

ARTICLE I The Name of the Organization

The name of this organization shall be SHPE (The Society of Hispanic Professional Engineers), University of Houston Student Chapter.

ARTICLE II The Purpose and Objectives

The purpose and objectives of this student chapter are to:

1. Promote the study of the sciences and engineering among Hispanic college students.
2. Link students with professionals in their major areas of study.
3. Make students aware of employment and scholarship opportunities in their respective fields.
4. Provide a mutual academic support system to promote academic achievement by students.
5. Motivate student to pursue engineering, science and other technical professions.
6. Promote relationships with SHPE programs at other colleges and universities, as well as Professional SHPE chapters.

ARTICLE III Association

Section 1 Affiliation

SHPE, University of Houston 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 and the University of Houston student rules and regulations. This student chapter will be part of the local SHPE division as defined by the regional vice president and the local professional chapter presidents.

Section 2 Non-discrimination

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an

Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religion, affiliation, or belief, even though the name of the SHPE, University of Houston Student Chapter was chosen.

Section 3 Hazing

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

I. Hazing Defined

Hazing is defined as any action taken or situation created which, regardless of intent or consent of the participants:

1. Produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual.
2. Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University;
3. Will, unreasonably or unusually, impair an individual's academic efforts, and/or
4. Occurs on or off campus.

All students are strictly prohibited from engaging in any hazing activity.

II. Examples of actions and activities which are explicitly prohibited include but are not limited to the following:

1. Compelling individuals to consume alcohol or drugs.
2. Paddling in any form, shoving or otherwise striking individuals.

3. Compelling individuals to wear or carry unusual, uncomfortable, degrading or physically burdensome articles or apparel.
4. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs or exhibitionism.
5. Depriving individuals of the opportunity for sufficient sleep, decent edible meals or access to means of bodily cleanliness.
6. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class.
7. The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.).
8. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
9. Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
10. Morally degrading or humiliating games or any other activities which make an individual the object of amusement, ridicule or intimidation.
11. Transporting individuals against their will, abandoning individuals at distant locations, or conducting any "kidnap," "ditch" or "road trip" that may in any way endanger or compromise the health, safety or comfort of any individual.
12. Causing an individual to be indecently exposed or exposed to the elements.
13. Requiring an individual to remain in a fixed position for a long period of time.
14. Compelling an individual to be branded or tattooed.
15. "Line-ups" involving intense shouting of obscenities or insults.
16. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement of property; engage in theft; harass other individuals, groups of individuals or organizations; or disrupt the normal activities of the

University.

17. Tests of courage, bravery, stamina or sexuality.

18. Intentionally deceiving members, prior to initiation, to make them believe they will not be initiated.

19. Intentionally deceiving new members (pledges, associates, initiates, etc.) to make them think they will be struck or hurt.

20. Excluding an individual from social contact for prolonged periods of time.

21. Compelling an individual to engage in acts of personal servitude.

III. Consent Is No Defense

Any of the activities described above upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly conditioned, shall be presumed to be “compelled activities;” the willingness of an individual to participate not withstanding.

IV. Burden of Acceptability

The burden to ensure that student organization activities are acceptable under this policy rests with the student organization. This is a preliminary test for hazing: If you are not sure whether an activity is hazing, it probably is. Therefore, the activity should be dropped or discussed with the appropriate University official. Questions regarding the acceptability of a proposed student organization activity should be discussed with an activities advisor in the Center for Fraternity and Sorority Life or the Center for Student Involvement.

V. Applicability of Community Standards

The terms and concepts (e.g., humiliating, degrading, unusual, uncomfortable, embarrassing, demeaning, etc.) cited in this policy shall be interpreted by university officials in relation to acceptable and applicable community standards.

VI. Enforcement

1. The President or Chair of each registered student organization is responsible for informing the members (pledges, associate members, initiated members, affiliates,

etc.) of the organization of the UH policy regarding hazing. It is suggested that the President or Chair read and distribute a copy of this policy to each member of the organization during the first meeting of each semester.

2. The President or Chair of each registered student organization is responsible for informing guests and alumni members of this policy and is additionally responsible for controlling the actions of guests and alumni members relative to this policy.

3. It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Dean of Students Office.

Article IV Membership

Section 1 Regular Membership

Regular members shall be students enrolled full- or part-time at the University of Houston. Regular members should have as their goal a career in the sciences, mathematics, engineering, or other technical fields. To be in good standing and retain all the rights and privileges of membership a regular member must participate in all meetings with two allowed absences and two activities during the semester. The member should be in good academic standing according to the University of Houston guidelines.

Section 2 Associate Membership

Associate members shall be students enrolled at University of Houston, who are interested in becoming fully participating members and are willing to work to achieve the set goals of the organization. Associate members shall not be eligible to vote or hold office.

Section 3 Honorary Members

Honorary members shall be any alumni, professional, college staff, faculty member or corporate representative who have demonstrated a sincere commitment to SHPE, University of Houston Student Chapter goals and demonstrated devoted effort to accomplish these goals. Honorary members shall not be eligible to vote or to hold office.

Article V Officers/Executive Board

Officers of SHPE shall consist of a president, vice-president, secretary, treasurer,

historian, regional committee representative and two freshman representatives. These officers shall constitute the Executive Board of the chapter. The terms of office shall be one fiscal year, commencing June 1st of the year elected to office and ending May 31st of the subsequent year. It shall be the goal of the chapter to have officers who are currently enrolled and in good academic standing.

Section 1 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 policies of the chapter and/or other functions or activities under the direction of this chapter. It shall be the responsibility of the president to consult with the Executive Board concerning any major decisions to ensure that any actions are in the best interest of the chapter. The president also shall be the official spokesperson for the chapter, coordinate activities with other operating officers, and manage the day-to-day affairs of the chapter.

Section 2 Vice-President Internal

The vice-president shall assist the president in all business concerning the chapter and shall act as President Pro Tem in the latter's absence. The vice-president internal, in coordination with the secretary, will manage the internal affairs of the chapter, which include but are not limited to issues with the student body and communication with other engineering organizations.

Section 3 Vice-President External

The vice-president external in coordination with the regional representative shall manage the external affairs of the chapter. The vice-president will have primary responsibility for communicating with corporate sponsors for events and sponsorship.

Section 4 Secretary

The secretary shall assist the president and vice-president in all business concerning the chapter. The secretary will be responsible for the internal communications between the Executive Board and chapter members and for taking the minutes of the meetings and posting them. The secretary shall assist in producing the annual report.

Section 5 Treasurer

The treasurer will keep books and records on financial transactions of the chapter. The

treasurer shall make monthly financial reports listing all liabilities and assets of the chapter to the Executive Board. It will be the responsibility of the treasurer to present budget proposals and complete financial reports to the regular members at the end summer and each semester. The Treasurer shall assist in producing the annual report.

Section 6 Historian

The historian shall be responsible for keeping records of events and maintaining a scrapbook periodically until the end of the term. The scrapbook shall consist of all events taken place throughout the year and should include historical items such as photographs with captions, event summaries and any credits given to the chapter. It shall also be the responsibility of the historian to assist the secretary in producing the annual report.

Section 7 Regional Committee Representative

The regional committee representative will be responsible for correspondence with regional bodies, representing the club at regional meeting and functions, and coordination of communication with other SHPE chapters.

Section 8 New Member Representatives

The new member representatives shall be responsible for recruiting members, maintaining communication with freshman members, and publicity for on-campus publicity for the chapter.

ARTICLE VI Committees

Committees shall be established by the Executive Board as needed to carry out programs and functions of the chapter. Committee chairpersons shall be elected by committee members, except for those committees established to assist Executive Board members with areas for which they are responsible, such as finance, public relations, publicity.

Section 1 Nominations Committee

The Nominations Committee shall be responsible for conducting election of officers and special elections, including nominations, certification of candidate qualifications for office, preparation of ballots, monitoring of the election, counting the votes and announcing names of new officers. The committee shall also be responsible for any

special elections necessary to fill officer vacancies, change by-laws or any election process assigned by the Executive Board. A candidate for office cannot be a member of the Nominations Committee.

ARTICLE VII Election and Voting

Section 1 Nominations

Nominations shall be held by the first Friday of April and elections shall be held by the third Friday of April. All persons who have become active regular members of the organization at least thirty (30) days prior to the opening of nominations shall have the right to be nominated and nominate candidates for office. Nominations shall be during the general meeting as part of the regular business of the meeting. A candidate may run for only one office at any one time. Each candidate shall present a three (3) minute speech to the chapter members in acceptance of nomination for office. Any regular member in good standing, as defined above, will be eligible to be a candidate for office.

Section 2 Voting

Only regular members in good standing, as defined above, who meet the criteria for nomination and have participated in chapter meetings and activities as required, are eligible to vote. Voting shall be by secret ballot. Absentee ballots must be submitted to a member of the Nominations Committee in a sealed, signed and dated envelope at least twenty-four hours prior to the voting of the membership. Tallying of the vote shall be conducted by the Nominations Committee in closed session. A winning vote shall consist of more than fifty percent (50%) of the voting membership. The winning candidates shall take office the as defined in Article V.

ARTICLE VIII Meeting

Section 1 Definition of Quorum

A quorum shall consist of fifty percent (50%) of all regular members.

Section 2 General Meetings

General meetings shall be determined by consensus of the Executive Board and regular members. There shall be at least four general meetings during each semester.

Section 3 Executive Board Meetings

Executive Board meetings shall be held bi-weekly. At least two Executive Board meetings shall be open to regular member participation in each semester. A quorum for the Executive Board meetings shall consist of at least four of the Board members.

ARTICLE IX Resignations and Impeachment

Section 1 Resignations

A letter of resignation shall be submitted to the President and/or Vice-President by any person willing to resign from office at least a full week before the next chapter meeting. Such person shall attend a final meeting, in which he/she will explain it to the chapter, so that prospects to the new available position can avoid the situation in the future. During the meeting, when the resignation of an officer is presented, nominations will be taken to fill the office. A regular member in good standing shall be elected by secret ballot during the following meeting or within seven days – whichever is sooner.

Section 2 Impeachments

When any member feels that an officer is not fulfilling his/her duties, the member may call upon the rest of the officers to meet within the next week to discuss/resolve the matter. The President and Vice-President may suggest solutions to the situation. A grace/probation period will be determined by the Executive Board for the matter to be resolved. Such period shall not exceed two weeks. 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 and good standing members vote. If the impeachment is carried out, a new officer will be nominated and elected.

ARTICLE X Amendments to the By-laws

Proposed amendments shall be submitted in writing to the regular members at a general meeting. A favorable vote of two-thirds of the regular members in good standing present is required for the amendment to be approved by the chapter. The amendment shall be submitted to the SHPE National Student Affairs Committee (NSAC) for approval.