

The Society of Hispanic Professional Engineers at The Ohio State University

2019-2020 Constitution

ARTICLE I - Name, Purpose, and Non-Discriminatory Policy

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

Section 2- Purpose

- We the members of SHPE hereby associate ourselves to:
 - Attract and retain Hispanic students interested in engineering STEM related fields.
 - Provide academic support and professional development to the members.
 - Serve as a morale and cultural support group.
 - Promote the influence of Hispanic students in the university and in the community.
- 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.

Section 3 - Non Discrimination Policy

- This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
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ARTICLE II - Membership

- Membership is open to any currently enrolled student of The Ohio State University who has paid the SHPE national fee of \$10 or the chapter fee of \$5. For those students the following resources are available:
 - National Conference
 - Regional Leadership Development Conference
 - National Scholarships
 - Chapter Scholarships
 - Resume Book
 - Test Bank
 - SHPE T-Shirt
- 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 By-Laws, and 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 By-Laws.
 - Vote on all matters submitted to a vote of the membership.

- Vote for the organization's officers and representatives as provided in the By-Laws.
 - Vote on any proposed changes in the organization.
 - Hold office in the organization as provided in the By-Laws.
 - Participate in all activities planned by the organization.
 - The responsibilities of the members are to:
 - Be current with dues payments, as defined in the By-Laws.
 - To behave in a professional and/or appropriate manner during any organizational meeting or activity, and when representing the organization.
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ARTICLE III. Advisor

- The advisor(s) to this organization shall be a full-time administrator, faculty, or staff of The Ohio State University.

Responsibilities:

- Oversee financial status of the organization
 - Collaborate with members to create a welcoming environment for new students
 - Advise executive board regarding sponsorship donations, expenses, and other activities
 - Attend national and regional conference
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ARTICLE IV. Officers

1. **President:** Karen Santos.147
2. **Vice-President:** Melina Willis.565
3. **Secretary:** Stephanie Saldaña.21
4. **Treasurer / Sponsorship Chair:** Alexander Morales.223
5. **Chapter Development Chair:** Luis Mercedes.6 & Juan Sanchez.1046
6. **Outreach Chair:** JayR Padilla.75 & Omer Alrefaai.1
7. **Ambassador:** Dora Demelo.7
8. **Academic Chair:** Jacob Garcia.831
9. **Marketing:** Michael Seidle.8
10. **Conference Chair:** Victor Reveron.2

President

Description: The leader in all initiatives of SHPE OSU

Previous Year Position Holder: Alejandro Nuñez.46

New Position Holder: Karen Santos.147

Requirements:

- Must have held a previous officer position for at least 1 year
- 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 5 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 adviser bi-weekly
 - Discusses assistance needed from MEP
 - Discusses funds
 - Discusses major events coming up, and E-board progress
- Oversee chapter finances

Vice President

Description: Vice President for SHPE

Previous Year Position Holder: Melissa Holland.428

New Position Holder: Melina Willis.565

Duties:

- Be the President's right hand
 - 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 Director of Finance 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

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

Director of Finance

Description: The SHPE Director of Finance must be willing to put time towards all SHPE meetings, events and socials, as well as keep up to date with communications between the E-board and company representatives. Good communication skills (e-mail, telephone, and in-person) are necessary to act as both Sponsorship Chair and Treasurer.

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

Previous Year Position Holder: Victor Gonzalez.646

New Position Holder: Alexander Morales.223

Treasury 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
 - Etc
- 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
- Director of Finance 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 15 days before the event - each chair must write their own Coke Grant.
- Apply for all OSU funding given by Office of Student Life
- Coordinate with SHPE Ambassador to apply for funds from UCLO and USG
 - 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 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

Sponsorship 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 of 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 Diversity, Outreach and Inclusion 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 sending sponsorship packet and year summary.
- Inform Companies about Methods for Sponsoring SHPE
 - In charge of sponsorship packet
 - Receiving filled documents
 - Working with Treasurer regarding donations
 - Keeping companies updated on events
 - Keep President, Vice President, and Advisor updated

Secretary

Description: Facilitate communication between eboard and general body members.

Previous Year Position Holder: Karen Santos.147

New Position Holder: Stephanie Saldana.21

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 Director of Finance
- 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

Outreach Chair

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

Previous Year Position Holder(s): Spring: Stephanie Saldana.21 Nicolas Lugo.45 Fall: Diana Ulla.15 and Vanesa SalinasComuzzi.1

New Position Holder(s): JayR Padilla.75 and Omer Alrefaai.1

Duties:

- Maintain a how-to manual for each event
- Plan 4 outreach events per semester (including STEM Challenge/Dia de Ciencias)
 - STEM Challenge/Dia 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/Dia 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
- Apply for Coke Grants that deal with outreach events
 - Must be done 15 days prior to event, at the latest
 - Order more than necessary!
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.
- Begin the process of forming a SHPE Jr. chapter
- Work with Secretary to keep track of members points earned through outreach events
 - Keep track of volunteers through sign in sheets
 - Keep track of how many hours each volunteer put in

Previous Events Advised/Overseen Under This Position:

- Noche de Ciencias/ Dia de Ciencias
- STEM Challenge
- Ohio Hispanic Coalition STEM Activities
- Habitat for Humanity

Academic Chair

Description: Supporting members in academic wellness

Previous Year Position Holder: Melina Willis.565

New Position Holder: Jacob Garcia.831

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 chapter fees of \$5.
 - To keep access, member 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
 - 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
 - Make flyers in the Ohio Union Resource Room
 - 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 15 days prior to event, at the latest
- Organize weekly SHPE study tables
 - Reserve 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: Brandon Cruz.217 Spring: Vanesa SalinasComuzzi.1

New Position Holder: Luis Mercedes.6 & Juan Sanchez.1046

Duties:

- In charge of recruitment of SHPE members
- Plan, organize and execute:
 - Social events
 - Company socials (work closely with Director of Finance)
 - 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 and accountability for mentors
 - Monthly survey check in with mentor and mentees
 - Must host at least one social event a semester for mentorship pairs
- In charge of setting up and running SHPE Holiday Fiesta and Networking Brunch (Fall semester)
 - Set up and run committee
 - Sponsorship
 - Activities
 - Budget
 - Room Reservation
 - Logistics
 - Meet with committee regularly to evaluate processes
 - Meet with Director of Finance 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 social events
 - Must be done 15 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

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

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: Karen Santos.147 & Alexander Morales.223

New Position Holder: Michael Seidle.8

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 Director of Finance 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 Director of Finance 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 Director of Finance
 - 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

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: Nicolas Fernandez.202

New Position Holder: Dora demelo.7

- 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 eboard 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 make sure e-council grant is given
 - If can't make meeting, make sure someone else goes
 - Plan and hold an ArchE Week Event
 - Apply for the Student Organization Awards
 - 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
 - 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

Conference Chair

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

Previous Year Position Holder: Alanis Molina.98

New Position Holder: Victor Reveron.2

Duties:

- Look up the cost of flight tickets or ground transportation for around 20-25 members
- Inform President, Vice President and Treasurer about any special update in price of tickets or lodging
- Get in contact with OSU travel agency to learn about their process and possible discounts for a big group travel
- Create different reimbursement brackets for students based off chapter involvement
- Brainstorm ways to encourage students to attend the National and Regional Conferences
- Collaborate with President and Vice President to prepare the National Convention prep workshop
 - Resume review
 - Job application
 - Elevator Speech
 - Networking 101
- Planning and coordinating major events attendance such as National Convention and Regional Leadership Development Conference (RLDC)
 - Hotel
 - Travel
 - Reimbursement system
- Add events to SHPE google calendar with date, location, description, sign up link and flyer, etc.

ARTICLE V. - 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 By-Laws.
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ARTICLE VI. Review of Conduct

Any member of the organization can submit to the executive board or advisor a written grievance about inappropriate behavior of any other member of the organization. If the officers deem it necessary, the accused will be called for a review of conduct hearing. Possible outcomes from the hearing may be verbal warning, written notification, suspension, or expulsion from SHPE, which is defined by a majority of vote from officers and advisors.

ARTICLE VII. - Amendments

- The executive board (by 2/3 vote, in a regular or special meeting called for that purpose) shall have the power to add and amend, as may be deemed necessary, the By-Laws for the proper governance of the organization.
 - A proposed amendment to this constitution shall be presented to the executive board in writing as per the By-Laws.
 - This constitution shall be amended only by 2/3 vote of regular members.
 - Amendments shall take effect as per the By-Laws.
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ARTICLE VIII. - Dissolution

- 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.
 - 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 Diversity, Outreach and Inclusion program (DOI) at The Ohio State University.
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ARTICLE IX. - Selecting Officers

- 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 to vote
 - Either Advisor or Co-Advisor should be present for elections and vote count.
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ARTICLE X. - 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)
 - Cellphone (Replied to within a **maximum of 24 hours** after received)
 - Text message
 - GroupMe or Slack
 - Conference Call
 - FaceTime
 - Skype

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 XI. - Meetings of the Organization

- General Body
 - Will occur every other week starting the second week of the semester. In these meeting, 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 four times a semester
 - Ambassador events will take place once a month
 - Member must have at least 50% off all possible points to be considered active
 - Members who have RSVP'd for events but can not attend must give a 24 hour notice or are subjected to a \$5 cancellation fee (unless there are extreme, extenuating circumstance)
 - 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
 - Will take place every other weeks where E-board members will discuss the updates on upcoming events, sponsorship, conferences, workshops, new ideas, etc.
 - Absences
 - All e-board member have 2 authorized absences. These must be notified to the rest of the E-board as soon as possible, and must be a valid reason

that will be voted on whether or not the excuse is valid on a case-by-case basis.

- Following reasons do not count as absence:
 - Severe illness
 - Severe emergency
 - Exam conflict
- If group member is sick enough to be contagious, but is still capable 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.