



BYLAWS

SHPE SoFL Professional Chapter

Article I. Name of Organization

The name of this organization shall be Society of Hispanic Professional Engineers South Florida Professional Chapter. This organization may also be referred to as the SHPE South Florida or as SHPE SoFL; 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, Incorporated; herein referred to as SHPE National.

Article III. Objectives and Goals of the Organization

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

The objectives and goals of the Chapter shall be to:

3.1 Increase and sustain the number of Hispanics entering the fields of engineering, mathematics, science, and other technical fields. These goals shall be implemented by:

- School visitations
- Hispanic community involvement
- Workshops at local institutions
- Helping to establish and support local student chapters at local colleges and universities

3.2 Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:

- Career/employment workshops and/or Webinars
- Technical seminars and symposia

3.3 Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:

- Scholarship programs
- Recruitment programs
- Tutoring programs
- Curriculum assistance

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3.4 Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.

3.5 Inform the general public of technical contributions and achievements of professional members by newsletters, Blogs, via social media.

Article IV. Membership and Privileges

Professional Members

Professional members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board of Directors (EBOD) refers to the members. Professional members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

Membership shall be via SHPE National, SHPE Connect page via SHPE.org. Region 7, SHPE South Florida chapter must be selected.

Associate Members

Associate Member shall be a person who believes and supports the purpose of this organization. She/he shall not be entitled to nominate, vote or hold a position in the EBOD. Associate members shall be extended all privileges of a Professional member, less those exempted above.

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 entitled to hold office in the Chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

Termination of Membership

Any member may terminate his/her membership upon written notification of the effective date of resignation to the EBOD.

The Chapter may, by a two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the Chapter for any infraction of the bylaws, rules and/or regulations of the chapter.

Article V. Executive Board of Directors

Administration

The Executive Board of Directors (EBOD) consisting of the elected officers 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, including but not limited to, SHPE National documentation requirements and engage potential chapter members and coordinate membership opportunities. 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.

Elected Officers

The elected officers shall consist of a President, a Vice President, a Treasurer and a Secretary who will collectively be responsible for treasury and administrative activities, as well as, those defined in the subsequent paragraphs:

5.1 The President shall:

- Represent the Chapter.
- 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.
- Chair and preside at EBOD, General, and Special meetings.
- Be one of the two people (the other being the Treasurer) responsible for signing any documents related to financial matters, i.e. proposals, checks, etc.
- Review and approve monthly, quarterly, and annual financial reports prior to submission to SHPE National.

5.2 The Vice President shall:

- Assist the President and the board in businesses concerning the Chapter.
- Be responsible for the establishment of programs aimed at professional and cultural development.
- Co-chair all meetings and chair meetings in the absence of the President.
- Serve as an Interim President in the absence of a President.

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5.3 The Treasurer shall:

- Assist the board in business concerning the Chapter and be responsible for the following: Collect dues and Disburse authorized funds
- Responsible for banking and accounting of all the chapter funds.
- Prepare and submit monthly financial reports listing all liabilities and assets of the Chapter to the EBOD and file annual financial report with SHPE National.
- File all financial reports required by State and/or Federal Governments.
- Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.
- Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of end of his/her term.

5.4 The Secretary shall:

- Maintain all official records of the Chapter.
- Maintain the official membership roster.
- Submitting National Reporting Program to SHPE National.
- Serve all notices required by law or the Bylaws of the Chapter.
- Coordinate the election of officers.
- Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of end of his/her term.

5.5 The Director of Marketing shall:

- Assist the board in all marketing concerning the Chapter.
- Responsible for distribution of communication for members.
- Responsible for marketing of chapter events and activities, etc.
- Maintain continuous social media presence.
- Responsible for communicating reminders for membership renewals.

5.6 The Director of Corporate Affairs shall:

- Assist the board in business concerning the Chapter
- Responsible for acquiring necessary funds/food for events, activities, etc.
- Approach local businesses for potential sponsorship opportunities
- Maintain contact with corporate sponsors and corporate members

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5.7 The Director of Student Relations shall:

- Assist the board in business concerning the Chapter.
- Increase educational opportunities for Hispanic youth, especially in Science, Technology, Engineering, and Mathematics (STEM) in the community.
- Responsible for maintaining communication with Student chapters.
- Liaison between student and professional chapter.
- Responsible for assisting student chapters in meeting their goals.
- Assisting student chapter with Jr. Chapters.

5.8 The Director of Professional Development shall:

- Assist the board in business concerning the Chapter.
- Responsible for supporting professional members by organizing workshops, webinars, programs/tools, etc.
- Help acquire resources for professional members.
- Communicating to professional members about professional development opportunities.

Article VI. Elections and Term of Office

Elections Committee

The Elections Committee shall be made up of members of the Chapter, in good standing for no less than a year and must not be a candidate for an elected position. The committee must be made up of at least 3 members and no more than 5. 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 Professional Members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

Nominations and Eligibility

The EBOD as defined in Article V shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must be a Professional Member of the Chapter in good standing. Candidates interested in being President or Vice President must have knowledge of SHPE and must have been a Professional member in good standing at least ONE fiscal year. A candidate may nominate himself/herself. The names of the candidates must be submitted to the Elections Committee by their specified date.

Voter Eligibility

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Professional members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year.

Candidate Eligibility

A Professional member is eligible to hold office if he/she:

- Meets the requirements as per Article VI.
- Is a member in good standing as indicated by SHPE National.

Election of Officers

- The ballots shall be collected and counted by the Elections Committee at the Annual Election Meeting to be specified by the Chapter.
- Candidates receiving the most votes per office shall be declared the winners.
- If only one nomination, a vote yes or no shall be requested from members.

Duration of Term

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

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.

Article VII. Committees and Appointed Positions

The EBOD shall have the power to establish any committee and/or appointed position to conduct the business of the Chapter. The President may appoint, with the EBOD majority approval, any member in good standing to chair such a committee and/or appointed position. The creation and/or dissolution of a committee and/or appointed position should be through the EBOD. A Board of Directors (BOD) shall be formed and consist of the five elected officers, all appointed committee chairpersons, and appointees.

Article VIII. Terminations and Resignations

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Removal from EBOD

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

- An EBOD member who misses 3 or more consecutive EBOD meetings may be removed from office by a minimum of 51% of the votes of the rest of the EBOD.

- 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 professional members is necessary to recall any EBOD member. A meeting notice shall be delivered, as prescribed in these bylaws.

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 an Immediate Past President for the succeeding term. Should the President be recalled, the order of succession shall prevail. The Interim President shall be the Vice President for the succeeding term, if no objections from EBOD.

Vacancies

The order of succession as outlined in Article V 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 sixty (60) days of the vacancy for the remaining portion of the term. Any candidate for the vacancy must be approved by a majority of the existing EBOD members. Any executive board member that is filling a vacancy for the duration of the term of a particular office can be removed from said office by majority vote of the existing EBOD provided grounds for termination are presented, discussed and understood.

Article IX. Jurisdiction

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Geographic Boundaries

The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the following: Southern area of the State of Florida, consist of Miami-Dade, Broward, Palm Beach, Lee and Monroe counties

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, these areas or portions thereof 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. Student Chapters

Student Chapters

Student Chapters may be established at universities, colleges, community colleges, technical schools, high schools, and middle schools providing a formal curriculum leading to a degree in engineering, mathematics, science or other technical field or an interest in engineering, mathematics or science careers. Application for the establishment of a student chapter shall be reviewed for approval by the SHPE National Membership Coordinators (NMC). Student chapters shall be organized according to the current SHPE National Guidelines on Student Chapter Development. SHPE National policies supersede any local policies regarding the Student Chapters.

Article XI. Fiscal Year

Duration of Fiscal Year

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

Article XII. Dues

Dues

Dues are as follows:

- The amount of annual dues for each membership category shall be determined by SHPE National.

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Dues are to be paid directly to SHPE National.

Article XIII. Meeting

Annual Election Meeting

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

General Meetings

At least three (3) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

EBOD/BOD Meetings

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

Special Meetings

An EBOD may call a special meeting of the Chapter general membership.

Meeting Notices

A meeting notice shall be delivered to each member. The notice shall include the place, date and time of the meeting and shall be delivered in writing or electronic form not less than seven (7) or more than thirty (30) days prior to the meeting.

Article XIV Assets and Liability of Members

Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated in accordance with the Chapter's Constitution filed with the state of Florida, while assets belonging directly to SHPE National shall be returned.

Liability

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. Donations

Chapter 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.

Donation forms must be filled out and sent to SHPE National.

Article XVI. Amendments to the Constitution and Bylaws

Amendment Procedure

- A motion to amend the constitution or bylaws must first be made, entertained, and approved by the EBOD.
- The proposed amendment, after EBOD approval, shall be submitted in writing to the Secretary for presentation to the regular membership at an annual or general meeting or by mail.

Date of Effect

- All amendments shall become effective immediately after Chapter and EBOD approval.