



The Society of Hispanic Professional Engineers at The Ohio State University

2025-2026 Constitution

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ARTICLE I - Name of Organization

- The name of this organization shall be the Society of Hispanic Professional Engineers (SHPE) at The Ohio State University.
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ARTICLE II - Organization Purpose

- We the members of SHPE hereby associate ourselves to:
 - Attract and retain students interested in STEAM-related fields.
 - Provide academic support and professional development to the members.
 - Serve as a morale and cultural support group.
 - Promote and reinforce the ethical culture fostered by the university for students of different backgrounds.
 - Mission: SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.
 - Vision: SHPE's vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.
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ARTICLE III - University Regulations

Section 1 - Harassment and Discrimination, including Sexual Misconduct

- The Society of Hispanic Professional Engineers (SHPE) agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines.
- As a student organization at The Ohio State University, SHPE expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Section 2 - Hazing

- The Society of Hispanic Professional Engineers (SHPE) agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the



student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section 3 - Bylaws

- The Society of Hispanic Professional Engineers (SHPE) retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements
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ARTICLE IV - Membership

Section 1: Membership Eligibility

- Membership to the chapter at The Ohio state is open to any currently enrolled student attending general body meetings.
- Membership to the national organization is open to any currently enrolled student at The Ohio State University who has paid the SHPE national fee of \$10. For those students the following resources are available:
 - National Conference
 - Regional Leadership Development Conference
 - National Scholarships
 - Chapter Scholarships
 - Resume Book
 - Test Bank
 - SHPE Merch Discount
- 90% of the voting membership must be currently enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.

Section 2 - Member Selection

- Membership at the Society of Hispanic Professional Engineers (SHPE) is completely voluntary and can be achieved by attending and participating in general body meetings, professional development events, and social events.
- Students may fill out attendance forms requiring their general information and may also join SHPE's "MemberSHPE!" to receive official announcements and join SHPE's general body.



- All members currently enrolled at The Ohio State University and in good standing with SHPE OSU Chapter, shall become members of SHPE National as defined by the Constitution, and, if other requirements are met, shall be able to vote on issues concerning the organization.
- The rights of members are to:
 - Attend all regular meetings of the organization to be held in a manner in accordance with the Constitution.
 - Vote on all matters submitted to a vote of the membership.
 - Vote for the organization's officers and representatives as provided in the Constitution.
 - Vote on any proposed changes in the organization.
 - Hold office in the organization as provided in the Constitution.
 - Participate in all activities planned by the organization.
- The responsibilities of the members are to:
 - Be current with dues payments, as defined in the Constitution.
 - To behave in a professional and/or appropriate manner during any organizational meeting or activity, and when representing the organization.

Section 3 - Membership Timeline

- Students interested in the Society of Hispanic Professional Engineers may learn more information at The Ohio State University's Involvement Fair during the fall to first show their interest.
- These students should then be on the look out for informational meetings that will occur during the first few weeks of the semester on SHPE's social media pages and GroupMe to learn about future meetings.
- Students may then attend and prioritize meetings depending on their preferences; attendance is variable (student schedules may not always align with meeting times) and membership is open on a rolling basis.

Section 4 - Member Removal

- All members are free to leave and disassociate without fear of retaliation or harassment.
- Member removal from SHPE may occur, however, in the case that a student:
 - Behaves unprofessionally and/or inappropriately during any organizational meeting or activity, and when representing the organization.
 - Does not follow the standards set by the constitution.
 - Needs to take a leave of absence due to unforeseen reasons (e.g. co-op/internship opportunities during the academic semester, etc.).
- The process for member removal from requires:
 - Evidence to be provided to officers and the advisor for the reason of removal.
 - Informing the member in writing of their charges and providing them with an opportunity to defend themselves.
 - Holding a meeting with the executive board to discuss/vote on the removal. A majority vote will determine the outcome of the removal.
 - Consultation of advisor during the process for the best resolution.



ARTICLE V - Advisor

Section 1: Advisor Duties and Responsibilities

- The advisor(s) to this organization shall be a full-time administrator, faculty, or staff of The Ohio State University.
- The responsibilities of the advisor(s) are guided by requirements from the Council on Student Affairs (CSA):
 - Review and Approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for the upcoming year.
 - Review and Approve the organization's Goals.
 - Complete an advisor training session once every two years.
 - Complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu
 - Review and Approve/Deny the organization's CSA funding requests, if/when submitted by the treasurer.
 - Review and Approve reservations of space or equipment, if/when requested by the University department granting the reservation.
- The other roles the advisor(s) serves with the organization should be discussed and agreed upon on an annual basis with the student leaders.

Section 2: Advisor Term

- Advisors are expected to serve their term indefinitely, until the organization unanimously agrees to elect a new advisor.

Section 3: Advisor Selection

- The advisor(s) to this organization shall be a full-time administrator, faculty, or staff of The Ohio State University.
- Classified civil service employees, graduate administrative associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.
- Advisors should not be on extended leave without mutually agreed upon contingency plans to provide for the organization's needs during their absence. This can come in the form of regular communication during the leave or bringing on a co-advisor.
- The organization's officers and executive board members may discuss potential advisors to agree upon the best fitting candidate.

Section 2: Advisor Replacement

- In the case that an advisor plans to resign, a fair notice to the officers and executive board members of SHPE must be given to give the organization enough time to search for a new candidate.
 - If SHPE deems it necessary to remove an advisor, a discussion and majority vote must be held by the officers and executive board members.
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ARTICLE VI. - Officers

Section 1 - Officer Positions

- 1. President:** Omar Takruri.1
- 2. Vice-President:** Isabella Staschiak.11
- 3. Secretary:** Victoria Cuellargarcia.1
- 4. Treasurer:** Nedi Velasco.39
- 5. Academic Chair:** Matthew Allen.2906
- 6. Ambassador Chair:** Rogelio Villa.71
- 7. Chapter Development Chair:** Brooke McPike.8 & Yareni Velazquezgarcia.2 & Berenice Araizasierra.1
- 8. Community Outreach Chair:** Eric Luther.108 & Maria Manrique.18
- 9. Conference Chair:** Joshua Cruzsantos.3
- 10. Digital Operations Chair:** Camila Gutierrez.318
- 11. Marketing Chair:** Natalia Favilainacua.2 & Maria Delcarpio.2
- 12. Professional Development Chair:** Joshua Cruzsantos.3 & Ingrid Escalante-Hernandez.1
- 13. Parliamentarian:** Juan Andres Vallenieto.1



President

Description: The leader in all initiatives of SHPE OSU

Previous Year Position Holder: Daniel Gaudiano Del Bosque.2

New Position Holder: Omar Takturi.1

Requirements:

- Must have held a previous officer position for at least 1 year
 - In the case that no member who has held an officer position is interested, any active member who has been on the executive board for the past year shall be allowed to run for the position
 - Alternatively, if no active officer or executive board member is interested in the position, then the position will become available to anyone interested, regardless of their membership level within SHPE at the university
- Must have at least a 3.0 GPA and good standing with the university
- Cannot hold main executive position in any other organization
- Must be able to attend NILA in the summer
- Must be able to commit minimum 10 hours a week to SHPE tasks which include but are not limited to email, calls, texts, and meetings

Duties:

- Leads all general body meetings, executive board meetings, and workshops
 - Introduces guests
 - Begins and adjourns meetings
- Conference Participation
 - Represents SHPE OSU as president at National Conference, RLDC (Regional Leadership Development Conference), and NILA (National Institute for Leadership Advancement)
- Participates in monthly Regional President Calls
- Creates and leads initiatives of SHPE OSU
 - Delegates work within executive board
 - Sets deadlines and goals with executive board
- Facilitates communication externally
 - Helps chairs communicate with companies via email/phone/meeting
 - Directs companies to board member that relates to their target event
 - CC'd on all major emails
- Chapter Management Tools completing
 - 3 page document and excel spreadsheet turned into SHPE national
 - Collaborates on this with Vice President, Secretary, and Treasurer
- Oversees weekly newsletter
 - Revisions
- Meets with advisor bi-weekly
 - Discusses assistance needed from MEP
 - Discusses funds
 - Discusses major events coming up, and E-board progress
- Oversee chapter finances
- *Note: If positions are unoccupied, duties will be shared amongst officers.*





Vice President

Description: Vice President for SHPE

Previous Year Position Holder: Max Arenas.16

New Position Holder: Isabella Staschiak.11

Duties:

- Assist with Presidential duties, according to President's discretion
 - Must fill in for President if absent
 - Delegates tasks with President
 - Advises President directly
- Chapter Management Tools Completion
 - 3 page document and excel spreadsheet turned into SHPE national
 - Each chair position should fill out their relevant goals and perspective events
 - Collaborates on this with Vice President, Secretary, and Treasurer to review
- Directing general body meetings with president
 - Prepare PowerPoint presentation
- Review newsletter main points with Secretary: Upcoming events, announcement, job/internship opportunities, volunteering events, etc.
 - Review newsletter draft before it's sent to members
- Meet with Advisor and SHPE President at least monthly
- Review calendar with Secretary and President
 - Select all meeting dates for the following school year
 - Responsible for avoiding major conflicts such as football games and school holidays
- Responsible for following up with emails from companies and future members
 - Is CC'd on emails directed to SHPE OSU and President and advisor (especially for companies)
 - Assists in communication between SHPE OSU officials and external parties
- Support other E-board members with the President
- *Note: If positions are unoccupied, duties will be shared amongst officers.*

Previous Events Advised/Overseen Under This Position:

- Involvement Fair
- Outreach Events
- Chapter Development Events
- Academic Events
- Sponsorship for various events
 - Company workshops, recruitment dinners, etc.
- Company recruitment advising
- General Body Meetings



Treasurer

Description: SHPE Treasurer

Previous Year Position Holder: Julia Koehler.265

New Position Holder: Nedi Velasco.39

Duties:

- Chapter Management Tools completing
 - 3 page document and excel spreadsheet turned into SHPE national
 - Collaborates on this with President, Vice President and Secretary
- Oversee and approve of budgets created by chairs
- Make necessary updates to Company Funding Proposal Document
 - Changes in Budget
 - Changes in Events
- Be responsible for the SHPE Credit Card
 - Manage card check in and check out process to ensure return within 24 hours
- Manage funds in OSU and chapter bank accounts
 - Keep track of funds in each
 - Deposit Checks to bank
- Treasurer will only be responsible for Coke Grants involving company rep events and general body meetings.
 - Aids Chairs in applying for Coke Grants from OSU
 - Must be done 22 days before the event - each chair must write their own Coke Grant.
 - <https://studentlife.osu.edu/coke/coke-beverage-donation.aspx?form=true>
- Apply for all OSU funding given by Office of Student Life
- Coordinate with SHPE Ambassador to apply for funds from UCLO, USG, and Ecouncil
 - Seek out all other types of university funding
- Create Event Expense Breakdown for reference in future
- Work with E-board in estimating event expense limits
- Work with Conference Chair to determine the ways of payments for National Conference
 - Oversee reimbursement process from departments
- Responsible for budgeting and directing of spending throughout the school year
- Revises funding proposals
- Oversees final transactions
- Monthly meeting with advisor to review organization's finances
- *Note: If positions are unoccupied, duties will be shared amongst officers.*



Secretary

Description: Facilitate communication between e-board and general body members.

Previous Year Position Holder: Olivia Alvarez.311

New Position Holder: Victoria Cuellargarcia.1

Duties:

- Work in conjunction with the President and Vice President
 - Must stay in communication for updates
 - Must be ready to assist President or Vice President when needed
- Responsible for Chapter Management Tools completion
 - 3 page document and excel spreadsheet turned into SHPE National
 - Sends constant reminders to e-board for information needed
 - Collaborates on this with President, Vice President and Treasurer
- Create and send weekly Newsletters
 - Work with newsletter software (mailchimp)
 - Be creative to bring new ideas to newsletters
 - Create google docs, spreadsheets, and forms
 - Import and export emails from SHPE emailing list
 - Aid in creating flyers for events
 - Review meetings and events calendar on Google Drive with President and Vice President
- SHPE Meetings
 - Sign In Sheets: Make sure everyone that attends meetings checks in/ create a membership roster
 - Manage point system for students that go to meetings
 - Aid chairs in making sure they are constantly updating the point system
 - Take minutes at E-Board meetings
 - Make minutes available and easy to understand for members
 - Organize efficiently
- Create Statistical Data for SHPE
 - Use sign in sheets to show representation of SHPE growth
 - Analyze trends in SHPE such as, common majors, male-female representation, etc.
 - Have a count of average attendance at each meeting
- Management of Resume Collection
 - Collect resumes from SHPE members and store in SHPE Resume google drive
 - Have resumes organized to distribute to company reps. at their request
- Management of SHPE OSU email and Google drive
 - Read and forward emails to the appropriate E-Board members
 - Add/remove students from emailing list
- Leads in making flyers for upcoming events
- *Note: If positions are unoccupied, duties will be shared amongst officers.*



Community Outreach Chair

Description: Bridge between SHPE OSU and the OSU and Greater Columbus communities. Focus on STEM awareness for middle school and high school students.

Previous Year Position Holder(s): Kat Zepedo-Romero.¹, Nedi Velasco.³⁹

New Position Holder(s): Eric Luther.¹⁰⁸ & Maria Manrique.¹⁸

Duties:

- Plan 4 outreach events per semester (including STEM Challenge/Noche de Ciencias)
 - STEM Challenge/Noche de Ciencias
 - Recruiting for outreach committee
 - Directing outreach committee meetings
 - Delegating tasks to each committee member
 - Overseeing all the subcommittees and aid wherever necessary (sometimes all)
 - Recruitment
 - Sponsorship
 - Activities
 - Budget
 - Merchandise
 - Work with marketing chair for merchandise
 - Logistics
 - Noche de Ciencias must be planned before the start of fall semester
 - Forming weekly progress reports and consulting with the President and Vice President
 - Timeliness of event planning to account for extenuating circumstances
 - Weekly committee meetings for STEM Challenge up until event
 - Make sure all volunteers attend training and know their delegated tasks a week before the event
 - Meet with President and Vice President a week before event to go over all details
 - Coordinate with the Treasurer to apply for any grants.
 - Request rooms for events/training
 - In charge of setting up and running SHPE Holiday Toy Drive Fiesta with Chapter Development

Previous Events Advised/Overseen Under This Position:

- Noche de Ciencias
- STEM Challenge
- Ohio Hispanic Coalition STEM Activities
- Habitat for Humanity
- Grupo Mariposas
- SACNAS



Academic Chair

Description: Supporting members in academic wellness

Previous Year Position Holder: Julio Sica-Perez.1

New Position Holder: Matthew Allen.2906

Duties:

- Look for ways to improve academic performance for the organization's members
- Keep Test Bank updated
 - Share test bank with SHPE members who have paid their membership fee
 - To keep access, members must attend two general body meetings and one social.
 - Remind people to share their old tests/quizzes
 - Keep the test bank organized in SHPE academic gmail account
 - Maintain a titling system for test bank files
 - Encourage participation with Academic Coaching in Engineering and Supplemental Instruction
 - Send weekly messages on GroupMe to remind students of events
- Plan study tables for midterm and finals
 - Look for ways to fund the event
 - DOI funding or SHPE funding
 - Advertise the event
 - Request flyers be made by the Secretary or Marketing Chair
 - Distribute flyers in different engineering buildings
 - Advertise in group chats frequently
 - Reserve rooms
 - One main room for food and one “quiet rooms” OR
 - One large room with room for food and studying
 - Make a list for snacks and plan main food
 - Shop for the snacks and responsible for storing food
 - The day of:
 - Responsible for set up/clean up
 - Ordering/pick up/distributing main food
 - Keep students on task
 - Schedule Younkin Success Center or other Academic Resources
 - For Study Workshops
 - Test taking/Anxiety workshops
- Apply for Coke Grants that deal with academic events
 - Must be done 22 days prior to event, at the latest
- Organize weekly SHPE study tables
 - Reserve a quiet room (preferably library) for students to go do homework or study with other members.
 - Encourage students to primarily do work and network from time to time.
 - Coordinate with ACE to avoid conflict between events.



- Organize and send out Class Recommendation Spreadsheet
- Coordinate Academic events with Lambda Psi to encourage joint membership
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.
- Work with Secretary to keep track of members points earned through academic events
 - Keep track of attendees through sign in sheets



Chapter Development Chair

Description: Fostering community within the organization through social events and mentorship programming

Previous Year Position Holder: Isabella Staschiak.¹¹, Ricardo Tinocolopez.²

New Position Holder: Duties: Brooke McPike.⁸ & Yareni Velazquezgarcia.² & Berenice Araizasierra.¹

Duties:

- In charge of recruitment of SHPE members
- Plan, organize and execute:
 - Social events
 - Collaborating with other clubs to plan events
 - Aid other chairs in the planning and implementation of their events
- Meet with President and Vice President a week before event to go over all details
- Provide data regarding attendance of events
- Average one event per month per semester
- Oversee MentorSHPE program by recruiting students and making mentor/mentee pairs.
 - Training (SLA) and accountability for mentors
 - Monthly survey check in with mentor and mentees
 - Must host at least one social event a semester for mentorship pairs
- Set up and run committee
 - Sponsorship
 - Activities
 - Budget
 - Room Reservation
 - Logistics
 - Meet with committee regularly to evaluate processes
 - Meet with Treasurer regarding incoming donations and expenses
- Apply for Coke Grants that deal with social events
 - Must be done 22 days prior to event, at the latest
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.
- Work with Secretary to keep track of members points earned through chapter development events
 - Keep track of attendees through sign in sheets
- In charge of setting up and running SHPE Holiday Toy Drive Fiesta with Outreach

Previous Events Advised/Overseen Under This Position

- SHPE E-Board Team Building Activities
- ChampionSHPE
- SHPE & Salsa
- Ohio SHPE (University of Dayton, Wright State, Ohio University, etc.) Social
- Holiday Toy Drive Fiesta
- Networking Brunch
- Etiquette Dinner/Luncheon
- Senior Send Off Brunch



Professional Development Chair

Description: Handles sponsor and professional development-related events, as well as works to acquire new sponsors.

Previous Position Holder: Omar Takruri.¹ (24'-25') & Ricardo Tinocolopez.² & Chuy Trejo.⁴⁰ (Autumn 25')

New Position Holder: Joshua Cruzsantos.³ & Ingrid Escalante-Hernandez.¹

Duties:

Work directly with the companies who support our organization or are interested in pursuing a partnership.

- Responsible for reaching out to companies on behalf of SHPE OSU for sponsoring our various events.
- Responsible for maintaining contact list of company reps and updating sponsorship packet.
 - Keep track of sponsors who give to SHPE through the Community, Access, Retention, and Empowerment (CARE) office
- Searches for new opportunities to bring companies to events.
- Prompt and courteous communication, sends out thank-you letters and follows up with current/previous sponsors
- Responsible for making sponsorship packet
- Responsible for sending sponsorship packet and year summary
- Inform Companies about Methods for Sponsoring SHPE
 - In charge of sponsorship packet
 - Receiving filled documents
 - Working with the Treasurer regarding donations
 - Keeping companies updated on events
 - Keep the President, Vice President, and Advisor updated
- In charge of setting up and running Networking Brunch (Fall Semester) & Etiquette Dinner (Spring Semester)
 - Set up and run committee
 - Sponsorship
 - Activities
 - Budget
 - Room Reservation
 - Logistics
 - Meet with program committees regularly to evaluate processes
 - Meet with the Treasurer regarding incoming donations and expenses
 - Work with the companies in case they want to have their own workshop
- Apply for Coke Grants that deal with events
 - Must be done 22 days prior to event, at the latest
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.



Previous Events Advised/Overseen Under This Position

- Networking Brunch
- Etiquette Dinner
- Company Workshops / Panels



Marketing

Description:

Creating an online brand to reach out to a community of engineers interested in furthering their professional development. Buying, advertising, and selling merchandise. Creating a brand for SHPE that draws in new members through online media. Advertising to the public ongoing SHPE news and upcoming events. Staying up to date with all e-board members general body members.

Previous Year Position Holder: Valeria FavilaInacua.1

New Position Holder: Natalia Favilainacua.2 & Maria Delcarpio.2

Duties:

- In charge of website (shpeosu.org)
 - Update to reflect current changes/events occurring in chapter
 - Update the sponsorship received by the chapter on website
 - Make sure the website works properly
 - Oversee charges associated with webpage & notify Treasurer of charges
 - Coordinate with secretary to update upcoming events on website
- Makes website presentable for company reps and other students
- Create webpages for tabs/subjects and link to website
 - Keep everything organized in the web server
- Communicate with other E-Board members about changes on website related to their positions
 - Communicate with Treasurer related to thank you posts with companies and other posts related to sponsorship
 - Communicate with President and Vice President on decisions related to website
 - Work closely with Secretary to ensure all information is up to date
- If possible, figure out tech problems of chapter
- Create budget for merchandise, server and domain costs, general marketing expenses
- Spread Event information and reminders
 - Work closely with chairs for advertisement of events.
 - Create posts of upcoming events and opportunities
 - Spread info through Twitter, Facebook, Instagram, LinkedIn and other forms of Social Media
 - Promote members to follow listed social media
- Keep Social Media Current
 - Update descriptions and profile pictures
- Provide updates of what OSU chapter is doing
 - Post pictures of events
 - Describe events to member on social media
- Take pictures at events
 - During meetings and social events
- Liaison with other organizations such as NSBE, SASE, SWE, LSA, UCLO, LLDI, etc.
 - Advertising SHPE events with other organizations, as well as informing SHPE members about events that might be of interest.
- Handle the ordering and purchasing of SHPE @ OSU Merchandise
 - Must be in collaboration with the Treasurer



- Will order and keep track of merch distribution
- Is in charge of the senior graduation gifts
- Work with secretary to keep track of members points earned through social media engagement
- Assist secretary in making flyers for upcoming events



Ambassador

Description: Represents SHPE at other student organization meetings such as UCLO (University Wide Council of Latino Organization) and Engineering Council.

Previous Year Position Holder: Ary Sisley-Henderson.1

New Position Holder: Rogelio Villa.71

Duties:

- Represent SHPE at meetings and collaborations with other MEP/Latinx organizations
- Represents SHPE at University Wide Council of Latino Organizations Meetings (UCLO)
 - Held twice a month
 - Votes on behalf of SHPE at bi-weekly UCLO meetings
 - Present information to e-board before voting on behalf of the organization
 - Present on upcoming SHPE events during meetings
 - Communicate with E-board about Latinx events happening
 - Support SHPE e-board member leading collaborations with UCLO orgs
 - If can't make meeting, make sure someone else goes
- Attend E-council Meetings
 - Submit and present fund requests in the Spring
 - If can't make meeting, make sure someone else goes
 - Plan and hold an ArchE Week Event
 - Apply for the Student Organization Awards
 - Submit excel of SHPE events to E-council calendar
 - Send volunteer opportunities to the secretary
 - Manage volunteering point system and incentives for people to volunteer with e-council
 - Keep track of signed documents to turn in to E-council
- Create and plan Happy Hours with company representatives or another kind of event
 - With alums (SHPE professional) or grad students
 - Schedule once a month
 - Make sure events do not conflict
- Apply for leadership awards given through Office of Student Life
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.
- Work with secretary to keep track of members points earned through ambassador events
- In charge of setting up and running SHPE Holiday Toy Drive Fiesta along with Community Outreach



Conference Chair

Description: In charge of organizing transportation and lodging for national and regional conferences. Responsible for preparing students for the Conference.

Previous Year Position Holder: Valeria LopezJimenez.1

New Position Holder: Joshua Cruzsantos.3

Duties:

Registration, Transportation, Logistics:

- Find out if SHPE National is taking care of lodging and transportation this year.
- Keep up with airfare prices (they are always changing)
- Inform officers about any special update in price of tickets or lodging
- Get in contact with OSU's travel agency to learn about their process and possible discounts for a big group travel
- Plan carpools, lodging rooms, etc.

Preparation and Attendance:

- Promote on GroupMe
- Host conference info session, pre-departure meeting, and conference social (3 total)
- Brainstorm ways to encourage students to attend the conferences
- Collaborate with President and Vice President to host prep workshops:
 - Resume review/job app nights
 - Elevator Speech
 - Networking 101

Reimbursements:

- Prepare reimbursement packages and send out info early on in the Autumn
- Incorporate E-council volunteer opportunities (stay on top of new opportunities)
- Work with treasurer to determine budget for this
- Contact engineering departments and draft letter

Misc. :

- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.
- Brainstorm ways to receive more funding across the university
- Stay in contact with secretary about promotional flyers
- Plan chapter dinner



Parliamentarian

Description: In charge of maintaining Robert's Rules of order, amending and maintaining the constitution, and overseeing elections.

Previous Position Holder: Daniel Gaudianodelbosque.2

New Position Holder: Juan Andres Vallenieto.1

Duties:

- Ensure that the chapter adheres to the use of Robert's Rules of Order to guide parliamentary procedure during all Chapter Meetings
- Assist SHPE in the drafting and interpretation of the constitution
- Responsible for all constitutional edits and amendments
- Management of officer elections
- Shall count amendment votes and all other votes outside of elections
- Perform such other duties as may be assigned to the parliamentarian
- Assist other positions of the chapter to ensure the organization stays true to its standards.



Digital Operations

Description: The Webmaster is responsible for the overall management, maintenance, and optimization of a website. The Webmaster oversees tasks such as regular updates, troubleshooting, and implementing SEO strategies to improve visibility and user experience. Additionally, they handle domain management, security measures, and integration with other systems as needed.

Previous Position Holder: Donovan Natividad.1

New Position Holder: Camila Gutierrez.318

Duties:

- Regularly update and maintain the website to ensure functionality, security, and accessibility.
- Manage and update website content including text, images, videos, and other multimedia elements.
- Oversee the design and layout of the website to ensure a user-friendly and visually appealing experience.
- Provide technical support to users, troubleshoot issues, and ensure smooth functioning of the website.
- Implement SEO strategies to improve the website's visibility and ranking on search engine results pages.
- Integrate the website with other systems or platforms as needed for seamless operation and data exchange.



Section 2 - Officer Eligibility

- Must have held a previous executive board position for at least 1 year
- Must have at least a 3.0 GPA and good standing with the university
- Must be able to commit minimum 10 hours a week to SHPE tasks which include but are not limited to email, calls, texts, and meetings

Section 3 - Officer Selection Process

Officer Elections:

- Information regarding elections and nominations should be presented to the general body at least three weeks in advance of elections
- Members should nominate themselves or nominate others at least one week before elections
- President, Vice President, Treasurer, and Secretary must give up to a 3-minute presentation of their ideas and experience
- Voting will occur after all nominees give their speech
- Must be a paid national or chapter member to vote.
- Must be an active member with an attendance of at least 40% to vote
- Either Advisor or Co-Advisor should be present for elections and vote count

Chair Positions:

- All remaining positions will be chosen by the newly elected officers following the election

Special Circumstances:

- Vacant Officer Position
 - If no one runs for an officer position during elections, a member may be elected at a later point in time.
 - If there are write-ins during the elections, those members should be contacted with the chance to accept the position.
 - The newly elected officers may interview other potential candidates and select the new officer.
 - A member with e-board experience is preferred, but not required.
- Unexpected Vacancies:
 - i.e. last minute co-ops, life situations, leaving school - circumstances after the elections has completed
 - Officer Positions - will be filled by way of interview and appointment by e-board, where any person who meets the qualifications of the position is considered eligible. If the vacant position is the President, the Vice President takes over the role of President and it is the VP position that is filled.
 - Chair Positions - will be filled by way of interview and appointment by e-board, where any person who meets the qualifications for the position is considered eligible
- Expected Vacancies:
 - i.e. December graduation, planned co-ops - circumstances known at the time of elections
 - Officer Positions - elections will be held as normal. Any candidate with special circumstances should make those circumstances known to the current e-board and general body. If this candidate wins the election, they will serve as co-officer alongside the first runner-up. If the first runner-up does not wish to be co-officer, the position will go to the second, and so on.



- Chair Positions - interviews will be held as normal. Any candidate with special circumstances should make those circumstances known to the current e-board and general body. If this candidate is chosen for appointment, the e-board will also appoint the necessary co-chairs for the position.

Section 4 - Officer Removal (Impeachment)

Any officer of the organization shall be subject to impeachment on the following grounds:

- Failure to comply with the principles of SHPE as outlined in ARTICLE I, Sections 2 and 3.
- Failure to adhere to their duties and responsibilities outlined in the Constitution.

Impeachment Process

- A formal request must be presented to the other officers regarding the officer in question. This request must contain a) the officer's name b) why they should be impeached and c) the approval of all other 3 officers.
 - After a request has been made, the officers must share this with the chapter advisor. The chapter advisor must approve the impeachment.
 - Once approved, the officers must notify the general body of the decision made.
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ARTICLE VII. Organization Dissolution

Section 1 - Dissolution Requirements

- This organization may be dissolved after dissolution is approved by the executive board and by majority vote of its members, provided that notice of a vote on dissolution is furnished to the members.

Section 2 - Dissolution Procedures, including Assets and Debts

- Upon dissolution, the executive board shall utilize the assets of the organization, including those arising from dissolution and distribution, to pay any outstanding bills. The balance, if any, shall be given to the Community, Access, Retention, Empowerment (CARE) office at The Ohio State University.
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ARTICLE VIII. - Amendments

- A proposed amendment to this constitution shall be presented to the executive board in writing as per the Constitution.
- The executive board (by 2/3 vote, in a regular or special meeting called for that purpose) shall have the power to approve additions and amendments, as may be deemed necessary, to the Constitution for the proper governance of the organization.



- Once approved by executive board vote, this constitution shall be amended by a quorum of paid and active general body members. Quorum is considered the majority of present voting members. If not approved by executive board vote, no amendment will be made.
 - If an amendment is not approved, it can be rewritten and resubmitted for a new vote.
 - Amendments shall take effect as per the Constitution.
 - Submission for approval of an amended constitution should occur within 30 days of the amendments.
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The Society of Hispanic Professional Engineers at The Ohio State University

2025-2026 Bylaws

ARTICLE I. - Executive Board Communication

- Modes of communication among e-board members
 - Officers: Ohio State Student Email (Replied to within a **maximum of 36 hours** after received)
 - Chairs: SHPE position Gmail (Replied to within a **maximum of 36 hours** after received)
 - Executive board members are STRONGLY ENCOURAGED to have their position email synced to their cellphones
 - Cellphone (Replied to within a **maximum of 24 hours** after received)
 - Text message
 - GroupMe or Slack
 - Conference Call
 - FaceTime
 - Zoom

Urgent messages should be sent through both email and cellphone application with “SHPE Urgent” as subject title and must be replied to **within 12 hours**. E-board members are expected to check their student email and cellphone application on a daily basis.

ARTICLE II. - Meetings of the Organization

- General Body
 - Will occur on the first Friday in each week of each Month. In these meetings, updates of upcoming events will be provided to the members and/or a professional development workshop will be brought by a company sponsor.
 - Social events will occur at least once a month where members have the opportunity to mingle with each other.
 - Outreach events will happen twice a semester
 - Ambassador events will take place once a semester
 - Member must have at least 35% of all possible points to be considered active
 - If one week before an event there are not enough people signed up to make the event work, the responsible chair must notify the e-board and other involved parties and cancel and/or reschedule the event.



- Executive Board
 - In meetings E-board members will discuss the updates on upcoming events, sponsorship, conferences, workshops, new ideas, etc.
 - Absences
 - All e-board members have 2 authorized absences of SHPE hosted events per semester. These must be notified to the rest of the E-board 48 hours before the meeting.
 - Following reasons do not count as authorized absences and will not affect total absences left:
 - Severe illness
 - Severe emergency
 - Exam conflict
 - If a group member is sick enough to be contagious, but is still able to Skype/FaceTime in, they should arrange with at least 1 hour in advance to work through technical difficulties.
 - There must always be at least 50% of the e-board in attendance at all events unless extreme extenuating circumstances.
 - In the event that an executive board member fails to notify Officers of their absence, it shall be mandatory for the absent member to make up for their missed hours of service through volunteer hours to the organization.
 - The number of volunteer hours required to make up for the absence will be determined by the Officers in consultation with the executive board.
 - Failure to fulfill mandatory volunteer hours within the specified timeframe may result in further disciplinary actions determined by Officers and Advisors.

