

THE CONSTITUTION OF THE LATIN AMERICAN ENGINEERING STUDENT ASSOCIATION CHAPTER OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS L A E S A - S H P E

ARTICLE I - Name

Section 1

- 1) The name of this organization shall be The Latin American Engineering Student Association chapter of The Society of Hispanic Professional Engineers (**LAESA-SHPE**) of the City College of the City University of New York.

ARTICLE II - Purpose, Power and Scope

Section 1

- 1) The purpose of this organization shall be to offer students the opportunity to obtain theoretical knowledge and practical experience in their respective fields of study. Our goals shall be implemented by special projects, tutorial services, cultural exchanges, conferences, presentations given by members, faculty or friends, experts on a field and also by recruitment of high school students into the fields of Engineering and Science, with the cooperation of Hispanics and any other group of professionals.
- 2) All activities of this organization are non-profitable. We accept and understand that under the authority granted by the Board of Trustees, as specified in the Board of Higher Education by-laws (article 15-2), the Undergraduate Student Government legislative decisions shall take precedence over those of this or any other student organization in this college, The City College of the City University of New York.

ARTICLE III - Qualifications, Membership Procedures and Dues

Section 1 – Qualifications for regular membership

- 1) All members of this organization must be students of The City College of New York. However, we may sponsor students from other schools within our sub-region for national membership in the Society of Hispanic Professional Engineers if their respective school does not have a SHPE chapter
- 2) No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, regardless of the name of this organization.
- 3) All members must have strong academic interests in the different fields of Engineering and related Sciences.
- 4) All members must abide to all the articles of this constitution.

Section 2 - Membership Procedures

- 1) A **Member** is a student of City College of New York fulfills the requirements for membership, which are the following:
 - a) Filled out a membership application.
 - b) Paid required dues per semester.
 - c) Have a minimum G.P.A. of 2.0 to qualify.
 - d) Passed a review evaluation by the Executive Board of this Organization.
 - e) Attended at least two general meetings per semester, plus any mandatory meeting specified by the executive board.
 - f) Has passed a probation period of one academic semester (1st semester as a member fulfilling all requirements listed above.
- 2) An **Associate Member** is a student of CCNY who abides by our constitution and believes in our goals although he or she may not be enrolled in a math, science or engineering related field. Any student outside of CCNY who fulfills Article III, section 1.1 is considered to be an Associate member.

Section 3 - Members responsibilities

- 1) It is imperative that all members share equal amounts of work according to the responsibilities of their particular committee.
- 2) Should attend (volunteer) all general events by the organization.
- 3) Should follow the office Rules.
- 4) It is imperative that all members with a G.P.A. below 2.0 participate in the DEAL program.
- 5) It is the responsibility of all members to maintain active status. An Active Member is one who attends a minimum of half of the LAESA-SHPE events.

Section 4 - Dues

- 1) Dues must be paid by the due date.
- 3) Dues for SHPE national membership are additional to any dues specified above. SHPE deadlines apply for these dues.

ARTICLE IV - Grievance Procedure

Section 1 Ground for Filing a Grievance against a Member

- 1) Any member found using or selling any type of controlled substance within the LAESA-SHPE office(s) or at any event, in which he/she is representing LAESA-SHPE, shall be referred to the Executive Board and must abide by section two of Article IV.
- 2) Any member found engaged in any illegal or criminal acts within the LAESA-SHPE office(s) or at any event, in which he/she is representing LAESA-SHPE, shall be referred to the Executive Board and must abide by section two of Article IV.

Section 2 Procedure for Filing a Grievance

- 1) A member may be expelled by a two-thirds affirmative vote of the membership in a meeting of the organization. A final decision shall come from the Executive Board and the faculty advisor.
- 2) Before considering voting to expel a member, he/she will be placed on probationary status for a specified period dictated by the Executive Board.
- 3) The member being considered for expulsion has the right to state his/her case to the Executive Board and the members before casting the votes.
- 4) All Executive Board decisions may be appealed to the Undergraduate Student Government. The expelled member shall not participate in any activity concerning the organization nor enjoy the rights and privileges of membership until the Executive Board knows the results of the appeal.

ARTICLE V - Officers, Officers Responsibilities, Election, Tenure, Faculty Advisor and Student Advisor

Section 1 - Officers

- 1) There will be an elected President, Executive Vice President, Internal Vice President, Secretary and Treasurer.
- 2) In order to become an officer he/she must meet all qualifications for regular membership listed in Article III Section 1.
- 3) A candidate for the Executive Board shall be a member for at least two semesters prior to being elected.
- 3) A candidate must be in good academic standing according to CCNY rules to qualify for an official position.
- 4) Share responsibilities with the Recruitment and Retention Division.
- 5) Maintains order and professionalism within the office.

Section 2 - Officers and Responsibilities

- 1) **The President shall:**
 - a) Be the chief executive officer of **LAESA-SHPE**.
 - b) Act as a liaison between membership and the College's Administration.
 - c) Chair all meetings.
 - d) Be one of the three persons responsible for signing any document necessary for the proper functioning of the organization.
 - e) Have part in all decision-making policies.
 - f) Become a member of the president's council of the student organizations.
 - g) Revise every document written under the name of LAESA-SHPE, to be sent to the administration or any entity.
 - h) Represent LAESA-SHPE at all times and during all events of the organization.

- 2) **The Executive Vice-president (External) shall:**
 - a) Assist the President in all areas deemed necessary.
 - b) At any given time, be capable of taking over the President's responsibilities.
 - c) Be one of three persons responsible for signing all necessary documents for the proper functioning of the organization.
 - d) Co-chair all meetings and chair all meetings in the absence of the president.
 - e) Act as a liaison between LAESA-SHPE E-board and all external resources.
 - f) Keep alumni informed of LAESA-SHPE events through a Newsletter
 - g) Be responsible for membership development and keep in contact with LAESA-SHPE's alumni.
 - h) Obtain public speakers and be responsible for publicizing the various activities of the organization.

- 3) **The Internal Vice-president shall:**
 - a) Assist the Executive Vice-president in case of president's absence and receive all the responsibilities as Executive Vice-president.
 - b) Co-chair all meetings.
 - c) Attend all on-campus meetings that LAESA-SHPE is invited by the school's administration.
 - d) Be responsible for membership development and keep in contact with The City College of New York Organizations.

- 4) **The Treasurer shall:**
 - a) Be responsible for the bookkeeping of all incoming and outgoing finances.
 - b) Be one of the three persons responsible for signing documents necessary for the proper functioning of the organization.
 - c) Be responsible for submitting the budget request of the organization to the Undergraduate Student Government and faculty advisor.
 - d) Weekly give an account of the organization's finances to the Executive Board.
 - e) Be responsible for collecting student fees and updating all financial records in the database.
 - f) Share responsibilities with the Fundraising Division.
 - g) Draft and revise proposal for corporate and other sponsorship of LAESA-SHPE
 - h) Give an account to the Finance Committee of the Undergraduate Student Government of City College upon request.

- 5) **The Secretary shall:**
 - a) Take minutes of all meetings.
 - b) Forward a copy of all approved minutes to the Undergraduate Student Government.
 - c) Take attendance at all meetings.
 - d) Revise every document written under the name of LAESA-SHPE to be sent to the administration or any entity
 - e) Update all the student attendance records in the database.
 - f) Share duties with Office Manager and ensure supplies are purchased and organized properly

Section 3 - Elections

- 1) Elections shall be held the fourth Thursday of the month of April (the Spring Semester) of every year unless the E-board is forced to move it.
- 2) Candidates for office shall be ruled by ARTICLE V Section 1.2, 1.3, & 1.4.

Section 4 - Tenure

- 1) The tenure of office shall be for one year. The new officers shall take office during the first day of June.
- 2) Outgoing officers can be given the right, accordingly, of sharing various responsibilities during the summer period.
- 3) Past e-board should be available for advising during the transition period
- 4) Newly elected officers are responsible to meet prior to the upcoming academic year to plan activities.

Section 5 - Faculty Advisor

- 1) The faculty advisor shall be at the elections meeting of the Spring Term.
- 2) The faculty advisor shall meet with the Executive Board at least once every semester.
- 3) The faculty advisor shall be invited to every general meeting.

Section 6 - Student Advisor

- 1) The former president should serve as the student advisor of this organization. In the absence of the former president, the executive or the internal outgoing Vice-President shall be the student advisor.

ARTICLE VI - Meetings and Quorum, Rules of order

Section 1 - Meetings

- 1) A minimum of three (3) general meetings should be held per semester.
- 2) Executive Board meetings shall be weekly and announce during the first general meeting.
- 3) All members are allowed to participate in the Executive Board meeting, unless the E-board announces a closed meeting.

Section 2 - Emergency

- 1) Emergency E-board meetings may be called by the President within at least 24 hours notice.

Section 3 - Quorum

- 1) For all meetings, it is required that a minimum of one-half plus one of the members be present.

ARTICLE VII – Divisions and chairs

Section 1 – Committee Chairperson

- 1) In order for a student to become eligible to be chair of a Division, he/she should be a member of the organization for at least one semester before elections take place (the same applies for eligibility to be an official).
- 2) Responsible for submitting evaluation to the Internal Vice-President after every event to determine its success

Section 2 - Rules of order

- 1) All parliamentary questions not determined by this Constitution shall be decided according to Robert's Rules of Order.

Section 3 – Managers Responsibilities

1) Developing Excellence in Academics & Leadership (DEAL) PROGRAM

- 1) Organizes LAESA-SHPE's mentoring/tutoring program
- 2) Maintains a database of homework, old exams, and finals of any science, liberal arts and engineering classes
- 3) Provides members with information about on-campus academic-related activities

2) Community Outreach:

- 1) In charge of all community service activities/programs within LAESA-SHPE. Some of the activities that LAESA has participated in are: Spring Clean Up, October Clean Up, Secret Santa, Coat Drive, Soup Kitchens and more....

3) Information Technology:

- 1) Securely maintains the LAESA-SHPE's network and website
- 2) Organizes technical workshops that include HTML, Graphic Design, Visual Basic Programming, Network Administration, Multimedia, and more.

4) Recruitment and Retention:

- 1) Strategically recruits and retains members
- 2) Organizes events for recruitment and retention purposes.

5) Workshops:

- 1) Organizes all workshops and company tours. This includes requesting the speaker, booking the room, and everything else necessary to make this event a success. Professional Development workshops includes: Resume Writing, Interview Skills, Time Management, Corporate Dress Code, etc.

6) Office Manager:

- 1) Responsible for maintaining the order in the office and making sure that everyone follows the rules regardless if the entire E-board is not present.

7) Pre College Engineering Day (PCED):

- 1) Strategically plans and organizes an event that promotes science and engineering to high school students. The event consists of workshops, school lab tours, and team projects with the goal of facilitating leadership, professionalism, interpersonal and teamwork growth on to the student

8) Pre University:

- 1) In charge of organizing tutoring and mentoring services every Saturday for high school students

9) Fundraising:

- 1) Obtain funding for the club by means of organizing bake/food sales.
- 2) Inform the Treasure of any possible monetary contribution a company/institute might give

ARTICLE IX - Amendment Procedures

Section 1 - Amendment Procedures

- 1) All amendments to this Constitution require a General Meeting. Amendments shall be proposed at one general meeting and voted on one week later. (The whole membership should be informed about the agenda a week prior to the Amendment meeting.

ARTICLE X - Dissolution of the organization

Section 1 - Dissolution of the organization

- 1) In the event of the dissolution of the organization, all funds and assets generated from student activities shall be donated to The Office of Student Programs of the School of the Engineering at the City College of the City University of New York.

ARTICLE XI - Branch Organization

Section 1 - Branch Organization

- 1) A Branch Organization may be established out of LAESA-SHPE, but shall not be independent under any circumstances. Any action or activity undertaken by a LAESA-SHPE branch will itself be an action or activity supervised by LAESA-SHPE.

**AMENDMENTS TO THE CONSTITUTION OF
THE LATIN AMERICAN ENGINEERING STUDENT ASSOCIATION
CHAPTER OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
L A E S A - S H P E**

AMENDMENT I Alters Article V section 1 an 4
(1993)

Candidates for the presidency shall have served as a member of the Executive Board.
No person shall be elected to the office of President more than once.

AMENDMENT II Alters Article V section 1
(1996)

Associate members are not eligible to run for office.

AMENDMENT III Addendum Article V section 3
(1996)

Nominations shall be held on the third Thursday of the month of April.

AMENDMENT IV Alters Article VII section 2.5 and Article XI
(1996)

The Graduate Committee shall be defunct and no longer in force.

AMENDMENT V
(1996)

The Constitution shall be reviewed at the end of every semester.

AMENDMENT VI Addendum Article V section 2.3
(1996)

Section 1:
The 2nd Vice President shall appoint three (3) managers for the Central Committee.

Section 2:
The 2nd Vice President shall be the Office Manager and have the right to enlist the help/advice of the membership to fulfill the duties of Office Manager.

Section 3:
The 2nd Vice President shall assist the secretary in obtaining public speakers.

AMENDMENT VII Addendum Article III section 1.4
(1996)

All members shall have sufficient knowledge of this Constitution.

AMENDMENT VIII Article V section 4
(1996)

Newly elected officers shall have the right to be given the office key(s) upon taking office.

AMENDMENT VIV Alters Amendment I
(2005)

A person can run more than once for the Presidency but not for two consecutive years

AMENDMENT X Amends Article III section 2.1e

(2005)

- 1) A Member is a student of the City College of New York fulfills the requirements for membership, which are the following:
 - e) Attended at least two(2)general meetings per semester, plus any mandatory meeting specify by the executive board

AMENDMENT XI Alters Article V section 2.1

(2005)

- 1) **The President shall:**
 - I) Make known the goals for organization during his/her term of office in a Calendar of Events
 - j) Have the right to delegate tasks to other Executive Board Members

AMENDMENT XII Alters Article V section 2.2

(2005)

- 2) **The Executive Vice-president shall:**
 - f) Keep alumni informed of LAESA-SHPE events through a Newsletter
 - g) Draft and revise proposal for corporate and other sponsorship of LAESA-SHPE

AMENDMENT XIII Alters Article V section 2.3

(2005)

- 3) **The Internal Vice-president shall:**
 - f) Supervise the progress of all managers/committee chairs
 - g) Share responsibilities with the Recruitment and Retention Division

AMENDMENT XIV Alters Article V section 2.4

(2005)

- 4) **The Secretary shall:**
 - h) Share duties with Office Manager and ensure supplies are purchased and organized properly
 - i) Maintains order and professionalism within the office

AMENDMENT XV Alters Article V section 1.1

(2005)

A minimum of three (3) general meetings should be held per semester

AMENDMENT XVI Alters Article VII section 2

(2005)

Section 2 – Managers

- 1) In order for a student to become eligible the Chair of a Division, he/she should be a member of the organization for at least one semester before elections take place (the same applies for the eligibility to be an official).
- 2) Responsible for submitting evaluation to the Internal Vice-President after every event to determine its success

AMENDMENT XVIII Alters Article VII section 3

(2005)

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- 5) Maintains a database of homework, old exams, and finals of any science, liberal arts and engineering classes
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- 4) Inform the Treasure of any possible monetary contribution a company/institute might give

AMENDMENT XIX Amends article VIII

Places Memberships Responsibilities under Article III section 2 Membership Procedures

AMENDMENT XX Amends Article VII section 1.1

(2005)

The Central Committee does no longer exist.