

# **Bylaws of the Society of Hispanic Professional Engineers Detroit Professional Chapter**

AMENDED AND RESTATED AS OF JULY 22, 1999

Society of Hispanic Professional Engineers  
Detroit Professional Chapter Bylaws

## Section 1 Name and Purpose

1.1 Name of the Organization: The name of this organization shall be the "Society of Hispanic Professional Engineers - Detroit Professional Chapter." This organization may also be referred to as "SHPE - DPC", herein referred to as the Chapter.

1.2 Purpose of the Chapter: To actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers (SHPE), herein referred to as SHPE National.

## Section 2 Objectives

2.1 The Objectives of the Chapter: The specific and primary objectives of the Chapter shall be the following: a. Inform the general public of technical contributions and achievements of Hispanics. b. Provide a forum for the exchange of technical and non-technical information, professional development, and entrepreneurial opportunities. c. Develop programs benefiting Hispanics seeking careers in engineering, technical sciences, or other related fields. d. Promote advancement of Hispanic engineers and scientists in employment and education. e. Increase the number of Hispanics entering the fields of engineering and science. f. Promote the development of management skills among Hispanic Professionals.

## Section 3 Administration

3.1 General Administrative Powers: The business affairs of the chapter shall be managed, and all administrative powers shall be exercised by or under the direction of the SHPE Detroit Professional Chapter Executive Board of Directors, hereinafter referred to as the Executive Board. 3.2 Make-up of the Board: The Board shall consist of the officers of the Chapter. The officers of the chapter shall be the President, the Vice President External Relations, the Vice President Internal Relations, the Treasurer, the Women In Action Conference Director, and the Young Engineers and Scientists Director. These officers shall be determined by an election vote of all Regular Chapter members, except as noted.

## Section 4 Roles of the Executive Board of Directors and Committee Chairs

4.1 President: The President shall represent the Chapter and be responsible for all business concerning the Chapter, function and activities under the direction of the Chapter, subject to the approval of the Board of Directors. The President may create or dissolve ad hoc committees/teams, subject to the approval of the majority of the Board of Directors. The President shall be responsible for the following: a. Keeping the minutes of both Board of Directors and general meetings. b. Coordinating the issuance of membership certificates. c. Making proper entries in the books of the Chapter. d. Serving all notices required by law, the by-laws or the Board of Directors. e. Forwarding all legal records to SHPE National at the end of each fiscal year when applicable.

4.2 Vice President External Relations: The Vice President External Relations shall assist the President in all business concerning the Chapter and shall act as President pro temp in the absence of the latter. The Vice President External Relations shall perform duties as assigned by the President. In the event of a vacancy in the Presidential position, the Vice President External Relations will assume the Presidency within 30 days of the vacancy.

4.3 Vice President Internal Relations: The Vice President Internal Relations shall assist the President in all business concerning the Chapter and shall act as President pro temp in the absence of both the President and the Vice President. The Vice President #2 shall perform duties as assigned by the President. In the event of a vacancy in the Vice President External Relation position, the Vice President Internal Relations will assume the Presidency within 30 days of the vacancy.

4.4 Treasurer: The Treasurer shall be responsible for the following items: a. Collection of dues. b. Disbursement of authorized funds. c. Banking and accounting of all Chapter funds. d. Preparing quarterly financial reports listing all liabilities and assets of the Chapter to the Executive Board. e. Completion of all financial reports required by the State of Michigan and the Federal Government. f. Reimbursement of expenses incurred by officers or members directly related to Chapter business. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Executive Board or these Bylaws.

4.5 Special Committee Chairs/Leaders: The chairs/leaders for standing and/or ad hoc committees and programs other than the SHPE-DPC Women In Action Conference and the SHPE-DPC Young Engineers and Scientists Program shall be appointed positions by the Executive Board.

4.6 Women In Action Conference Director: During those years when a SHPE-DPC Women In Action Conference will take place, the SHPE-DPC Women In Action Conference Director position shall be responsible for the coordination and planning of said conference. Any special committees established for the Women In Action

Conference shall be directed by the Women In Action Conference Director. Fundraising

for this conference will be done in accordance to the guidelines established by the SHPE-DPC Executive Board.

**4.7 Young Engineers and Scientists Program Director:** During those years when a SHPE-DPC Young Engineers and Scientists Program will take place, the SHPE-DPC Young Engineers and Scientists Program Director position shall be responsible for the coordination and planning of said program. Any special committees established for the SHPE-DPC Young Engineers and Scientists Program shall be directed by the Young Engineers and Scientists Program Director. Fundraising for this program will be done in accordance to the guidelines established by the SHPE-DPC Executive Board.

**4.8 Elections and Terms of Office:** The officers of this Chapter shall be elected at the Annual Elections Meeting. The term of office shall be one year to begin on the first (1st) Thursday of the month after the Annual Elections Meeting. A meeting notice in accordance with Section 11 of these Bylaws shall be delivered to the general membership regarding the Annual Elections Meeting.

**4.9 Removal from Elected Board of Directors:** A meeting notice in accordance with Section 11 of these Bylaws shall be delivered to the general membership regarding the topic "Removal from Elected Executive Board of Directors". A vote of two thirds (2/3) of the members voting on the issue(s) is required for removal.

**4.10 Vacancies:** A vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy shall be filled at the discretion of the Executive Board for the unexpired portion of the term.

**4.11 Compensation of Officers:** Officers shall not receive any stated or implied salary for their services. Nothing herein contained shall be construed to preclude any officer from serving in any other capacity outside of the Chapter and receive compensation thereof.

## Section 5 Membership

**5.1 Membership Privilege:** The privilege of holding elected office and casting one vote, in the election of officers and in all business that refers to the general membership, is extended to regular members who are current in their dues. Membership shall be determined after an application has been submitted and approved by the Chapter, except as noted.

**5.2 Regular Membership:** Regular members shall be persons holding at least a Bachelor's degree in engineering or science. Six (6) years or more of related experience in engineering or science may be substituted for the Bachelor's degree.

**5.3 Associate Membership:** Associate members shall be persons who support the purpose and objectives of the Chapter, and who do not qualify for Regular Membership.

**5.4 Honorary Membership:** Honorary members shall be persons who have been awarded a membership by the Board Directors. They shall be Hispanic persons who have accomplished an outstanding achievement in their engineering or scientific profession, or persons who

demonstrates exceptional support of the Chapters' purpose and objectives.5.5

Industrial/Academic/Institutional Membership: Industrial/Academic/Institutional members shall be organizations that support the Chapter's Purpose and Objectives. These members shall have no voting rights; either collectively or individually.5.6 Student members: Student members shall be full-time students enrolled in a curriculum leading to a degree in engineering, science, mathematics, or computer science. Students enrolled in community colleges, and or technical schools having engineering, science, mathematics, or computer science curricula are also included.5.7 Associate Student Membership: Associate student members shall be members who support the Chapter's purpose and objectives, and who do not qualify for Student Membership.

## Section 6 Annual Dues

6.1 Annual Dues: a. The amount of annual dues for each category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of the dues to SHPE National per the current SHPE National policy. b. Dues shall be payable to the Chapter before the first (1st) day of Jan. of each year. Dues of new members shall be prorated from the first (1st) day of the month, in which such new member submits for membership, for the remainder of the Chapter fiscal year. c. Termination of membership is as follows: i. The Executive Board may suspend or expel any members who becomes ineligible for membership by default in the payment of dues for the period fixed in Section 6.1 b. ii. Any member may terminate his/her membership upon written notification of the effective date of resignation to any member of the Executive Board of the Chapter. iii. The Chapter may, by majority vote, terminate any member for any infraction of the bylaws, rules and/or regulations of the Chapter.

## Section 7 Fiscal Year

7.1 Fiscal Year: The fiscal year of the Chapter shall begin on Jan 1st and end on Dec. 31 of the subsequent year.

## Section 8 Jurisdiction

8.1 Geographic Boundaries: The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries as designated by SHPE National.8.2

Jurisdiction Changes: The chapter's jurisdiction may be reduced in geographic size if subchapters outside the Metro Detroit area evolve into new chapters 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 members in the respective counties shall be subject to jurisdiction transfer to the new chapter.

## Section 9 Student Chapters

9.1 Student Chapters: Student Chapters may be established at universities, colleges, community colleges and technical schools providing a formal curriculum in engineering or science. Application for the establishment of Student Chapter shall be reviewed for approval by the cabinet and the Board of Directors of SHPE National. SHPE Detroit Professional Chapter will support local student chapters' activities as needed.

## Section 10 Meetings

10.1 Annual Election Meeting: An annual election meeting of the members shall be held during the second week of June. Chapter officers will be elected at this meeting. Election decisions will be determined by majority vote.10.2 General Meetings: At least three (4) general membership meetings shall be held each fiscal year, in addition to the annual election meeting.10.3 Committee and/or Team Meetings: Committee and/or Team meetings are to be held at the discretion of the Team Leader .10.4 Executive Board Meetings: The Administrative Team shall meet at least every three (3) months during the fiscal year. Members may attend as non-voting observers.10.5 Special Meetings: The President or any two of the following: Vice President External Relations, Vice President Internal Relations, or Treasurer may, during an Executive Board Meeting, call a special meeting of the Chapter general membership.

## Section 11 Meeting Guidelines

11.1 Meeting Notices: At the direction of the Administrative Team 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 verbally or in writing not less than ten (10) days or more than thirty (30) days prior to the meeting.11.2 Meeting Agenda: All meetings shall have an agenda prepared beforehand and agreed upon by the majority vote of the Executive Board.

## Section 12 Chapter Assets

12.1 Assets: In the event that the Chapter is dissolved, any assets shall become the property of the Society of Hispanic Professional Engineers (SHPE), Incorporated.

## Section 13 Donations

13.1 Chapter Donations - 501(c)6: 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." 13.2 Foundation Donations - 501(c)3: 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."

#### Section 14 Liability of Members

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

#### Section 15 Amendments to the Bylaws

15.1 Amendment Procedures: The following items outline the process by which the Chapter must adhere to amend these Bylaws. a. A motion to amend the Bylaws must first be made, entertained and approved by the Executive Board. b. The proposed amendment, after Executive Board approval, shall be submitted in writing to the President, acting as a member of the Executive Board, for presentation to the regular membership at an annual or general meeting. c. A copy of the proposed amendment shall be mailed with the meeting notice. d. A vote of two thirds (2/3) of the members voting on the issue(s) is required for amendment passage. e. The amendment shall be submitted to SHPE National for final approval.