

THE BYLAWS OF THE GREATER SAN FERNANDO
VALLEY PROFESSIONAL CHAPTER OF THE
SOCIETY OF HISPANIC PROFESSIONAL
ENGINEERS

Article I. Name of Organization

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

Article II. Purpose of 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 all in accordance with SHPE's Internal Revenue Code Section 501(c)(3) taxexempt status.

Article III. Objectives and Goals of the Organization

The GSFV Professional Chapter is committed to providing professional, educational and cultural support in the community and promotes educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

1. Provide professional development opportunities and promote the career advancement of Chapter members. These goals shall be implemented by:
 - 1.1. Providing career development tools during meetings and events
 - 1.2. Promoting advanced professional degrees to members through meetings and events
 - 1.3. Providing networking opportunities for members
 - 1.4. Actively recruiting graduating seniors from local SHPE student chapters
2. Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields. These goals shall be implemented by:
 - 2.1. School visitations.
 - 2.2. Hispanic community involvement.

- 2.3. Workshops at local institutions.
 - 2.4. Establish local student chapters at colleges and universities.
3. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:
 - 3.1. Career/employment workshops.
 - 3.2. Technical seminars and symposiums.
 - 3.3. Other non-technical/personal development workshops.
 - 3.4. Job placement assistance.
4. Develop programs benefiting Hispanics seeking careers in engineering or other technical sciences. These goals shall be implemented by:
 - 4.1. Scholarship programs.
 - 4.2. Recruitment programs.
 - 4.3. Tutoring programs.
 - 4.4. Curriculum assistance.
5. Provide a forum for and to encourage (1) the exchange of technical information, (2) professional development, and (3) entrepreneurial opportunities.
6. Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

Article IV. Affiliation

The Chapter is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE's governing documents and policies. This Chapter shall also be part of the "local chapters" as defined by the SHPE's established governance structure. SHPE has the authority to, at any time, revoke the charter of Chapter to be an affiliated chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

Article V. Membership and Privileges

1. Non-Discrimination

No person shall be denied membership in the Chapter on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law.

2. Regular Membership

Regular members shall be:

- 2.1. Members in good standing with SHPE as indicated by SHPE National Professional Membership designation
- 2.2. Regular members shall be entitled to cast one vote in the election (per Article VIII) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership.
- 2.3. Regular members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

3. Associate Members

Associate members shall be persons who believe and support the purpose and objective of the Chapter and who do not meet the requirements 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.

4. Student Members

Student Members shall be:

- 4.1. College students studying science, technology, engineering, or mathematics.
- 4.2. Graduate and doctorate students, obtaining MBAs, studying science, technology, engineering, or mathematics.
- 4.3. High school students interested in science, technology, engineering, or math

Student Members cannot run for office or vote in Chapter and SHPE National elections. Student Members shall have the privilege of serving or chairing Chapter committees.

Article VI. Executive Board of Directors

1. Administration

The Executive Board of Directors (EBOD) consisting of the elected officers and the Immediate Past President shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The Administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

2. The Elected Officers

The Executive Board shall have the following duties:

- To enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary;
- To establish committees and appoint committee members in accordance with these Bylaws and to define the committee plans, goals and strategic objective, roles, responsibilities, powers, and duties; and
- To select and designate a bank as the chapter depository for funds and to determine the order and way deposits and/or withdrawals are made through the guidance of SHPE National and University Guidelines. Section 3. Executive Board Tenure

The term of office of each Executive Board Member is defined in Article VIII, section 4., subject to their earlier resignation or removal from office.

2.1. The President shall:

2.1.1. Represent the SHPE GSFV Chapter

2.1.2. Be the point of contact for the organizational and financial matters of the Chapter, as well as all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the Chapter.

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

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

2.1.5. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.

2.2. Immediate Past President

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

2.3. Internal Vice-President shall:

- 2.3.1. Assist the President in all business concerning the chapter membership.
- 2.3.2. Be responsible for the establishment of programs aimed at the professional and cultural development and organizational growth.
- 2.3.3. Co-Chair all meetings and chair meetings in the absence of the President.
- 2.3.4. Serve as Acting President in the President's absence or dismissal.

2.4. External Vice-President shall:

- 2.4.1. Assist the President in all business concerning the chapter membership.
- 2.4.2. Be responsible for the establishment of programs aimed at public engagement and outreach.
- 2.4.3. Co-Chair all meetings and chair meetings in the absence of the President and Internal Vice President.
- 2.4.4. Serve as Acting President in the absence of the President and the Internal Vice President.

2.5. The Treasurer shall:

- 2.5.1. Assist the President and the board in business concerning the Chapter and be responsible for the following:
 - 2.5.1.1. Disbursement of authorized funds.
 - 2.5.1.2. Banking and accounting of all Chapter funds.
 - 2.5.1.3. Prepare and submit monthly financial reports listing all liabilities and assets of the Chapter to the EBOD.
 - 2.5.1.4. All financial reports required by the State of California and the Federal Government. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.

2.5.2. Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.

2.6. The Secretary shall:

2.6.1. Maintain all official records of the Chapter.

2.6.2. Maintain the official membership roster.

2.6.3. Serve all notices required by law or; the bylaws of the Chapter.

2.6.4. Coordinate the election of officers

2.6.5. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.

The Chapter may create additional officer positions, who may, but need not serve on the Executive Board, as determined by the Chapter, within the framework of SHPE's policies, should the Chapter grow and the expansion of leadership is required to increase in proportion to the growth.

3. Committees

The Executive Board may create committees that facilitate the organizing and implementation of chapter activities, events and/or programming. Committees will have the responsibilities and membership composition as determined by the Executive Board.

ARTICLE VII. MEETINGS

1. Quorum (in-person, virtual, or hybrid)

1.1. Board Quorum and Voting

1.1.1. A quorum shall consist of at least 50.1% of the Executive Board members in office. A majority vote of the Executive Board members present when there is a quorum shall constitute approval of the Executive Board.

1.1.2. Unless these Bylaws contemplate a membership vote to approve a matter, the Executive Board has the authority to determine whether to submit a matter for approval by the Board alone, or by the Board and membership.

1.2. Membership Quorum

1.2.1. A quorum for Chapter membership meetings shall consist of at least 25% of the Chapter's members. A majority vote of the Chapter members present when there is a quorum shall constitute approval of the Chapter's members.

2. Annual Election Meetings

An Annual Election Meeting of the members shall be held in the month of April.

3. General Meetings

At least two (2) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

4. EBOD/BOD Meetings

The EBOD /BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

5. Special Meetings

The President or any member of the EBOD may call a special meeting of the Chapter general membership.

6. 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 or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

7. Meeting Rules:

All meetings shall adhere to "Robert's Rules of Order." Only EBOD may vote on monetary issues.

Article VIII. Elections and Term of Office

1. The Elections Committee

The election of the Chapter Officers 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.

2. 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. Each candidate must have been an official SHPE Professional member. The name of the candidates must be submitted to the Elections Committee by their specified date.

2.1. Voter Eligibility

Regular and Associate members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.

2.2. Candidate Eligibility

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

2.2.1. Meets the requirements as per Article IV.

2.2.2. Is a member in good standing as indicated by SHPE National as of January 1st of the election year.

3. Election of Officers

3.1. The ballots shall be collected and counted by the Elections Committee at the Annual Election Meeting to be specified by the chapter..

3.2. Candidates receiving the majority of votes per office shall be declared the winners.

4. Duration of Term

The term of office shall be July 1-June 30.

5. Notice of Elections

A meeting notice shall be delivered to all members not less than ten (10), or more than sixty (60) days prior to the meeting.

6. Removal From Elected Cabinet

An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article VI or by not being in good standing with SHPE National.

6.1. Removal of EBOD Members

A candidate for recall can be nominated by submitting a petition to the President and a copy to any of one other officer on the EBOD. The petition must be signed by a minimum of fifty-one percent (51%) of the regular membership.

The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD 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 EBOD member.

6.2. Terminated EBOD Members

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

7. 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 vacancy must be filled by the EBOD within thirty (30) days of the vacancy for the remaining portion of the term.

Article IX. Jurisdiction

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 shall be subject to jurisdiction transfer to the new chapter.

Article X. 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

Dues are as follows:

The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid online via the SHPE Connect portal with a registered account. To be recognized as a national SHPE member you must pay dues directly online through your individual registered member account.

Article XII. Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated to the governing SHPE Regional Vice-President, while assets belonging directly to the SHPE National, shall be returned.

Article XIII. Donations

The Chapter, a non-profit organization, 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.

Article XIV. Liability of Members

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

Article XV. Amendments to the Bylaws

1. Amendment Procedures
 - 1.1. A motion to amend the constitution must first be made, entertained and approved by the EBOD.
 - 1.2. The proposed amendment, after EBOD approval, shall be submitted to the Secretary for presentation to the regular membership at an annual or general meeting or by email.
2. Chapter Approval
 - 2.1. 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. SHPE National Approval
 - 3.1. After Chapter approval, proposed amendments shall be submitted to SHPE National for approval by the National Membership Coordinators.
4. Date of Effect:
 - 4.1. All amendments to these bylaws shall become effective immediately after approval by National Board of Directors.

This constitution, in its entirety, was approved by a 2/3 vote of the members of the Greater San Fernando Valley Chapter of the Society of Hispanic Professional Engineers on: June 27, 2026