

Constitution of

THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS  
UNLV STUDENT CHAPTER  
University of Nevada, Las Vegas

**Article I**

**NAME OF ORGANIZATION AND AFFILIATION**

The name of this organization shall be *The Society of Hispanic Professional Engineers-UNLV Student Chapter*.

The SHPE-UNLV Student Chapter 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 regulations and the University of Nevada, Las Vegas' rules and regulations.

**ARTILE II**

**STATEMENT OF PURPOSE**

The objectives of SHPE-UNLV are as follows:

- To promote the education, retention, and advancement of Hispanic engineers and scientist.
- To develop and participate in programs with industry and educational institutions that benefit students seeking technical careers.
- To serve as a support group assisting each other with academic requirements and problems.
- To inform the general public of technical contributions an achievements of Hispanic Americans.

**ARTICLE III**

**MEMBERSHIP BENEFITS**

**Section #1** Membership shall be open to students, faculty, and staff of the University of Nevada, Las Vegas who believe and support the objectives of SHPE-UNLV, regardless of race, national origin, creed, political affiliation, sex, sexual orientation, religion or handicap.

## Section #2 REGULAR MEMBERSHIP

Regular members shall meet the following criteria:

- Be students pursuing a Bachelor of Science in Engineering, physics, or mathematics at the University of Nevada, Las Vegas.
- Must have signed the membership list and have paid the existing SHPE-UNLV yearly membership dues

Regular members shall receive the following benefits:

- Notices of meetings, programs, social events, career fairs, workshops, etc.
- National newsletter and magazine.
- Opportunity for professional and community involvement primarily in the Las Vegas valley public schools.
- Availability of scholarships and grants.
- Access to job announcements.

## Section #3 ASSOCIATE MEMBERSHIP

Associate members shall meet the following criteria:

- Be students, faculty or staff at the University of Nevada, Las Vegas who do not meet the standard membership criteria.
- Must have signed the membership list and have paid the existing SHPE-UNLV yearly dues.

Associate members shall receive the following benefits:

- Notices of meetings, programs, social events, career fairs, workshops, etc.
- National newsletter and magazine.
- Opportunity for professional and community involvement.
- Access to job announcements.

## Section #4 AFFILIATE MEMBERSHIP

Affiliate members shall meet the following criteria:

- Must be a high school or junior college student.
- Must have signed the membership list but do not have to pay the SHPE-UNLV membership dues.

Affiliate members shall receive the following benefits:

- Notices of meetings, programs, social events, career fairs, workshops, etc.
- National newsletter and magazine.
- Opportunity for professional and community involvement.

Section #5 Members in *good standing* shall be defined as those who have met the criteria for each of the membership categories and have attended the meetings.

## ARTICLE IV OFFICERS

Section #1 The officers of this organization shall be:

President, Vice-President, Treasurer, Secretary, and the UNLV STUDENT GOVERNMENT Representative.

Section #2 DUTIES OF OFFICERS:

The President shall:

- Be the official spoke person for SHPE-UNLV at any campus related events.
- Shall call special meetings in case of emergency.
- Have the authority, with special approval of the treasurer, to request funds from the SHPE-UNLV account in event of and emergency.
- Preside at schedule meetings.
- Insure that all officers fulfill their duties and responsibilities.

The Vice President shall:

- Assume the responsibilities of the presidency if the president is absent or unable to fulfill the duties of office.
- Help the president oversee that all officers are fulfilling their duties and responsibilities.
- Temporarily take over any elected office upon the resignation of that officer and hold the office until an election is held to replace the officer.
- Be a representative of SHPE-UNLV at any campus related event along with the President.

The Treasurer shall:

- Assume the responsibilities of collection and disbursement of monies.
- Prepare financial reports monthly or when called for at a previous meeting.
- See that all financial records are available on upon request by any SHPE-UNLV student within one day of the request.
- Submit a budget, each semester, to the organization for approval.
- Have the authority to request funds from the SHPE-UNLV account with the approval of the President.
- Prepare an end-of-semester report for the organization and present at the last meeting of the semester.

The Secretary shall:

- Keeps records of all meetings, membership, and correspondence. All records shall be available to all members.
- Type and send letters as needed by any of the officers.
- Be responsible for organizing election procedures for the semester following his/her term.

The UNLV STUDENT GOVERNMENT Representative shall:

- Represent SHPE-UNLV at all scheduled UNLV STUDENT GOVERNMENT meetings.
- In the event that the UNLV STUDENT GOVERNMENT representative cannot attend the scheduled meeting, it is his/her responsibility to contact an alternate to attend the meeting.
- Keep records of all UNLV STUDENT GOVERNMENT meetings, and report minutes at the following SHPE-UNLV meetings.

## **ARTICLE V MEETINGS**

**Section #1** Regular meetings shall be held bi-monthly with a minimum of one week notification. The officers will determine the time and place of the meetings.

**Section #2** Special meetings, may be called by the President. Members shall be notified by phone or mail as far ahead of time as possible.

**Section #3** A quorum will consist of the majority of officers (3/4) and six other regular members. No decisions will be made in the absence of a quorum.

## **ARTICLE VI ELECTIONS AND AMENDMENTS TO THE CONSTITUTION**

### **Section #1 ELECTIONS**

- Only regular members in good standing shall be eligible to vote and hold positions in any of the four offices.
- Nominations and elections shall take place at the beginning of every semester. Nominations shall be open for one week, and voting will take place during the week thereafter.
- Voting will be done by secret ballot in the MEP office.
- A person not running for office shall be appointed by the president to tally the votes.

- A person cannot be nominated for more than one office. The candidate with the most votes in each office will be declared the winner. In case of a tie, a run-off election will take place during the same meeting called to announce the winners.

## Section #2 AMENDMENTS

Any Article of this constitution may be amended as follows:

- A proposal shall be presented to the group at a regular meeting in which it will be seconded and left pending for the next meeting where discussion and voting will take place.
- The amendment shall pass with a quorum present by a majority vote.

## **ARTICLE VII** **RESIGNATIONS AND IMPEACHMENTS**

### Section #1 RESIGNATIONS

- A letter of resignation shall be submitted to the President or Vice President by any person willing to resign from office at least a week before the next meeting.

### Section #2 IMPEACHMENTS

- When any of the members notices that any officer is not fulfilling his/her duty, he/she shall call upon the rest of the officers to meet within the next week to investigate the matter.
- During the investigation meeting, the case will be presented. The officer recalled will be given the opportunity to present his/her defense and the officers will vote.
- A majority of the officers (3/4) will decide whether the impeachment will be carried out or not. If so, a new person will be nominated and elected as described under ARTICLE VII, Section #1, part 2.

First Draft of SHPE-UNLV Student Chapter Constitution was written in February 1991 by: Gerry Martinez, Raul Flores, Jorge Ayala, Phil Jaramillo, and Charles Bell.

Amendments To Constitution  
Fall 2003

Article IV      Section #2  
Duties of Officers

Duties of the President:

Under the provisions for authorization of funds, the President may not exceed his authority, any decision for expenditure in excess of the sum of \$200.00 (two hundred dollars) the President must have the approval of the general membership by quorum vote as defined in Article V Section 3. In cases of an extreme emergency where the expenditure is in excess of \$200.00 the President must have the approval of another officer and the Treasurer.

Spring 2004

Article IV      Section #2  
Duties of Officers

Duties of the Treasurer

Under the provisions for disbursement of funds, the Treasurer will conduct all business at the general membership meetings to included but not limited to resolution of grievances or discrepancies in accounting. With the exception of emergencies called for by the president. Any member who feels aggrieved has every right seek resolution at a general membership meeting. Persons aggrieved must be present and can only bring forth matters that pertain to them and themselves alone; the aggrieved person must bring forth proof of the grievance. Where the officers as to the merits of their grievance will make a decision. At which time the matter will be resolved as quickly as possible. The officers will then set a time limit for the matter to be resolved. All discrepancies and grievances must be resolve before installation of new officers the beginning of the next fiscal year (July 1<sup>st</sup>) whichever comes first.

Emergencies defined:

Situation, which will have a detrimental effect on the health and welfare of the organization.