition period.

### Section 7.02 Dues

- (a) Dues are as follows:
  - 1. The amount of annual dues for each membership category, along with due fees, shall be determined by SHPE National.
  - 2. Dues are to be paid directly to SHPE National.
  - 3. Dues shall be payable to SHPE National via SHPE Connect—or other media determined by SHPE National—before the first day of July of each year.
  - 4. All members are responsible for notifying the Vice President of Membership of their membership status, dues payment, and accuracy for inclusion in the Chapter roster.
- (b) Termination of membership for nonpayment of dues is as follows:
  - 1. Any member whose dues are more than three months in arrears shall be notified by the Secretary.
  - 2. The Executive Board and/or SHPE National may suspend any member who becomes ineligible for membership by default in the payment of dues for the period fixed on.

## Article VIII. Committees

### Section 8.01 Establishment of Committees

- (a) Committees shall be established by any executive board member and with the approval of one-third of the executive board, or may be voted into existence by the general body.
- (b) If a committee is voted into existence, a chairperson for that committee will be appointed as stipulated on Section 5.08.

### Section 8.02 Committee Chairperson Selection

The executive board shall appoint the committee chairperson subject to a majority (greater than one half) approval of the executive board members.

## Article IX. Jurisdiction

### Section 9.01 Geographic Boundaries

- a) The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the state of Arizona.

### Section 9.02 Jurisdiction Changes

- a) The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

## **Article X. Amendments**

### **Section 10.01 Publicity of Proposed Amendments**

- (a) Amendments to the Bylaws will be brought before the membership and posted on the SHPE social media and newsletter.

### **Section 10.02 Approval**

- (a) The Bylaws will be amended by a two-thirds majority vote of the entire executive board members and will be effective as stipulated in the amendment.
- (b) If there is no stipulation, the amendment will become effective at the following meeting.

### **Section 10.03 Ratification**

- (a) The Bylaws will be ratified and enacted upon a majority (greater than 50 percent) of executive board AND Chapter members, and upon approval of SHPE Region 2 and SHPE National.
- (b) In the event of a discrepancy between SHPE Region 2 and SHPE National, the verdict of SHPE National shall stand.