

Society of Hispanic Professional Engineers
August 08

SHPE



Establishing and Re-Establishing a SHPE Student Chapter

PREPARED BY:
Membership Department

SHPE, Inc.
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www.shpe.org

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Hard copies of this manual may be requested via email to:
membership@shpe.org

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I. Introduction

Dear Interested Student Chapter,

Thank you for your recent inquiry on how to become a part of the Society of Hispanic Professional Engineers (SHPE)...the largest Hispanic engineering organization in the United States! The Membership Department is delighted with your group's interest in joining the **SHPE familia**. SHPE's mission statement is to be **The Source for Quality Hispanic Engineers and Technical Talent**. We believe that you have taken the first step to a very beneficial and productive relationship which will not only profit your members but will also bring a positive influence to the Hispanic community at large.

To become a SHPE student chapter, you must submit the completed New Student Chapter (NSC) package, which is enclosed. The sooner you submit this information, the faster the Membership Department will be able to complete the New Student Chapter process and formally welcome you to our organization. Once you've completed the NSSC Package, mail it to the address below:

SHPE, Inc.
13181 Crossroads Parkway North, Ste. 450
City of Industry, CA 91746-3497
Attention: Membership Department

Please inform us promptly should your group encounter any problems or unusual circumstances. We will do our best to respond in a timely manner and notify you on the status of the process. If you have any questions or concerns, please contact the Membership Department at (323) 725-3970 ext. 109 or via email at membership@shpe.org.

We are very excited with your expressed interest in SHPE and look forward to working with you in the future. Thanks for making SHPE the Source for Quality Hispanic Engineers and Technical Talent. *Bienvenido!*

Best Regards,

Membership Department
membership@shpe.org

II. New Student Chapter Process

A. APPLICATION PROCESS OUTLINE

This section outlines the steps, which will assist you to first initiate a SHPE Student Chapter.

Step 1

1. The Membership Department (MD) oversees the New Student Chapter (NSC) process and is your chapter's direct point of contact throughout this process. If you are reading this packet you have contacted the MD at the SHPE National Office to request a -NSC package which contains all of the necessary tools and information to start a chapter. Your school has now been placed on the list of "Interested Student Chapters". The Regional Student Rep (RSR) in your region shall be notified of your status.
2. The next logical step to form a new SHPE student chapter is to disseminate information and familiarize others with the organization's vision, mission, goals and organizational structure. Encourage participation and advocate volunteerism to develop projects and programs. It is highly recommended that you select students who are motivated and interested in making a strong commitment to the development of Hispanics and who are willing to volunteer their time to support SHPE's goals and objectives.
3. A minimum of ten (10) paid SHPE student members pursuing a technical degree is required for establishing a new chapter. New members must complete an online student membership application at www.shpe.org under their respective REGION AT LARGE chapter. They have the option to pay their National student membership dues online or select another payment option. If they choose to register online only, please send a list (10) or more members that have successfully registered with proper payment along with this packet. Please make your check or money order payable to SHPE, Inc.
4. Your student chapter must be affiliated with a college or university and must be recognized by that college or university as a valid student organization. Also, you must make sure that applicable university/college rules and procedures are adhered to. A copy of verification as a recognized organization within your college or university must be submitted in this packet as well. Solicit administrative and faculty support. Contact departments/programs, which deal with and represent minority issues and interests on your campus. Contact

local corporations and businesses to share your plans and procure their support. Network with other minority organizations on and off campus. Research SHPE, Inc via its website www.shpe.org, other local SHPE chapters, and other individuals within the organization for advice and guidance.

5. Identify an agreeable date, time and place for the majority of interested individuals to attend an informational meeting. Appoint a temporary chairperson and assign someone to keep the minutes of the meeting. The purpose of this meeting should be to discuss SHPE's goals and objectives, discuss the development of SHPE chapter bylaws, measure the feasibility of establishing a student chapter, and solicit input and feedback from interested members. Minutes of the meeting should be recorded and distributed to the participants to assure that accurate recording has taken place.
6. A subsequent meeting should be held shortly after to elect officers, appoint committee chairpersons (if any), develop chapter bylaws, develop a strategic plan of action to accomplish chapter's goals and objectives, schedule possible subsequent executive and general membership meetings, select an advisor, and complete the NSSC package.
7. Once the NSC package is complete, it must be mailed to the SHPE Los Angeles Office and e-mailed to membership@shpe.org. Once this is accomplished, your chapter has completed the first Phase of becoming an official SHPE student chapter.

In summary, a completed NSC package should include:

TWO COPIES of each item below are to be submitted.

- a. Completed Student Chapter Application with all necessary signatures.
- b. A list of (10) or more members that have registered online at www.shpe.org with payment.
- c. Copy of verification as a recognized organization within your college or university.
- d. Completed Chapter Bylaws along with an electronic copy in **Word Doc format** to allow comments. Email to membership@shpe.org.

Step 2

This section outlines the process of reviewing and approving the NSC package.

1. The entire NSC Process will be based on a calendar year basis. (Refer the NSC schedule on pg. 7 for further details)
2. Upon receipt of the NSC Package by the National SHPE Office it is marked with the date of receipt and it is checked for completion. Contact will be made to correct errors or complete packets. The MD shall notify the chapter (using any media available) that their packet has been received. At this time the name of the new student chapter will be appended to the "Pending Student Chapter" list. The RSR in your region shall be notified of your status.
3. At this point the MD will be responsible for contacting the student chapter to ensure that all chapter information, bylaws, and application have been submitted. The MD shall also effectively communicate with the student chapter (using any media available) to ensure that the NSC package meets all the requirements needed to qualify for official status.
4. In the case where an interested student chapter fails to communicate with the Membership Department in a timely fashion, the NSSC Process ending date (outlined in the NSC Schedule on pg. 7) may carry over the 30th of the following month, until all the requirements have been met.
5. Once the NSC Package has been reviewed and approved by the MD and National Affairs Committee (NAC), it will be presented to the NBOD and request official status be granted, to the pending student chapter, at the next NBOD meeting, for final approval, and National President's signature.
6. When the student chapter has been granted official status, the MD will be responsible for contacting the student chapter within 10 days from the NBOD meeting and informing them of their status. The RSR within your region shall also be notified of your approval. The chapter shall also receive a copy of part two of the Student Chapter application which serves as a proof of their official status. The original copy of the approved NSSC packet shall be kept at the SHPE National Office, under the supervision of the MD. New members that registered online under their respective REGION AT LARGE chapter will then be transferred to your official SHPE student chapter. The Membership Department at the next SHPE Conference will award the Official Student Chapter Plaque.

- 7. If at any time your chapter amends its bylaws, you are to submit a copy of these bylaws to the Membership Department for approval at the next NBOD meeting.**

STEP 3

This section outlines the qualification and process to solicit seed money.

1. A newly approved student chapter must submit a proposal to the Membership Department (MD), 30 days from notice of the MD that they have been approved, to qualify for seed money. No seed money will be considered after the 30-day deadline. Once the proposal is received by the MD, the chapter will be placed on the "Seed Money Pending Chapter" list. The Regional Student Representative in your region shall be notified of your status.
2. A proposal for seed money must be in typed letter form, one page minimum, must include a statement formally requesting a proposed amount of money and the purpose for which it will be used. The proposed amount of money should be based and supported by a table outlining an estimated yearly budget, including sources of income and expenses. A sample proposal for seed money is included in this packet.
3. Upon receipt of the proposal, the MD will post the date of receipt and will allow a maximum of 30 days to review the proposal. Based on the availability of money, the MD may grant all, a portion, or none of the proposed amount. Keep in mind that seed money is not guaranteed to any new student chapter. Seed money is made available on a case-to-case basis and only if money has been allocated and granted to the MD for distribution by the SHPE NBOD on a term-to-term basis.
4. Within the proposal review time range, the MD will make a decision on the proposal and in the event that any money is granted, a request for disbursement will be submitted to the SHPE NBOD at their next scheduled meeting.

Again, in the case where the party fails to adhere to this schedule, the affected and interested party should initiate communication immediately in order to remedy the situation in a satisfactory and timely manner. Following proper chain of command is once again recommended and reinforced.

B. APPLICATION SCHEDULE

Approval Schedule

NSC Packet mailed	Membership Department Approval	NBOD Approval	Membership Department Contact Student Chapter
Day 1	Day 30	First NBOD Meeting after the end of the NSC Process	10 Days after approval NBOD
EXAMPLE: September 30 th	October 30 th	December 1st	

Seed Money Proposal Schedule

Membership Department Contacts Student Chapter	Membership Department Approval	Disbursement of Seed Money
10 Days from NBOD Approval	30 Days after receipt of the Proposal	30 Days after approval by NBOD

III. Reinstatement of an Inactive Student Chapter Process

A. APPLICATION PROCESS OUTLINE

This section outlines the steps which will assist you in re-establishing your SHPE Student Chapter.

1. If your chapter has been inactive for more than 3 years it will need to be reinstated.
2. To reinstate the chapter you will need to follow steps 1 and 2 in Section 2 of these guidelines. Existing bylaws can be used to reinstate your chapter. Since laws change it is preferred that new bylaws be submitted for approval.
3. New reinstated chapters do not qualify for seed money. Chapters should work with the respective Regional Student Representative for possible funding.

Attachment A

The Society of Hispanic Professional Engineers Inc.

OFFICIAL SHPE STUDENT CHAPTER APPLICATION

Part 1

School Name _____

Chapter Name (Must have SHPE in name) _____

Region (circle one) 1 2 3 4 5 6 7

Chapter Address _____

City, State, Zip Code _____

Chapter Phone _____ Fax _____

Chapter E-mail _____ Web page _____

Officers: President _____

 Vice President _____

 Treasurer _____

 Secretary _____

Month elections are held _____

Chapter Advisor _____

(Name and title)

Advisor Address _____

City, State, Zip Code _____

Advisor's Phone _____

Advisor's Email Address _____

Academic System: (circle one) Semester Quarter

Academic Year begins _____

Academic Year ends _____

Christmas Break _____

Spring Break (if applicable) _____

Total members _____ Active members _____

Estimated Annual Operating Budget _____

Major Activities/Events _____

(attach extra sheet if necessary)

The Society of Hispanic Professional Engineers Inc.
OFFICIAL SHPE STUDENT CHAPTER APPLICATION

Part 2

As officers of the SHPE student chapter upon signing this form we verify that all documentation submitted in this NSC package has not been falsified and has been approved in good faith by the parties below.

Bylaws Approved by Student Chapter General Membership on _____
Date

Signature

President, SHPE Name of School

Signature

Vice President, SHPE Name of School

Signature

Secretary, SHPE Name of School

Signature

Treasurer, SHPE Name of School

Signature

Advisor, SHPE Name of School

The signatures below serve as proof that the above student chapter has been approved by SHPE, Inc as an official student chapter of the organization.

Bylaws Approved by SHPE, Inc. National Board of Directors on _____
Date

Signature

SHPE-Membership Department

Signature

SHPE National President

Print Name and Date

SHPE National Affairs Committee Chairperson (Bylaws reviewed and approved to present before NBOD)

Attachment B

Student Chapter Bylaw Checklist

- _____ 1. Name of Organization (MUST HAVE "SHPE" IN THE NAME)
- _____ 2. Purpose/Objective
- _____ 3. Affiliation with SHPE Inc. Clause
- _____ 4. Non-Discrimination Clause
- _____ 5. Membership
 - _____ Definition of various classes/types
 - _____ Qualifications for membership
- _____ 6. Ruling Body Structure
 - _____ Officers
 - _____ Duties (Terms of Office)
- _____ 7. Election/Voting
 - _____ When
 - _____ Procedures/Requirements
- _____ 8. Meetings/Definition of Quorum
- _____ 9. Grievances/Resignations/Impeachments
- _____ 10. Amendments/Additions
- _____ 11. Signature Page (Student Chapter President, Vice President, Secretary, Treasurer, Advisor, SHPE Membership Department (MD), SHPE National President, SHPE National Affairs Committee Chairperson)
- _____ 12. Page numbers centered at the bottom, and date typed at the bottom right corner

OPTIONAL

- _____ 13. Committees
- _____ 14. Dues
- _____ 15. Assets/Liabilities

Attachment C

TEMPLATE

BYLAWS OF

THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS _____ STUDENT CHAPTER

UNIVERSITY OF _____

ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be The Society of Hispanic Professional Engineers SHPE XXX Student Chapter.

ARTICLE III PURPOSE/OBJECTIVE

Open this article with a statement similar to the following clause:

“The purpose of this student chapter is to:”

Outline each objective. For example:

1. Increase the number of Hispanic engineering students at XXX University/College
2. Promote the advancement of Hispanic engineers and scientists in employment and education.
3. Develop and participate in programs with industry and the university, which benefit students seeking technical degrees.
4. Improve the retention of Hispanic students enrolled in engineering and science.
5. Provide a forum for the exchange of information pertinent for Hispanic engineering/science students enrolled in XXX University.
6. Etc.

Tailor this article to suit your chapter's needs.

ARTICLE III ASSOCIATION

SECTION 1. AFFILIATION

The _____ 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 procedures within the framework of SHPE's rules and regulations and the XXX University'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.

SECTION 2. NON-DISCRIMINATION

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc.... even though the name *of club* was chosen.

**ARTICLE XXX
MEMBERSHIP**

In this article, as an introduction to the different sections, discuss privileges and services available to all members. Discuss responsibilities or requirements for maintaining membership status, e.g. "...members are eligible to serve on any committee...", "members may participate in the election of officers..."

SECTION 1. REGULAR MEMBERSHIP

Regular members shall be....” **Define various criteria for becoming a regular member, for instance:**

- a) students in any interdisciplinary studies program intending to obtain a Bachelor of Science degree...

State any requirements for maintaining regular membership beyond those stated before section 1; e.g. "... must attend X meetings each (semester/quarter)..."

SECTION 2. (_____) MEMBERSHIP

“(_____) members shall be....“ **Usually called associate membership, this section state who else can belong to this organization. Perhaps other students, professors, industry representatives, and college staff who do not meet requirements for regular membership, but who support the purpose(s) and objective(s) of this chapter. State whether they are eligible to vote (on what?, when?) or to hold office. Define any other rights or responsibilities this type of member has.**

SECTION 3. (_____) MEMBERSHIP

“(_____) members shall be....” **Have this section if:**

- a) You want to extend certain privileges (e.g. voting) to certain Section 2 members.
- b) There are people who want to belong to your organization but don't fall into section 1 or 2.
- c) You want to recognize unusual support or commitment (Private or corporate gifts, for instance). These people or groups may be called "Honorary members", "Honorary voting members", "Corporate members", etc.

**ARTICLE XXX
OFFICERS/EXECUTIVE BOARD**

The following is an example of a well-structured Executive Board. Tailor this article to suit your chapter's needs.

SECTION 1.

Officers shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, Internal Representative, Regional Committee Representative and Freshman Representative...etc. The term of office is (one year/one semester) etc., or specify with the description of each office.

SECTION 2. President

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter. **(Describe the term of office here if it is not already stated in Section 1.)**

SECTION 3. Vice President(s)

The First Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tem in the latter's absence. The First Vice President will also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.).

The Second Vice President shall assist the President and First vice President in all business concerning the chapter. The Second Vice President will also be in charge of the internal affairs of the chapter (campus relations, social activities, etc.).

SECTION 4. Secretary

The Secretary will take the minutes of the meeting and post them. The Secretary will also be in charge of the bulletin board. He/she will be responsible for registering the organization with the university each academic year and for tallying the election votes.

SECTION 5. Correspondence Secretary

The Correspondence Secretary will be responsible for all external and internal correspondence.

SECTION 6. Treasurer

The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present annual budget and complete financial report to the Executive Board.

SECTION 7. Internal Representative

The Internal Representative will assist the Second Vice President in internal affairs and will have the responsibility of attending the engineering Society (umbrella society for all other engineering societies at XXX University).

SECTION 8. Regional Committee Representative

The Regional committee Representative will be responsible for correspondence with regional bodies, representing the chapter at regional meetings and functions, and coordination of communication with other SHPE student chapters.

SECTION 9. Freshman Representative

The Freshman Representative will recruit freshman Hispanics and disseminate information to them.

**ARTICLE XXX
ELECTIONS/VOTING**

SECTION 1. NOMINATIONS

- 1.1. **State when and where nominations are to be held. Be specific, e.g.** "...fifth week of last semester at a general membership meeting...."
- 1.2. **Who is eligible for nomination? Indicate type of member who is eligible, e.g.** "regular (honorary or associate) member in good academic standing...." **Does the nomination have to be seconded?**
- 1.3. **May candidate be nominated for more than one office? Run for more than one office?**

SECTION 2. VOTING

- 2.1 **State when and where elections are to be held. Be specific. for example** "...XXX month of each academic year...."
- 2.2 **Indicate who is eligible for voting.**
- 2.3 **What is the procedure for voting?** E.g. secret ballot, show of hands, aye/nay, etc. **What constitutes a winning vote?** E.g. simple majority, some percentage of the voting membership?
- 2.4 **Explain the procedure for absentee voting.**
- 2.5 **Votes must be tallied in some fashion. State who is responsible for this procedure.**
- 2.6 **When do winning candidates assume office?**

The following are examples of Sections 1 and 2.

SECTION 1.

- 1.1 The chapter shall hold elections annually during the last general membership meeting in April. Nominations of the officers shall be submitted two weeks prior to the election. All ballots must be personally deposited into the election box. Newly elected officers shall hold office for the period of one year.
- 1.2 All persons who have become active regular members of the organization at least thirty (30) days prior to the annual election shall be eligible to vote.

SECTION 2.

- 2.4. Absentee ballots shall be sent to the Secretary and counted separately. Absentee ballots shall be obtained from the Secretary and must be sealed in an envelope, which shall be signed and dated. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election.

ARTICLE XXX MEETINGS

SECTION 1. DEFINITION OF QUORUM

In this section state what constitutes a quorum. Specify a minimum number of members and officers required to form a quorum. For example: “a quorum shall consist of X/Y active members (or 5 members, 10 members...etc.) and Z officers....”

SECTION 2. GENERAL MEETINGS

State how often general membership meetings shall take place. Be specific. For example, “General membership meetings shall be held on the first and third week of each month during the academic year....”

SECTION 3. ELECTION MEETINGS

If officer elections are held at a special meeting, be sure to explain when this meeting will take place (e.g. XXX month of each academic year). **Be consistent with Article XXX, Section 2, and Voting.**

SECTION 4. SPECIAL MEETINGS

Specify if the Board has the privilege of calling special membership meetings, and the amount of notice necessary to inform the membership.

ARTICLE XXX RESIGNATIONS AND IMPEACHMENTS

SECTION 1. RESIGNATIONS

- 1.1. Any person willing to resign from office at least a week before the next chapter meeting shall submit a letter of resignation to the President or vice President.
- 1.2. During a meeting when a resignation is presented, nominations will be taken to fill the office. The group shall elect a person during the following week by secret ballot.

SECTION 2. IMPEACHMENTS

- 2.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.
- 2.2 During the impeachment proceedings, the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officers' vote.
- 2.3 A majority of the officers (X/Y) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under article XXX, Sections 1 and 2.

**ARTICLE XXX
AMENDMENTS TO BYLAWS**

In this article describe the procedure for making amendments to your student chapter bylaws.

SECTION 1. AMENDEMENTS

- 1.1 **How is the amendment introduced to the chapter? For example,** “Proposed amendments shall be submitted in writing to the membership at a general meeting....”
- 1.2 A favorable vote of X (e.g. 2/3) of the members on the issue is required for amendment passage.
- 1.3 The amendment shall be submitted to the SHPE Membership Department (MD) for approval by the National Board of Directors.

Attachment D

Sample Seed Money Proposal

~~June 16, 2009,~~

Deleted: June 15, 2009

Membership Department (MD)
Society of Hispanic Professional Engineers, Inc.

Dear MD:

In accordance to the chapter approval guidelines in the new chapter handbook we, the interested chapter, are submitting our administrative budget proposal for the seed money to be allocated and submitted to our chapter. Our student chapter application has been approved.

The following pages outline our administrative budget in two parts:

1. Schedule A Expenses:
 - a) Out-of-pocket expenses that our members have already made.
 - b) Expected expenses for up to one year.
2. Schedule B Income:
 - a) Earned Income to date.
 - b) Planned solicitations for up to one year.
 - c) Planned student contributions for up to one year.
 - d) Proposed fundraising events for up to one year.

Thank you for your prompt attention and hoping for a quick positive response.

Sincerely,

President
SHPE Student Chapter

Administrative Budget

Period Ending 06-30-09

Expenses:

Out of Pocket:

Total out of Pocket	\$.00
---------------------	----	-----

Expected:

Food	\$.00
------	----	-----

Telephone	\$.00
-----------	----	-----

Fax	\$.00
-----	----	-----

Postage	\$.00
---------	----	-----

Printing	\$.00
----------	----	-----

Supplies	\$.00
----------	----	-----

Total Expected	\$.00
----------------	----	-----

Total Expenses:	\$.00
-----------------	----	-----

Income:

Earned Income:

Total Earned Income	\$.00
---------------------	----	-----

Planned solicitations:

Total Planned solicitations	\$.00
-----------------------------	----	-----

Planned student contributions:

Total Planned student contributions	\$.00
-------------------------------------	----	-----

Proposed fundraising events:

Total Proposed fundraising events	\$.00
-----------------------------------	----	-----

Total Income	\$.00
--------------	----	-----