

**CONSTITUTION
OF THE
SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
AT
NORTH CAROLINA STATE UNIVERSITY**

ARTICLE I : DEFINITION OF CHAPTER

This organization shall be called the Society of Hispanic Professional Engineers at North Carolina State University. The organization will be an affiliated student chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The chapter shall, therefore, be subject to all rules and regulations set forth in the constitution and by-laws of the national society. The chapter possesses the right to adopt its own rules and procedures within the framework of SHPE Inc.'s rules and procedures and the rules and regulations of North Carolina State University.

Any point not mentioned in the chapter constitution will be governed by the national constitution of the Society of Hispanic Professional Engineers. When conflict exists between the chapter constitution and the national constitution of the society, the latter will govern.

ARTICLE II : OBJECTIVES

The objectives of the chapter are to:

1. Increase the enrollment of Hispanic engineering and applied science students at North Carolina State University.
2. Promote the advancement of Hispanic engineers and scientists in employment and education.
3. Develop and participate in industry and university programs which benefit students seeking technical degrees.
4. Improve and ensure the retention and successful graduation of Hispanic students enrolled in engineering or applied science degree programs.
5. Provide a forum for the exchange of information pertinent to Hispanic engineering and applied science students enrolled at North Carolina State University.

These objectives shall be accomplished through:

- (1) High school student outreach programs and recruitment.
- (2) Academic counseling and support.
- (3) Curriculum guidance.
- (4) Peer and social support.
- (5) Job placement and post-graduate assistance.

ARTICLE III : MEMBERSHIP

SECTION 1 : NON-DISCRIMINATION STATEMENT

No person shall be denied membership in this organization because of race, color, ethnic origin, sex, physical or mental disability, income, religious affiliation, or creed.

SECTION 2 : MEMBERSHIP DESIGNATIONS

A) Regular Member

- i) A regular member shall be defined as an undergraduate enrolled at North Carolina State University, working on a degree in the field of engineering, engineering technology, or physical/applied science; or
- ii) a graduate student who has received an undergraduate degree in the field of engineering, engineering technology, or physical/applied science.

B) Associate Member

- i) An associate member shall be defined as a person who is not a student and has received a degree in the field of engineering, engineering technology, or physical/applied science; or
- ii) a person who is a student that is not working on a degree in the field of engineering, engineering technology, or physical/applied science but has the sincere desire and interest in helping the chapter meet it's objectives.

C) Honorary Member

An honorary member shall be defined as a person who does not meet the definitions of regular or affiliate member but has made significant contributions and efforts in supporting the chapter and it's objectives.

SECTION 3 : GENERAL BODY

The general body shall consist of all regular, affiliate, and honorary members of the

chapter. Only regular and associate members shall have voting privileges at legislative meetings.

ARTICLE IV : ADMINISTRATION

SECTION 1 : STRUCTURE OF ADMINISTRATION

The administration shall consist of an executive board, non-executive officers, and committee chairpersons. The offices of the administration are elected positions. Any member of the chapter who:

- A) Is a student in good standing, as defined by North Carolina State University.
- B) Is a full-time student.
- C) Carries a minimum GPA of 2.0.

is eligible for an elected position. The term of office for each officer and chairperson shall be one academic year.

SECTION 2 : EXECUTIVE BOARD

- A) The executive board of the chapter shall consist of a President, Administrative Vice-President, Public Relations Vice-President, Secretary, and Treasurer.
- B) The executive board shall:
 - i) Determine all questions of policy and administer the affairs of the chapter under this constitution and the general provisions of the law under which it is incorporated.
 - ii) Direct the investment and the care of the funds of the chapter and shall make appropriations for specific purposes.

SECTION 3 : DUTIES OF EXECUTIVE OFFICERS

A) PRESIDENT

The President shall be the official spokesperson for the chapter and be responsible for all business concerning the chapter. The President shall be in charge of the management of business of the chapter, which shall include the directing of other operating officers and the daily affairs of the chapter. The President will also preside over all official meetings of the chapter (executive and chapter meetings) and convey all information regarding the organization to the members.

B) VICE-PRESIDENTS

i) ADMINISTRATIVE VICE-PRESIDENT

The Administrative Vice-President shall assist the President in all business concerning the chapter. The Administrative Vice-President will be in charge of the internal affairs of the chapter (i.e. campus relations, social activities, etc.). The Administrative Vice-President shall also act as President Pro Tem in the latter's absence.

ii) PUBLIC RELATIONS VICE-PRESIDENT

The Public Relations Vice-President shall assist the President in all business concerning the chapter. The Public Relations Vice-President will be in charge of the external affairs of the chapter (i.e. corporate relations, national and regional SHPE relations, etc.).

C) SECRETARY

The Secretary will take minutes of the chapter meetings and post them. The Secretary will also be in charge of the bulletin board and maintaining communications with members through e-mail. He/she will also be responsible for registering the organization with the university each academic year and for tallying election votes.

D) TREASURER

The Treasurer will keep books and records on money received and/or disbursed. The Treasurer shall 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 an annual budget to the Executive Board and the general membership.

SECTION 4 : NON-EXECUTIVE OFFICERS

A) INTERNAL REPRESENTATIVE

The Internal Representative will assist the Administrative Vice-President in the internal affairs of the chapter and will be responsible of representing the chapter in the Engineers' Council.

B) EXTERNAL REPRESENTATIVE

The External Representative will assist the Public Relations Vice-President in the external affairs of the chapter and will be responsible for representing the chapter at national and regional conferences and functions.

C) CORRESPONDENCE SECRETARY

The Correspondence Secretary will be responsible for all maintaining correspondence with SHPE Inc., other SHPE chapters, other student organizations, and corporations.

SECTION 5 : COMMITTEE CHAIRPERSONS

A) COMMITTEE CHAIRPERSONS

Committee chairpersons shall be elected by committee members or appointed by the Executive Board.

B) RECRUITMENT CHAIRPERSON

The Recruitment Chairperson will be responsible for organizing the recruitment efforts of the chapter and the chapter participation in high school outreach programs. The chairperson shall also conduct regularly scheduled committee meetings.

C) SCHOLARSHIP CHAIRPERSON

The Scholarship Chairperson will develop and maintain academic programs to promote academic excellence within the chapter and to help members with job placement and post-graduate assistance. The chairperson shall also conduct regularly scheduled committee meetings.

D) SOCIAL CHAIRPERSON

The Social Chairperson will be responsible for the development of programs that accomplish the chapter objectives of peer and social support and for conducting regularly scheduled committee meetings.

E) AD HOC COMMITTEES

Ad hoc committees shall be established by the Executive Board as needed to carry out the programs and functions of the chapter.

ARTICLE V: ELECTIONS AND VOTING

SECTION 1 : NOMINATIONS

The President shall open nominations of all administration positions at the third to last legislative meeting of the spring semester. Any regular member of the chapter who:

- A) Is a student in good standing, as defined by North Carolina State University.
- B) Is a full-time student.

C) Carries a minimum GPA of 2.0. is eligible for nomination to an elected position. Nominations do not have to be seconded. Candidates may be nominated and run for more than one elected position, but may only assume the office of one elected position. Nominations for elected positions shall be closed prior to the election.

SECTION 2 : ELECTIONS

The chapter shall hold annual elections at the second to last legislative meeting of the spring semester. All active regular members are eligible to vote in the elections.

SECTION 3 : VOTING

The procedure for voting will be by secret ballot. All voting ballots shall be collected and counted by the Secretary and the chapter Advisor. An election of office is won by obtaining fifty-one percent (51%) of the general body vote. The winning candidates assume office at the last legislative meeting of the spring semester.

SECTION 4 : ABSENTEE VOTING

Absentee ballots shall be obtained from the Secretary and must be signed, dated, and sealed in an envelop. All absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the elections. All absentee ballot counts shall be added to the ballot counts of the elections.

ARTICLE VI: MEETINGS

SECTION 1 : LEGISLATIVE MEETINGS

Legislative meetings shall be held every two weeks during the academic year at a time set by the Executive Board. The President or President Pro Tea shall preside over the legislative meetings.

SECTION 2 : EXECUTIVE BOARD MEETINGS

The Executive Board must meet at least once prior to every legislative meeting. The President or President Pro Tea shall preside over the executive meetings and set the time and place for the meetings.

SECTION 3 : SPECIAL MEETINGS

Special meetings shall be held at the discretion of the President or upon the request of

seven (7) members of the general body.

SECTION 4 : DEFINITION OF QUORUM

A quorum shall consist of two-thirds of regular members of the general body at the meeting. Voting on chapter policies, general body motions, and for elections can not take place unless the meeting has quorum.

SECTION 5 : VOTING

All voting on chapter policies and legislative motions can only be approved with 51 percent of the general body vote.

SECTION 6 : PROCEDURE

All general body and special meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VII : RESIGNATIONS AND IMPEACHMENTS

SECTION 1 : RESIGNATIONS

A letter of resignation shall be submitted to the President or Administrative Vice President by any person willing to resign from office at least a week before the next chapter meeting. During a meeting when a resignation is presented, nominations will be taken to fill the office. A person shall be elected by the group at the next scheduled meeting by secret ballot.

SECTION 2 : IMPEACHMENTS

When any chapter member feels that an officer/chairperson is not fulfilling his/her duties, he/she may call upon the rest of the administration to meet within the next week to discuss/resolve the matter. During the impeachment proceedings the case will be presented. The officer/chairperson under investigation will be given the opportunity to present his/her defense before the other members of the administration vote. A two-thirds (2/3) vote of the members of the administration is required for the impeachment to be carried out. A new officer/chairperson shall be nominated and elected as described under Article V, Section 1, 3, and 4.

ARTICLE VIII : ADOPTION OF BY-LAWS

SECTION 1 : AMENDMENTS

Proposed amendments to the constitution shall be submitted in writing to the

membership at a general body meeting. After presentation, the proposed amendment shall be tabled until the next general body meeting or for a special meeting (as defined by Article VI, Section 3). Such amendments must be passed by two-thirds (2/3) vote of the quorum present at the meeting. Amendments must be ratified within sixty (60) days after presentation or such proposed amendments shall not be considered further.

SECTION 2 : REPEAL OF CONSTITUTION ARTICLES

A motion to repeal an article or section thereof must be tabled until the next scheduled general body meeting before it can be voted on by the general body. Such a motion will require two-thirds (2/3) vote of the quorum present at the meeting.



North Carolina State University

Department of Student Development
Division of Student Affairs

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October 18, 1995

Pavel Guarisma
Society of Hispanic Professional Engineers
Q308 E.S. King Village
Raleigh, NC 27607

Dear Pavel:

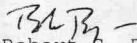
We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,


Robert S. Bryan, Jr.
Associate Director
Student Development

cc: John O'Quinn, President, Student Government
Dick Parham, Reservations, Student Center
Catherine Kuhary, Registration and Records