

**BYLAWS OF
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
INGENIUM STUDENT CHAPTER
SANTA BARBARA CITY COLLEGE**

**ARTICLE I
NAME OF ORGANIZATION**

The name of this organization shall be The Society of Hispanic Professional Engineers
INGENIUM SHPE Student Chapter.

**ARTICLE II
PURPOSE/OBJECTIVE**

The purpose of this student chapter is to:

1. Increase the number of Hispanic engineering students at Santa Barbara City College.
2. Promote the advancement of Hispanic engineers and scientists in employment and education.
3. Develop and participate in programs with industry and the university, which benefit students seeking technical degrees.
4. Improve the retention of Hispanic students enrolled in engineering and science.
5. Provide a forum for the exchange of information pertinent for Hispanic engineering/science students enrolled in Santa Barbara City College.

**ARTICLE III
ASSOCIATION**

SECTION 1. AFFILIATION

The Ingenium Student Chapter will be an affiliated chapter of the Society of Hispanic Professional Engineers Inc. (SHPE Inc.). The organization possesses the right to adopt its own rules and procedures within the framework of SHPE's rules and regulations and the College's rules and regulations. This student chapter will be part of the "local" as defined by the Regional Vice-President and the local professional chapter presidents.

SECTION 2. NON-DISCRIMINATION

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc.... even though the name of club was chosen.

**ARTICLE IV
MEMBERSHIP**

SECTION 1. REGULAR MEMBERSHIP

Regular members shall be...

- a) Students in any interdisciplinary studies program intending to transfer to a four year university or to obtain an Associate's degree.
- b) To maintain regular membership students must attend two meetings each semester.
- c) Only regular members are eligible to vote, or hold office
- d) Regular members shall be required to attend Ingenium events and assist in at least one club event per year.

SECTION 2. ASSOCIATE MEMBERSHIP

Associate members are students, professors, industry representatives, and college staff who do not meet requirements for regular membership, but who support the purpose(s) and objective(s) of this chapter.

**ARTICLE V
OFFICERS/EXECUTIVE BOARD**

SECTION 1.

Officers shall consist of a President, Vice President, Secretary, Treasurer, Club Representative.

SECTION 2. President

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter. The term of office is one academic year.

SECTION 3. Vice President(s)

The Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tem in the latter's absence. The Vice President will also be in charge of the external affairs of the chapter (industrial relations, company tours, etc.). The Vice President shall assist the President in all business concerning the chapter. The Vice President will also be in charge of the internal affairs of the chapter (campus relations, social activities, etc.).

SECTION 4. Secretary

The Secretary will take the minutes of the meeting and post them. The Secretary will also be in charge of the bulletin board. He/she will be responsible for registering the organization with the college each academic year and for tallying the election votes. The Secretary will be responsible for all external and internal correspondence.

SECTION 5. Treasurer

The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer's responsibility to present annual budget and complete financial report to the Executive Board.

SECTION 6. Club Representative

The Club Representative will recruit student members and disseminate information to them. They shall attend the meetings of other clubs and associate student body meetings throughout the semester.

**ARTICLE VI
ELECTIONS/VOTING**

SECTION 1. NOMINATIONS

- 1.1. Nominations are to be held at the MESA center on the 11th week of the semester at a general membership meeting.
- 1.2. Only Regular members are eligible for nomination. The nomination does not require secondary nomination.
- 1.3. A candidate may be nominated for more than one office but must only run for one office.

SECTION 2. VOTING

- 2.1 Elections will be held at the MESA center on the 12th week of the semester.
- 2.2 Only regular members are eligible to vote.
- 2.3 The procedure for voting will consist of ballots. Simple majority vote will constitute a winning vote.
- 2.4 Absentee voting will not be permitted except in cases of conflicting work or academic schedules. Absentee votes will only be accepted within two days of elections.

2.5 Votes must be tallied by the secretary.

2.6 Winning candidates assume office at the beginning of the following semester.

ARTICLE VII MEETINGS

SECTION 1. DEFINITION OF QUORUM

Quorum shall consist of 5 regular members and 4 officers.

SECTION 2. GENERAL MEETINGS

General membership meetings shall be held once a month during the academic semester.

SECTION 3. ELECTION MEETINGS

If officer elections are held at a special meeting, this meeting will be held sometime during the last month of the semester.

SECTION 4. SPECIAL MEETINGS

The board has the privilege of calling special membership meetings with a weeks notice to inform all members.

ARTICLE VIII RESIGNATIONS AND IMPEACHMENTS

SECTION 1. RESIGNATIONS

1.1. Any person willing to resign from office at least a week before the next chapter meeting shall submit a letter of resignation to the President or Vice President.

1.2. During a meeting when a resignation is presented, nominations will be taken to fill the office. The group shall elect a person during the following week by secret ballot.

SECTION 2. IMPEACHMENTS

2.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.

2.2 During the impeachment proceedings, the case will be presented. The officer under investigation will be given the opportunity to present his/her defense before the officers' vote.

2.3 A majority of the officers (3/4) will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under article VI, Sections 1 and 2.

ARTICLE IX AMENDMENTS TO BYLAWS

1. Proposed amendments shall be submitted in writing to the membership at a general meeting.

2. A majority vote of the members on the issue is required for amendment passage.

3. The amendment shall be submitted to the SHPE Membership Coordinator (MC) for approval.