BYLAWS OF THE SHPE UNIVERSITY OF WISCONSIN - MADISON STUDENT CHAPTER

ARTICLE I. NAME OF ORGANIZATION

The name of this organization is the University of Wisconsin – Madison Chapter of the SHPE (the “Chapter”).

ARTICLE II. PURPOSE & OBJECTIVES

The purpose of this Chapter is to realize the mission of SHPE at the University of Wisconsin – Madison (“University”) by organizing events and programs that directly lead members towards their post-graduation success, all in accordance with SHPE’s Internal Revenue Code Section 501(c)(3) tax-exempt status.

Chapter objectives include:
• Providing an inclusive community (via the Chapter) for Hispanic STEM students enrolled at University of Wisconsin - Madison that realizes the SHPE mission;
• Recruiting Hispanic STEM (science, technology, engineering, math) students into the Chapter;
• Retaining and advancing Hispanic STEM students via leadership, professional, familial, and academic development, and community service programs; and
• Contributing to the post-graduation success of chapters members into STEM careers (e.g., industry, graduate school, entrepreneurship, etc.)

ARTICLE III. AFFILIATION

1. The Chapter is chartered as an affiliated chapter of SHPE. As such, the Chapter is subject to and must comply with the governing documents and policies, rules and procedures adopted by SHPE. The Chapter may adopt its own rules and procedures, but only within the framework of and to the extent not inconsistent with SHPE’s governing documents and policies and University’s policies for students and student organizations. As part of its affiliation, the Chapter shall have a faculty or staff member from the University serve as Chapter Advisor to provide guidance, support and access to University resources. This Chapter shall also be part of the “local chapters” as defined by the SHPE’s established governance structure. SHPE has the authority to, at any time, revoke the charter of Chapter to be an affiliated
chapter of SHPE. The Chapter must comply with the SHPE Chapter Affiliation Agreement.

**ARTICLE IV. SHPE NATIONAL MEMBERSHIP AND DUES**

Section 1. Non-Discrimination

No person shall be denied membership in the Chapter on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Moreover, the Chapter will adhere to the University non-discrimination policy: [https://universityrelations.wisc.edu/policies-and-guidelines/statements-for-publication/](https://universityrelations.wisc.edu/policies-and-guidelines/statements-for-publication/)

Section 2. Regular Membership

Regular members shall be:
1. Members in good standing with SHPE;
2. Students enrolled at University Wisconsin - Madison;
3. Pursuing, an interest in, or supporting those pursuing a career in engineering, the sciences, mathematics, or technology fields;
4. Maintain the required good academic standing (be it degree GPA requirements or college graduation requirements); and
5. Participate in at least 60% of all meetings and activities during the academic year.

Section 3. Associate Membership

Associate members shall be students enrolled full- or part-time at the University of Wisconsin-Madison, who are interested in becoming regular members but do not meet one or more requirements to be a regular member and are willing to work to achieve the necessary academic standing, meeting requirements, and/or National membership. They meet or communicate often with the Executive Board and Committee members to aid in becoming a regular member. Associate members shall not be eligible to vote, attend the National Conference, or hold office.

Section 4. Honorary Members:

Honorary members shall be any alumnus/a, professional, college staff, faculty member, or corporate representative who has demonstrated a sincere commitment to SHPE University of Wisconsin-Madison Student chapter goals and demonstrated devoted effort to accomplish these goals. Honorary members also include those
who attend SHPE meetings and events on the behalf of/representing other identity-based student organizations. Honorary members shall not be eligible to vote, attend the National/Regional Conference, or hold office.

**ARTICLE V. EXECUTIVE LEADERSHIP**

Section 1. Executive Board

The Chapter shall have an Executive Board, composed of Chapter officers elected by members of the Chapter. Subject to the direction of the Chapter Advisor and SHPE, the Executive Board shall manage the affairs of the Chapter. The Executive Board shall create and manage committees that organize activities for the Chapter to recruit, retain and work towards the post-graduation success of its members. Executive Board Members shall include the following: President, Vice President, Secretary, Treasurer, and Academic Excellence Chair. These positions will serve as the core of the leadership team for the chapter.

Section 2. Specific Powers of the Executive Board

The Executive Board shall have the following duties:

- To enforce the chapter bylaws, rules and regulations, and policies and procedures, and to propose changes to these documents, in writing, as necessary;
- To establish committees and appoint committee members in accordance with these Bylaws and to define the committee plans, goals and strategic objective, roles, responsibilities, powers, and duties; and
- To select and designate a bank as the chapter depository for funds and to determine the order and way deposits and/or withdrawals are made through the guidance of SHPE National and University Guidelines. Section 3. Executive Board Tenure

The term of office of each Executive Board Member is one year corresponding to the June fiscal year, mirroring the SHPE fiscal year, starting on July 1st of the current year and ending June 30th of the following year, and until their successors take office, subject to their earlier resignation or removal from office.

Section 4. Board Position Roles & Responsibilities

President

- Represent the Chapter as the official Chapter spokesperson and be responsible for Chapter business
- Preside over Executive Board and Chapter membership meetings
• Manage the Chapter Executive Board and activities (using the Chapter Management Tool [CMT])
• Set Chapter policy/focus for the year
• Oversee the development and submission of the National Reporting Program requirements
• Maintain all relationships with university entities and partners, in particular our ties to the Inclusion, Equity, and Diversity in Engineering Student Center
• Manage and address personally any issues that arise before/during/after any chapter activities, be it with external or internal partners, or within the chapter itself, to ensure little to no harm is done to the chapter and any of its members; any issue will be brought by the president to the correct university and national chapter entities to be addressed accordingly

Vice President - Internal
• Oversee internal affairs of the Chapter (campus relations, social activities, etc.)
• Assist the President managing the Chapter and act as interim President or Co-President with the Vice-President - External in the President’s disability, absence, removal or resignation
• In the case of unfilled executive board positions, the Vice President – Internal shall take on portions of other internal roles without acting as a replacement for a full-time person in the position:
  o Newsletter/Social Media announcements
  o Internal peer to peer mentorship programs
  o Set up study tables and academic activities
  o Continue SHPETinas activities

Vice President - External
• Oversee external affairs of the Chapter (industry relations, company tours, etc.)
• Assist the President managing the Chapter and act as interim President or Co-President with the Vice-President - Internal in the President’s disability, absence, removal or resignation
• In the case of unfilled executive board positions, the Vice President – External shall take on portions of other internal roles without acting as a replacement for a full-time person in the position:
  o Writing the chapter Sponsorship Package
  o External professional to peer mentorship programs
  o Organize at least one outreach event(s) per semester
  o Aid with fundraising for conferences and chapter activities
Secretary
- Manage the Executive Board meetings using the CMT
- Register the Chapter with the University for the academic year
- Organize and implement the Chapter elections procedures including tallying the election votes
- Manage the development and submission of the National Reporting Program requirements
- Take minutes of Executive Board and Chapter membership meetings
- Manage weekly newsletter and quick update announcements

Treasurer
- Manage the Chapter’s finances including keeping financial records via CMT or similar tools
- Create and maintain the Chapter Sponsorship Package, updating each semester
- Make quarterly (three months) financial reports available to the Executive Board and to SHPE, listing all liabilities and assets of the Chapter
- Present an annual budget and complete full year financial report to the Executive Board and to SHPE

Academic Excellence Chair
- Oversee the Chapter’s academic culture and focus on post-graduation success
- Implement academic-focused events to recruit students from pre-STEM courses (Physics & Math)
- Implement Career focused event(s) to encourage retention of senior student members
- Keep records of the post-graduation success of entering and graduating students (alums)

Social Media Chair
- Oversee and maintain the Chapter’s social media channels
- Create flyers and posters for the weekly newsletter and news flashes
- Ensure that all partners and sponsors are represented in the content created by our chapter for use in social media
- Take photos and social documentation of all events for use in social media posts and chapter management tools
Outreach Events Coordinator

- Oversee the Chapter’s Puentes A STEM program, of which the main focus is our Noche de Ciencias event and LEEP (Latine Exploring Engineering Professions)
- Maintain contact with our community partners, especially with our SHPE Jr. chapter(s) at: East High School
- Recruit volunteers for events and manage funding/grants for outreach specific events
- Ensure all chapter members involved with outreach meet University and Madison School District policies on working with minors

The Chapter may create additional officer positions, who may, but need not serve on the Executive Board, as determined by the Chapter, within the framework of SHPE’s policies, should the Chapter grow and the expansion of leadership is required to increase in proportion to the growth.

Section 5. Committees
The Executive Board may create committees that facilitate the organizing and implementation of chapter activities, events and/or programming. Committees will have the responsibilities and membership composition as determined by the Executive Board. The list of committees are as follows:

- Social Events Committee
  - Dedicated to aiding the internal branch to develop meaningful social and cultural events for the chapter
- Outreach Events Committee
  - Dedicated to aiding the external branch to develop programming and activities for outreach events under our Puentes A STEM initiative
- SHPEtinanas Committee
  - Dedicated to aiding the internal branch and SHPEtinanas Chair in creating events dedicated to building up the Latina community in STEM
- Professional/Academic Events Committee
  - Dedicated to aiding the external branch to develop programming and events dedicated to developing academically and/or professionally

ARTICLE VI. MEETINGS
Section 1: General Meetings
General membership meetings shall take place at least once a month during the academic year.

Section 2: Election Meetings
The election results will be determined in accordance with Article VI.

Section 3: Additional Meetings
The Executive Board has the privilege of calling additional membership meetings as deemed appropriate.

Section 2: Definition of Meeting Quorum (in-person, virtual, or hybrid)
- **Board Quorum and Voting**
  - A quorum shall consist of at least 60% of the Executive Board members in office. A majority vote of the Executive Board members present when there is a quorum shall constitute approval of the Executive Board.
  - Unless these Bylaws contemplate a membership vote to approve a matter, the Executive Board has the authority to determine whether to submit a matter for approval by the Board alone, or by the Board and membership.

Membership Quorum
- A quorum for Chapter membership meetings shall consist of at least 33% of the Chapter’s members. A majority vote of the Chapter members present when there is a quorum shall constitute approval of the Chapter’s members.

**ARTICLE VII. ELECTIONS**

Section 1. Elections Timeline
Elections timeline shall be as follows:
- February 15: The membership payment is due to be eligible to nominate, vote or run for office
- March 15: Nominations for positions must be submitted by end of day 11:59PM (local time)
- April 1: Elections must be held prior and results are announced to the chapter by this date
- April 15: Report election results to SHPE Staff [chapters@shpe.org]

Section 2. Nominations Procedure
1. Persons can self-nominate or can be nominated by a member during a general membership meeting
2. Those nominated can decline the nomination up to the day before elections
3. Multiple nominations are allowed but only one position can be held per member

Section 3. Elections Procedure
1. Elections shall be held amongst Chapter members when a quorum of Chapter members is present
2. If in-person, an absentee vote shall be accepted if submitted to the Secretary in a sealed, signed and dated envelope prior to the election. Absentee ballots must be submitted to the Secretary at least twenty-four (24) hours prior to the scheduled beginning of the annual election. Absentee ballots shall count toward establishing quorum. If virtual, an email must be sent twenty-four (24) hours prior to the election
3. Voting shall be by secret ballot, and the nominee with the majority of votes shall be considered the winner. If no candidate receives a majority of votes, runoff election(s) shall be conducted until a candidate receives a majority of votes and is elected. In each round, the candidate with the fewest votes shall be eliminated until only two candidates remain
4. The Secretary shall tally the votes and promptly disclose results to the Chapter Advisor, the Executive Board, and the Chapter within 3 days to allow for runoff election set up if needed. The Executive Board will receive the results before the general body; however, this is exclusive to Executive Board members who are not running for re-election or are given 2/3 approval by the general body to aid in tallying the votes.
5. Only Executive Board positions must be elected by the Chapter’s members. Committee can be appointed by the Executive Board or in accordance with other practices as the Chapter sees fit, such as through the general election of that is practical.
6. Any and all persons in elected positions must meet or exceed a 3.0 GPA and be SHPE members in good standing
7. The Executive Board may adopt additional rules consistent with these Bylaws to implement the nominations and election process

Section 4: Transition Process
2. There shall be at least a one-month transition period between incoming and outgoing Executive Boards to ensure continuity and transfer of best practices
3. Newly elected officers shall assume office as soon as they have been successfully on boarded, but no earlier/later than the beginning of the fiscal year (July 1st)
4. Transition shall take place upon fulfillment of requirements established by SHPE. Both the outgoing and incoming officers shall complete the New Chapter Leader Orientation and participate in the onboarding
workshop/series as determined by SHPE. Transition requirements are estimated to take 3 months to complete

5. New chapter officers must be reported to SHPE by April 15 of each year
6. New chapter officers must comply with the SHPE Chapter Affiliation Agreement

ARTICLE VIII. RESIGNATIONS AND REMOVALS

Section 1. Resignations
Any Executive Board member may resign from office at any time by submitting a letter of resignation to the President or one of the Vice Presidents and the Chapter Advisor. The resignation shall be effective at the time the resignation is tendered, unless the resignation specifies a later effective time.

Section 2. Removals
When any Executive Board member feels that an officer is not fulfilling their duties, they may call upon the rest of the Executive Board to discuss/-resolve the matter. An officer may be removed by an Executive Board member should that officer not comply with SHPE’s code of conduct and/or University guidelines.

Section 3. Vacancies
The Executive Board shall fill vacancies in any office and may fill them at any time. An individual elected to fill a vacancy shall serve for the unexpired portion of the term for which their predecessor was elected.

ARTICLE IX. AMENDMENTS TO BYLAWS

These Bylaws may be amended at any time with the written approval of the Executive Board, the Chapter’s members, and the advisor. Following, the written documentation will be reviewed and approved by SHPE. Amendments shall become effective after approval by SHPE.

Adopted by the Chapter on September 20th, 2022