

BY-LAWS FOR
GREATER SAN FERNANDO VALLEY CHAPTER
OF THE
SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS

AMMENDED AND RATIFIED: 2/10/2013

Article I. Name of Organization

1.0 Name of Organization

The name of this organization shall be "SHPE – Greater San Fernando Valley Chapter". This organization may also be referred to as the "San Fernando Valley Chapter" or as "SHPE-GSFV"; herein referred to as the Chapter.

Article II. Purpose of Organization

1.0 Promotion

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

Article III. Objectives and Goals of the Organization

1.0 Objectives and Goals

The objectives and goals of the Chapter shall be the following:

- A. Increase the number of Hispanics entering the field of STEM (Science, Technology, Engineering and Mathematics).

Examples include, but not limited to:
 - 1. school visitations.
 - 2. Hispanic community involvement.
 - 3. workshops at local institutions.
 - 4. establish local student chapters at colleges and universities.

- B. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education.

Examples include, but not limited to:
 - 1. career/employment workshops.
 - 2. technical seminars and symposiums.
 - 3. other non-technical/personal development workshops.
 - 4. job placement assistance.

- C. Develop programs benefiting Hispanics seeking careers in engineering or other technical sciences.

Examples include, but not limited to:
 - 1. scholarship programs.
 - 2. recruitment programs.

3. tutoring programs.
 4. curriculum assistance.
- D. Provide a forum for and to encourage (1) the exchange of technical information, (2) professional development, and (3) entrepreneurial opportunities.
- E. Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

Article IV. Membership and Privileges

1.0 Regular/ Professional Membership

Regular/ Professional members shall be persons who at a minimum holds and engineering-in-training certificate or a Bachelor's degree in any discipline of engineering, engineering technology, mathematics, computer science, physical science or mathematically based science or technical field. Six (6) years or more of experience as an engineer, computer science, or in a mathematically based science or technical field or engineering educator may be substituted for the Bachelor's degree.

Regular/ Professional members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Board of Directors (Cabinet) refers to the membership and in all business related to this chapter. Regular/ Professional members may hold office (per Article VI) and may also nominate themselves or qualified, individuals for Chapter and/or National Board Position.

Membership shall be determined after an application has been submitted and approved by the Membership Committee with Cabinet concurrence.

2.0 Associate Members

Associate members shall be persons who believe and support the purpose and objective of the Chapter and who do not qualify for regular membership.

Associate members shall not be entitled to vote in National elections. Associate members may hold any office with the exception of National offices and the offices of President in the Chapter. Associate members shall be extended all privileges of a regular member less those exempted above.

3.0 Student Members

Student Members shall be post-secondary school students who believe and support the purpose and objectives of the Chapter. Student Members shall be enrolled in a curriculum leading to a degree in either engineering, computer science, mathematics, or the science field. Student Members shall either reside within or attend school within the Chapter's jurisdiction. Student Members cannot run for office or vote in Chapter and SHPE National elections, with the exception of running and voting for Student Representatives. Student Members shall have the privilege of serving or chairing Chapter committee.

4.0 Associate Student Members

Associate student members shall be students who believe and support the purpose and objective of the Chapter, and who do not qualify for student membership. Associate student members shall be at least secondary school students. Associate Student Members shall either reside within or attend school within the Chapter's jurisdiction. Associate Student Members cannot run for office or vote in Chapter and SHPE National elections, with the exception of voting for Student Representatives. Associate Student Members shall have the opportunity of serving on Chapter committees.

5.0 Industrial/Organizational Members

Industrial/Organizational members shall be businesses or organizations which support and pursue the objectives and goals of the Chapter.

Industrial/Organizational members shall not be entitled to vote nor hold office in the Chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

6.0 Termination of Membership

- a. Any member may terminate his/her membership upon written notification of the effective date of resignation to the Administrative Assistant of the Chapter.
- b. The Cabinet may, by simple majority vote, terminate a person's membership from the Chapter for any infraction of the bylaws, rules and/or regulations of the Chapter.

Article V. Cabinet

1.0 Administration

The Cabinet shall consist of the elected Cabinet members and the Immediate Past President. The affairs of the Chapter are the responsibility of the Cabinet. The Cabinet operates and makes decisions based upon group majority rule and is presided over by the President. The Cabinet shall be responsible for all business concerning the Chapter. The Cabinet shall set and establish policy for the Chapter. The Administration of Cabinet policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

2.0 The Elected Cabinet

The Cabinet shall consist of a President, an Internal Vice-President, an External Vice-President, a Secretary, a Treasurer, and one Student Representative.

2.1 President

The President shall represent the Chapter and be responsible for all business concerning the Chapter, and all functions and activities under the direction of the Chapter, subject to approval of the majority of the Cabinet and subject to 2/3 vote of the membership.

The President shall chair and preside at cabinet, general, and special meetings.

The President shall have full power in the appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the Cabinet.

2.2 Immediate Past President

The Immediate Past President shall assist the Cabinet in all business concerning the Chapter.

2.3 Internal Vice-President

The Internal Vice-President shall assist the President in all business concerning the Chapter and shall act as President pro tem in latter's absence.

2.4 External Vice-President

The External Vice-President shall assist the President and the Internal Vice-President in all business concerning the Chapter and shall act as President pro temp in the absence of the President and Internal Vice-President.

The External Vice-President shall be responsible of connecting with the Student Chapters and Reps.

2.5 Secretary

The Secretary shall be responsible for the following, but not limited to:

- a. Keeping the minutes of both Cabinet and general meetings.
- b. Maintenance of the official membership roster.
- c. Making proper entries in the record books of the Chapter.
- d. Serving all notices required by law, the bylaws, or the Cabinet.
- e. Forwarding all legal records to SHPE National at the end of each fiscal year when applicable.
- f. Coordination of election of officers.

2.6 Treasurer

The Treasurer shall be responsible for the following, but not limited to:

- a. Collection of dues.
- b. Disbursement of authorized funds.
- c. Banking and accounting of all Chapter funds.
- d. Preparing monthly financial reports listing all liabilities and assets of the Chapter to the Cabinet.
- e. Present the Cabinet with a financial statement within thirty (30) days from the end of each fiscal year.
- f. All financial reports required by the State of California and the Federal Government.
- g. The Treasurer shall act as President Pro-Tem in the absence of the President and Vice-Presidents.

2.7 Student Representative

The Student Representative shall be a student member. The Student Representative shall be responsible for representing the student membership within the Chapter's jurisdiction.

The Student Representative shall be elected by the student leadership within Chapter jurisdiction by majority vote. The Student Representative may not be an officer during his/her term as Student Representative.

Article VI. Elections and Term of Office

1.0 The Elections Committee

The election of the Chapter Officers (with the exception of the Student Representative) shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

The election of the Student Representative shall be organized and directed by the Student Affairs Committee under the direction of the Elections Committee.

2.0 Nominations and Eligibility

The President, Internal Vice-President, External Vice-President, Secretary, and Treasurer shall be elected by a vote of eligible members within the Chapter's jurisdiction. A candidate may nominate

him/herself with a petition and three (3) signatures from regular or associate members or may nominate a candidate with a petition and three (3) signatures from regular or associate members. The name of the candidates must be submitted to the Elections Committee.

The Student Representative shall be elected by a vote of eligible Student Members within the Chapter's jurisdiction. A candidate may nominate him/herself with a petition and three (3) student member signatures or a student member may nominate a candidate with a petition and three (3) signatures of student members.

2.1 Voter Eligibility

Regular and Associate members may participate in the election process if their membership dues are paid as of March 31st of the election year.

2.2 Candidate Eligibility

A Regular or Associate member is eligible to hold office if he/she:

- a. Meets the requirements as per Article IV.
- b. Has paid his/her membership dues as of March 31st of the election year.
- c. Has been a member of SHPE as of January 1st of the election year.

3.0 Election of Officers

The ballots shall be collected and counted by the Elections Committee. Candidates receiving the plurality of votes per office shall be declared the winners.

4.0 Duration of Term

The term of office shall be held for a period of two (2) years beginning on the first day of July, with a half of the Board being elected in alternate years. The offices of President and Treasurer shall be filled in odd numbered years. The offices of Internal Vice-President, External Vice-President and Secretary shall be filled during even numbered years.

5.0 Notice of Elections

A meeting notice per Article XII Section 6.0 shall be delivered.

6.0 Removal From Elected Cabinet

A Cabinet member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article V or by membership termination (Article IV Section 6.0).

6.1 Removal of Cabinet Members

A candidate for recall can be nominated by submitting a petition to the Secretary and a copy separately to any of the other officers on the Cabinet. The petition must be signed by a minimum of fifty (50) regular members or fifty-one (51) percent of the regular membership, whichever is less. The Cabinet must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled Cabinet meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any Cabinet member. A meeting notice per Article XII Section 5.0 shall be delivered.

6.2 Terminated Cabinet Members

Any Cabinet member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the Cabinet and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered as an Immediate President for the succeeding term. Should the President be recalled, the Internal Vice-President shall assume the office of President for the remainder of the term and shall be the Immediate Past President for the succeeding term.

7.0 Vacancies

The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting shall be filled within one general membership meeting and a majority approval of the membership. The order of succession shall be as listed in Article V, Sections 2.1 thru 2.6 with the exception of Section 2.2, the Immediate Past President.

Article VII. Committees

The Cabinet shall have the power to establish any committee to conduct the business of the Chapter. The President may appoint, with Cabinet concurrence, any member in good standing to chair such a committee. The Chapter shall have the following standing committees:

1.0 Student Affairs Committee

The Student Affairs Committee shall:

1. Oversee the roster of student members and student chapters within Chapter jurisdiction.
2. Maintain a calendar of said student chapters for the coordination of student activities.
3. Assist said student chapters in special programs aimed at meeting the purpose and objectives of the Chapter.
4. Maintain and promote student and graduating student membership and participation in the SHPE organization.

5. Distribute Cabinet approved funds and articles.
6. Promote the development of new student chapters.
7. Organize and direct the election of the Student Representative.

2.0 Membership

1. Prepare and distribute application forms.
2. Update and maintain a membership database.
3. Record all memberships into the Chapter.
4. Advise the Cabinet on membership questions.
5. Prepare and distribute membership certificates.
6. Perform other necessary duties regarding membership.

3.0 Social Ways and Means

1. Organize and promote social activities for the Chapter.
2. Organize and administer fund raising events for the purpose of promoting good will and raising funds for the operation of the Chapter.

4.0 Elections

The Elections Committee shall:

1. Inform members of nominations periods.
2. Distribute nomination forms among eligible members.
3. Verify nomination forms and qualifications of candidates per Article VI, Sections 2.0 thru 2.2.
4. Inform members of voting periods.
5. Distribute ballots among voting members.
6. Verify validity of votes.
7. Count votes and announce results of elections to the Cabinet and general membership.
8. Develop and update policies regarding the nominations and election process.

9. Shall be chaired by the Administrative Assistant.

5.0 Communications

1. Assist the Secretary in mailing materials to the membership.
2. Inform the membership about community and Chapter events through a Chapter newsletter on a regular basis.

6.0 Community Outreach/Special Programs

1. Establish a line of communication between the Hispanic Community and the Chapter.
2. Promote engineering and science fields in the Hispanic Community with an emphasis on education.
3. Sponsor activities, such as fundraisers, for scholarships and field trips to colleges and industry.

7.0 Advancing Careers in Engineering (ACE)

The Ace program was established by SHPE National as a way of increasing the participation of Hispanics in engineering and science. The program is specifically designed to reach elementary and secondary schools as well as providing leadership training to college students thus enhancing their education while aiding in retention.

The ACE Committee shall:

1. Assign a member of the committee to serve as ACE liason to each of the student chapters within the Professional Chapter's jurisdiction.
2. Support each of the student chapters in implementing their ACE programs.
3. Provide guidance and support in developing the ACE proposal. This proposal will be reviewed and co-signed prior to submittal to SHPE National for possible funding.

8.0 Professional Advancement Committee (PAC)

The Professional Advancement Committee shall:

1. Research engineering job openings and notify members of openings.
2. Assist members with resume writing.
3. Contact with headhunter.

Article VIII. Jurisdiction

1.0 Geographic Boundaries

The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the following areas: the San Fernando Valley and the Antelope Valley.

2.0 Jurisdiction Changes

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, those counties or portions thereof that can best be served by the new chapter as determined by its members shall be subject to jurisdiction transfer to the new chapter.

Article IX. Student Chapters

1.0 Student Chapters

Student Chapters may be established at universities, colleges, community colleges, and technical schools providing a formal curriculum leading to a degree in engineering, computer science, mathematics, or in field of science. Application for the establishment of a Student Chapter shall be reviewed for approval by the Cabinet and the Board of Directors of SHPE National. Student Chapters shall be organized according to the current SHPE National Guidelines on Student Chapter Development.

2.0 Responsibilities of Student Chapters

It shall be the responsibility of Student Chapters, within the Professional Chapter's jurisdiction, to provide the Professional Chapter with the following information:

- a. A copy of the Student Chapter's calendar of events with thirty (30) days of the start of the semester, or twenty (20) days from the start of the quarter/semester.
- b. A copy of the Student Chapter's official roster no later than sixty (60) days after the start of the Student Chapter's academic year for those Student Chapter's on the semester system or forty-five (45) days if on the quarter system.
- c. A copy of the Student Chapter's official general meeting minutes within fifteen (15) days of said meeting.

In addition, periodic updates to the calendar of events and official roster are to be forwarded to the Chapter on a timely basis.

Article X. Fiscal Year

1.0 Duration of Fiscal Year

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of the subsequent year.

Article XI. Dues

1.0 Dues

Dues are as follows:

- a. The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of dues to SHPE National per the current SHPE National policy.
- b. Dues shall be payable to the Chapter before the first (1st) day of July of each year. New members shall be prorated from the first (1st) day of every third (3rd) month, in which such new member submits for membership, for the remainder of the Chapter fiscal year.

Termination of membership for nonpayment of dues is as follows:

The Cabinet may suspend any member who becomes ineligible for membership by default in the payment of dues for the period fixed in Article XI, Section 1.0 (b).

Article XII. Meeting

1.0 Quorum

To establish a quorum, not less than one half (1/2) of the Cabinet must be present with the membership informed beforehand. Voting issues shall be determined by majority vote of members present.

2.0 Annual Officer Installation Meeting

An Annual Officer Installation Meeting of the members shall be held prior to July first (1st).

3.0 General Meetings

At least twelve (12) general meetings (one per month) shall be held each fiscal year.

4.0 Cabinet Meetings

The Cabinet shall meet at least twelve (12) times during the fiscal year. Members may attend as non-voting observers.

5.0 Special Meetings

The President or any three of the following: Immediate Past President, Internal Vice President, External Vice President, Secretary, Treasurer, and/or Student Representative may, during a Cabinet meeting, call a special meeting of the Chapter general membership.

6.0 Meeting Notices

A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date and time of the meeting and shall be delivered in writing not less than ten (10) days or more than sixty (60) days prior to the meeting.

7.0 Meeting Rules

Only cabinet and general meetings shall adhere to "Robert's Rules of Order".

Article XIII. Assets

1.0 Assets

In the event that the Chapter is dissolved, any assets acquired by this local chapter shall be disseminated as deemed appropriate to its purpose, while those assets belonging directly to the SHPE-Inc. shall be returned.

Article XIV. Donations

1.0 Chapter Donations

The Chapter may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy on "Solicitations and Educational Grants".

2.0 Foundation Donations

Donations for Educational Grants and other education purposes under the auspices of SHPE Foundation shall be referred directly to the Foundation consistent with SHPE National policy on "Solicitations and Educational Grants".

Article XV. Liability of Members

1.0 Liability

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

Article XVII. Amendments to the Bylaws

1.0 Amendment Procedures

- a. A motion to amend the constitution must first be made, entertained and approved by the Cabinet.
- b. The proposed amendment, after Cabinet approval, shall be submitted in writing to the Secretary, acting as a member of the Cabinet, for presentation to the regular membership at an annual or general meeting or by mail.
- c. A copy of the proposed amendment shall be mailed with the meeting notice (per Article XII Section 5.0).

2.0 Chapter Approval

Chapter approval of proposed amendments shall consist of a two-thirds (2/3) majority vote of Regular and Associate Members present at the General or Special Meeting at which it is to be voted upon.

3.0 SHPE National Approval

After Chapter approval, proposed amendments shall be submitted to SHPE National for approval.

4.0 Date of Effect

All amendments to these bylaws shall become effective immediately after SHPE National approval.

Article XVIII. Ratification

1.0 Chapter Approval

Chapter approval of the Bylaws shall consist of a two-thirds (2/3) majority vote of Regular and Associate Members present at the General or Special Meeting at which they are to be voted upon.

2.0 SHPE National Acceptance

Acceptance by the SHPE National Board of Directors is necessary for the final ratification and enactment of these bylaws.