

## Society of Hispanic Professional Engineers

### ARTICLE I – NAME

- (a) Society of Hispanic Professional Engineers (SHPE)

### ARTICLE II – PURPOSE

- (a) The specific and primary purposes, for which the Corporation was formed, as set forth in its Articles of Incorporation, are:
  - (b) To advance Hispanic scientists and engineers in employment, education, and economic and social welfare;
  - (c) To improve the quality of education and training programs preparing Hispanic students to become professional engineers and scientists;
  - (d) To implement programs benefiting Hispanics seeking to become engineers and scientists; and
  - (e) To increase the number of Hispanics entering the field of engineering and science.

### ARTICLE III – MEMBERSHIP

- (a) Section 1. Active Members: Active membership is **open to all CSU students with the right to vote and hold office.**  
Undergraduate Student Members. Undergraduate student members shall be students enrolled in an undergraduate curriculum leading to a Bachelor's degree in engineering, engineering technology, mathematics, physical science or a mathematically based science field. Undergraduate student members shall be entitled to nominate, vote, and hold positions on the Board.
  - a Active members are defined as CSU students who are part of the organization mailing list and have been in attendance to at least 3 events/meetings/outreach opportunities.
- (b) Section 2. Alumni Members: Alumni membership is open to former CSU students who were members of the organization; **they may not vote or hold office.**
- (c) Section 3. Associate Members: Associate membership is open to faculty and interested community partners outside the University setting, i.e. the Fort Collins community. Associate members may not vote or hold office.
- (d) Section 4. Colorado State University's recognized student organizations shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability,

veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

- (e) Section 5. Duties of Members: Members will have no expectations as participation in events and meetings is completely optional.
- (f) Section 6. Removal of Members:
  - a Resignation by Members. Any member regular or otherwise, may terminate his/her membership at anytime, upon written notification to the Secretary of this Organization the effective date of resignation.
  - b Expulsion/Suspension/Termination of Membership by Board: The Executive Board may expel, suspend, or terminate any member for any infraction of the rules and/or regulations of this Organization.
  - c Procedure for Expulsion/Suspension/Termination: Following the determination that a member should be expelled, suspended, terminated or sanctioned, the following procedure shall be implemented:
    - i A notice shall be sent by email to the individual in question, in which he will be informed of the Board's decision, at which point it will be made effective after 7 days that the individual is no longer allowed to participate in any meeting of the Organization or to represent the Organization in any way.

#### **ARTICLE IV. – ELECTED OFFICERS**

- (a) Section 1. Expectations of Officers/Chairs:
  - a All of the following responsibilities must be met by all officers/chairs. Upon failure to complete any of these expectations, the individual will be contacted by the President, and if the individual is unable to make corrections after the 5<sup>th</sup> time of failing to abide by these expectations (per semester), their position will be opened to the general membership with the opportunity of being replaced effective immediately.
    - i All absences must be expressed to the President more than 24 hours before said absence, when possible
    - ii Emails and texts should be answered within 48 hours of receiving
    - iii Maintain good academic standing with the University
    - iv Assist in club fundraising efforts
    - v Alert other officers if a duty (ie. Meeting, task, report, email) cannot be met by expected date so another officer may assist in completion of task
    - vi Attend the DPE Retreat at the beginning of the semester
    - vii Maintain Project Plan up-to-date with task completions and updates
- (b) Section 2. Election Requirements:

- a For active members/officers to be elected into one of the four main positions (President, Vice-President, Treasurer, Secretary), it is required for them to have served in a chair position for at least one semester prior to election date.
  - i This would be overwritten only in the instance that the positions are not filled during election, allowing for any active member to take on a role without prior officer experience.

(c) Section 3. Duties of Officers:

- a **President:** The President shall be the Board chairperson presiding over all meetings of the Board, shall represent and be the official spokesperson and shall have such other powers and duties as prescribed by the Board. In addition, the President may appoint any qualified member to fill a vacated Board position until the Board can take action. You will be responsible for attending to all SHPE related emails.
- b **Vice-President:** The Vice-President assists the President in all business concerning the Corporation and will act as the President in the latter absence or in the event that the president is unable to complete the term. He/she shall have such other powers and perform such other duties directed by the president or board.
  - i VP will be responsible to coordinate Noche de Ciencias along with other chairs
- c **Secretary:** Secretary shall keep a record of all proceedings; meeting notes, participation and outreach event. He/she shall have such other powers and perform such other duties as may be prescribed by the Board; such as printing flyer, handouts and posters.
- d **Treasurer:** Treasurer shall act as the chief financial officer of the Corporation and shall monitor the collection of dues, the disbursement of authorized funds and the banking and accounting of all Corporation funds. The Treasurer shall know financial reports and follow DPE regulations and formats. He/she shall have such other powers and perform such other duties as may be prescribed by the Board.

(d) Section 4. Duties of Chairs:

- a **Community Outreach Chair:** Community Outreach Chair shall coordinate and oversee all community outreach events. The Community Outreach Chair is allowed to coordinate events with high schools, other clubs, and corporate sponsors. The Community Outreach Chair is also responsible for volunteering activities performed by the organization and depending on the activity.
  - i Main outreach event is Noche de Ciencias and will coordinate with VP

- b **Recruitment and Retention Chair:** The Recruitment and Retention Chair is responsible for the recruiting of future SHPE members and advertising of the organization, and responsible for the planning, overseeing, and execution of all social events for the organization. These responsibilities include but are not limited to outings and maintaining of SHPE social media (Ramlink, Facebook, etc.). These responsibilities include but are not limited to, recruiting events (Ram Welcome), and the creation and application of recruiting posters. This chair is also responsible for retainment which includes by are not limited to involvement in research labs and other such events. c
- Fundraising Chair:** The Fundraising Chair is responsible for all Fundraising Events, depending on the event, may coordinate with the Outreach Coordinator for the event. The Fundraising Chair will need to coordinate with the Treasurer to determine the means of monetary transfer before/after fundraising events. The Fundraising Chair is also responsible for obtaining donations whether they be monetary or physical (shirts, supplies, food, drink, etc...).
- d **Professional and Personal Development Chair:** The Professional Development Chair is responsible for planning, overseeing, and execution of professional and personal development events; and for coordinating tutoring events. These events include but are not limited to hosting corporate speakers, tours, PLI's, and team building activities. Chair will coordinate with members to determine hours, subjects tutored, and location and will coordinate with the Recruitment Chair to advertise tutoring events. Chair is allowed to create 'members only' tutoring events as well as tutoring events open to the public.

## ARTICLE V – MEETINGS

- (a) Section 1. General Meetings:
- a Place of Meetings. Meetings shall be held at any place within the CSU campus.
  - b Time of Meetings. Meetings will be held every two weeks, with occasional variations due to special events.
  - c Content of Meetings. Meeting purpose will be determined by President, depending on information required.
- (b) Section 2. Executive Board Meetings: Executive Board Meetings will be held every week and lead by the Organization President.

- ARTICLE VI – ADVISOR(s)** (a) Section 1. Faculty Advisor a Election:  
Nomination of faculty member within the University. Once nominated, she/he can then decide to accept the position.

- b Qualifications: The advisor must be a recognized CSU employee as a faculty or staff member, or graduate student with approval from their academic advisor, who has an interest in serving as an advisor. The advisor does not have the right to vote.
  - c Duties: Advisor will be present at all meetings to ensure we are within CSU guidelines and policies.
- (b) Section 2. Academic Advisor
- a The role of the Academic Advisor shall be to serve as a primary faculty contact for the Academic Research Collaboration (ARC) program and to assist in the organization and supervision of undergraduate research involvement through SHPE.
  - b The Academic Advisor must be research professor at CSU i Tenured faculty preferred but not required
  - c The responsibilities of the Academic Advisor shall be i To help connect SHPE undergraduate students interested in research to CSU researchers performing research in the students' field of interest,
    - ii To establish lead graduate students for SHPE undergraduate members to work under
    - iii To seek new research opportunities for undergraduate engineering students,
    - iv To intervene if it comes to their attention that either the undergraduate or graduate student is not performing to the standards outlined in their contract,
    - v To pursue and procure funding for ARC students (undergraduate or graduate) independent of the research lab that the undergraduate or graduate student works in,
      - If pay for undergraduates is available, payment will be hourly or a stipend depending on funding availability and contract
      - If pay for graduate students is available, payment will be a stipend to compensate for their time
      - Funding for ARC students may come from the PI of the lab the student(s) work in, if the PI has funding and agrees to hire the student(s) for pay
    - vi To help manage potential pay for undergraduate students, and
    - vii To promote undergraduate research by presenting, at minimum, at one SHPE general meeting per semester.
      - Regular attendance of meetings is not required but is encouraged
  - d The individual serving as Academic Advisor will have the opportunity to work with enthusiastic and qualified students from

traditionally underrepresented populations.

Benefits of the academic advisor include but are not limited to:

- i ARC participation through SHPE meets part of the “Service” requirement of being a CSU faculty member
- ii Allows Academic Advisor to pursue funding by incorporating CSU SHPE and the ARC program in the “Broader Impacts” section of the grant application
- iii Help underrepresented students develop in a STEM field

e The Academic Advisor will help SHPE provide new opportunities to undergraduate members by:

- i Helping CSU SHPE members develop in a STEM field by helping the student develop new skill sets, improving current skill sets, and develop critical thinking skills needed in the STEM work force.
- ii Helping CSU SHPE develop prestige as a CSU student organization

f Please note that an Academic Advisor is not required for ARC to exist and for ARC participation, though it does help the program to have one. If an Academic Advisor is not appointed placement of ARC undergraduate students will become the responsibility of the most senior ARC graduate student. If this is the case, payment for ARC participation will be the decision of the PI the ARC undergraduate student is placed in. Furthermore, if no Academic Advisor is appointed, the most senior ARC graduate student may be able to place students in research labs that are not his/her own lab if the most senior ARC graduate student discusses ARC undergraduate participation with the PI and he or she agrees to have the student volunteer in their lab.

#### **Article VII – Amendments**

- (a) This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.

#### **Article VIII – Academic Research Collaboration (ARC)**

- (a) The Academic Research Collaboration, hereinafter referred to as ARC, shall serve as an outlet for SHPE undergraduate students to gain research experience in an academic research institution. The purpose of this initiative is
  - a to allow students to develop the skills needed to succeed in a research setting,
  - b to help students create connections with graduate students and professors by performing research in subject areas they are interested in,
  - c to improve their undergraduate experience by providing opportunities to learn and grow outside of their regular coursework, and

- d to introduce undergraduate students to academic research to help the student determine if they need/want to pursue a higher degree.
- (b) Section 1. ARC Graduate Students.
  - a ARC graduate students will be CSU SHPE members
  - b Responsibilities
    - i ARC Graduate students will ensure proper training of lab safety procedures and lab equipment to ARC Undergraduate students
    - ii ARC Graduate students will teach ARC undergraduate students the appropriate theories and provide the appropriate amount of information to ARC undergraduate students to help them learn the meaning behind the work that they are performing
    - iii ARC Graduate Students will be responsible of providing meaningful opportunities for work and quality feedback for undergraduate students as outlined in their signed contract.
    - iv ARC Graduate Students will be responsible for providing feedback of the undergraduates work to their PI and/or the SHPE Academic Advisor.
    - v ARC Graduate Students will have the opportunity to have an undergraduate assist them with tasks while conducting research.
    - vi ARC Graduates will benefit undergraduate students by allowing them to develop research skills and by introducing them to different opportunities in a STEM field
  - c Benefit to ARC Graduate student
    - i The opportunity to further learn their own subject material by teaching it to a non-expert
    - ii Allows the graduate student focus on other tasks/problems by having an ARC graduate student perform work for the ARC graduate student
  - d Benefit to the ARC undergraduate students
    - e ARC undergraduates will look at the ARC graduate student as the subject matter expert. ARC graduate student mentorship will help ARC Undergraduate students develop in their field
    - f ARC undergraduate students will be introduced to:
      - i New concepts and analytical tools used to solve STEM problems
      - ii Academic research
      - iii What graduate school is like
- (c) Section 2. ARC Undergraduate Students
  - a ARC undergraduate students will be registered SHPE members, active members of CSU SHPE, and must be in “good standing” with the university.
  - b Responsibilities
    - i ARC Undergraduate Students will be responsible for
      - Assisting graduate students in the lab,

- Performing tasks to the standards set by the ARC Graduate Student they are working under,
- Fulfilling other responsibilities as outlined in their signed contract.
  - ii ARC Undergraduate Students will be provided with the opportunity to gain experience performing research. If the specific project allows, ARC Undergraduate Students may receive financial compensation for their work and time as agreed upon by the student and the Academic Advisor or PI of the lab the undergraduate works in

iii ARC undergraduate students are required to attend all regular SHPE meetings and, at a minimum, participation in one SHPE outreach event per semester if at least one outreach event per semester is planned. Students may miss up to 5 meetings if adequate notice and reason is given for missing these meetings. Reasons include: academics, extracurricular activities including participation in a CSU sport team, other CSU student organizations, events related to ARC participation such as travel for conferences, work obligations, and medical emergency for the student or the student's family. Failure to comply may result in termination of the student's ARC contract, which may or may not affect their position in the research lab they have been placed.

c Benefit to ARC undergraduate student i The student will be introduced to an academic research environment, allowing them to:

- Learn how to work safely in a research environment
- Develop critical thinking skills
- Develop new skill sets and improve and apply current skill sets
- Receive direct mentorship in a STEM field
- Be exposed to new concepts, allowing one to decide if one wants or needs a higher degree

d Monetary compensation i ARC participation will be on a volunteer basis for a minimum of one semester before payment will be considered unless the undergraduate it is hired through an application and interview process. After one semester of volunteering payment is not guaranteed.

(d) Section 3. Contracts a ARC Graduate and ARC Undergraduate students must have a signed contract on file to participate in the ARC program.

b These contracts are subject to the approval of the SHPE Academic Chair and will be kept on file, electronically by the lead ARC graduate student and physical copies kept by the Faculty Advisor.