



University of Southern California
Society of Hispanic Professional Engineers

3710 S. McClintock Ave. RTH 210, Los Angeles, CA 90089-2900



CONSTITUTION

2019-2020

Let it be known that The Society of Hispanic Professional Engineers, Student Chapter of the University of Southern California sets forth:

That it be common understanding that the Hispanic and historically underrepresented students in the Viterbi School of Engineering have come together for the purpose of offering support and services to Hispanic students that may benefit from our resources and well-meaning intentions.

We are a viable organization endowed to its members and agreeable to those who have interactions with us.

In good faith, the Society of Hispanic Professional Engineers of the University of Southern California offers their support and loyalty to the parent organization, the Society of Hispanic Professional Engineers.

ARTICLE I: Declaration



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Section I. The name of this organization shall be: The Society of Hispanic Professional Engineers of the University of Southern California.

Section II. This organization will use the name or its acronym, SHPE-USC, in all publicity, materials, and correspondence.

ARTICLE II: Purpose

The Hispanic and historically underrepresented students in the STEM discipline have come together to establish a lasting relationship with SHPE, the professional industry, and the Hispanic community in the interest of a better tomorrow. By promoting the advancement of Hispanic engineers, we hope to improve the quality and quantity of Hispanic professionals in our society.

Section I. Our objective is to recruit and retain Hispanic and other minority students in science, technology, engineering, and mathematics for the purpose of stimulating their academic, professional, and leadership development.

Section II. SHPE-USC offers students counseling, networking opportunities, academic support, social events, leadership retreats, and community outreach opportunities.

Section III. A sense of “familia” is ingrained within our organization and provides a unique social atmosphere for all members.

ARTICLE III: Membership and Dues

Section I. Membership eligibility will not be decided on the basis of age, race, religion, or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Section II. An eligible voting member is any USC student who has fully paid all SHPE dues and completed the membership form before March 1st.

Section III. Dues and fees shall be decided by the Executive Board prior to the beginning of each academic year.

ARTICLE IV: LeaderSHPE Team

Section I. SHPE-USC shall have an Executive Board and Board of Directors, comprising the LeaderSHPE Team. LeaderSHPE Team members must be elected by a majority vote of eligible voting members of the organization during the Spring elections.

Section II. Potential candidates for the LeaderSHPE Team must be eligible voting members.



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Section III. The Executive Board reserves the right to promote an exemplary committee member to Director status as part of the LeaderSHPE team through a 3/4 vote before the start of the Spring semester.

Section IV. The LeaderSHPE Team shall be responsible for recommending policy, administering the affairs of the organization, and making decisions in the best interest of the organization.

ARTICLE V: Elections

Section I. The LeaderSHPE Team shall be nominated through open and transparent nominations and shall be elected by eligible voting members through a secret ballot. Each eligible voting member is entitled to one vote.

Section II. Potential candidates may nominate themselves or be nominated by other eligible voting members.

Section III. The positions of President and Executive Vice President may only be filled by members who have had at least one year of experience on the Executive Board.

Section IV. The remaining Executive Board positions may only be filled by members that have had at least one semester of experience on the LeaderSHPE Team.

Section V. Board of Directors positions may be filled by any eligible voting members.

Section VI. A third party member from outside the organization will review and tally the votes.

Section VII. Election results for the succeeding year shall be announced no later than the last week of March.

Section VIII. The outgoing Executive Board will analyze the abilities of the elected officers prior to announcing the election results. If the outgoing Executive Board deems an individual incapable of performing the duties of the position, they reserve the right to veto the victory of an elected official with a 3/4 vote.

Section IX. The term of office for each executive shall be one academic year.

Section X. A transitional Executive Board retreat will be held no later than three weeks after election results, after which incoming officials will assume their executive responsibilities.

Section XI. During the transitional Executive Board retreat, the constitution will be reviewed. The incoming Executive Board will vote on any constitutional changes.

Section XII. The Executive Board reserves the right to establish a new Board of Directors position after elections have taken place. An Executive Board member may propose a new position, which must be accepted by the remainder of the Executive Board with a majority vote.



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Section XIII. An applicant to a newly established or open position on the LeaderSHPE team must present his/her qualifications for the position to the newly elected Executive Board. That Executive Board must approve of the new candidate by a 3/4-approval vote.

ARTICLE VI: Code of Conduct

Section I. Any officer who violates the rights and privileges of his/her constitutional office, or whose motions are not in the best interest of the organization, may be removed from office.

Section II. There must be a periodic performance review to ensure members of the board are properly performing their duties. If an elected officer is not meeting his/her designated responsibilities, the Executive Board must initiate a formal review and set a deadline to see the elected official making progress. The Executive Vice President or the President may also initiate a performance review. If progress metrics are not met, the Executive Board must initiate a process for removal.

Section III. During a removal vote, the LeaderSHPE Team member in question is temporarily removed from the position. A 3/4 vote amongst remaining Executive Board members is needed to remove the LeaderSHPE Team member from his/her position.

Section IV. After the removal of an elected official: 1) Senior positions will follow the order of succession. 2) Any Executive Board position will be filled from the Directors under their jurisdiction. 3) Board of Directors' positions will be filled by an application process and voting of the Executive Board or remain unfilled.

ARTICLE VII: Affiliations

Section I. This organization is a recognized student organization at the University of Southern California; however, it is not part of the University itself. Therefore, in all correspondence and business transactions, it may refer to itself as an organization at USC, but not as a part of USC.

Section II. SHPE-USC accepts full financial and production responsibility for all activities it sponsors.

Section III. SHPE-USC agrees to abide by all pertinent USC policies and regulations. Where USC's policies and regulations differ from those of SHPE-USC, the policies and regulations of USC take precedence.

Section IV. This organization recognizes and understands that the University of Southern California assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless having received prior review, approval and consent of the Offices of Student Activities, Risk Management, and/or General Counsel.



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ADDENDUM: LeaderSHPE Team Roles & Responsibilities

Executive Board: Voting members of the LeaderSHPE Team **Board of Directors:** Officers falling under the direction of an Executive Board member

These descriptions of executive responsibilities are principally meant to serve as a framework. Members of the LeaderSHPE Team should not limit themselves to the roles described below but should instead seek to innovate and create new opportunities for development.

President The President is designated the lead executive of SHPE-USC. The President shall be responsible for laying down strategy and goals to provide the chapter with direction. Shall be responsible for representing the chapter at key meetings including those with the Viterbi Presidents Council (VPC), SHPE National Meetings, and in meeting new corporate representatives. Shall be responsible for seeking out new relationships to enrich SHPE-USC's funding, resources, and contacts. Shall be responsible for the leadership development, especially of the LeaderSHPE Team, with the help of the Executive Vice President.

Executive Vice President In the absence of the President, the order of succession shall fall to the Executive VP. When necessary, shall be responsible for representing the chapter at key meetings including those with the Viterbi Presidents Council (VPC), SHPE National Meetings, and in meeting new corporate representatives. Shall be responsible for seeking out new relationships to enrich SHPE-USC's funding, resources, and contacts. This responsibility will be met by coordinating with the President. Will document proceedings of the executive board and be responsible for compiling all reports. Will also serve as liaison to Region 2 SHPE Chapters.

Executive Assistant Shall be the designated liaison between new members and the LeaderSHPE team, working closely with the President and Executive Vice President to assist and learn about leadership within the organization. Shall serve as the Chair of the New Student Advisory Board and as the designated Latinx Student Assembly (LSA) representative. Will attend all meetings required of SHPE-USC to be a good-standing organization under LSA. This position will be reserved for an incoming freshman or new transfer student.

Vice President of External Relations Shall be in charge of outreach to different companies and professionals for sponsorship and any events requiring professionals to be present. Shall also regularly update external partners with information including, but not limited to, events, developments, and accomplishments. Responsibilities will include interfacing and communicating with corporate contacts during events, actively expanding our corporate network, and translating member interest into fulfilling events.

Director of External Relations Shall assist the Vice President of External Relations. Will also be responsible for maintaining relations between corporate sponsors and the organization. Will also assist in the planning and execution of professional development events.



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Treasurer Treasurer is responsible for the general financial oversight to plan and organize SHPE's budget. Banking, book keeping and record keeping of paid members. Maintain and oversee the reimbursements through Viterbi's funding.

Fundraising Director Shall be responsible to help to oversee the organization's budget and coordinating with the Treasurer to determine fundraising goals per semester. Will be responsible for organizing all SHPE-USC fundraisers in compliance with USC fundraising guidelines.

Treasurer Director Shall be responsible to help to oversee event lists that will be performed by SHPE and to apply two weeks in advance for reimbursement through Viterbi. Will be assisting with any planning or applying for financial funding.

Vice President of Outreach Shall be responsible for setting objectives to drive the completion of community outreach goals. Shall direct a committee to assist in the planning and execution of community outreach events, as well as be in charge of SHPE Jr. and SHPE SHAPE. Will be responsible for securing funding for said events and will serve as the liaison between our chapter and the local schools.

Director of Outreach Will serve in Outreach committee and shall assist in planning community outreach programs. Planning includes applying for funding and recruiting volunteers. Will also assist the Vice President of Outreach in writing up post- event reports and end-of-year reports.

Outreach Funding Coordinator Will serve as a liaison to the treasurer in charge of directly assisting the VP with USG Philanthropy Fund Applications and SHPE K-12 Grants for all outreach events. Is also expected to assist in completing the reports for SHPE K-12 Grants along with the other directors of Outreach. Will attend all Outreach committee meetings and meet with the Treasurer regularly.

SHPE Jr. Director Will serve as the main point of contact between Augustus Hawkins and SHPE-USC. Will create and maintain an updated list of mentors and mentees and keep in contact with both as often as needed. Is in charge of planning workshops and briefing mentors on when/how often they will help the mentees throughout the academic school year. Will plan at least one workshop a semester and have at least one mentor/mentee meeting a month after mentor/mentees are paired. Will report back to the Executive Board once a month and request assistance as needed from the Board.

Vice President of Membership Will lead a committee to assist in providing opportunities and events for chapter members. Will set objectives to further chapter development and seek new ways to engage membership. This will be accomplished by the coordination and execution of chapter development events. Will be the main point of contact for inter-organization collaborations.

Director of Membership Will be responsible for creating opportunities for members to be engaged with the organization. Shall assist the VP in the execution of General Body Meetings and social events to increase the sense of *familia*.

Vice President of Academics and Wellness Will lead a committee to assist in providing and promoting academic opportunities and events for chapter members, including scholarship opportunities and academic workshops. Will set objectives to further academic development and seek new ways to increase wellness and success among our members. This will be accomplished by the coordination and



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execution of Get in SH(A)PE wellness and academic development events. **Academic Chair** Shall monitor and help develop members' academic performance and technical skills, as well as execute Study Nights and all other academic events.

Get in SH(A)PE Director Shall be responsible for planning Get in SH(A)PE wellness events. Will assist the VP in developing the Get in SH(A)PE program, including tracking the progress and performance of members and selecting coaches/team pairings.

Vice President of Public Relations Shall direct a committee to promote SHPE-USC in a positive manner to all its investors. Will write, compile, and publicize events to current members in the form of a newsletter. Shall direct the development of SHPE-USC's website platform in order to display accomplishments, plans, and sponsorship opportunities. Will utilize proven methods of publicizing but will also explore new physical, electronic, and interpersonal means.

Director of Social Media Shall assist the Vice President of Public Relations with all needed duties; shared responsibility for advertising SHPE- USC in any and all forms of media. Shall be in charge of managing various social media accounts (Facebook, Instagram, etc.) and will be responsible for creating Facebook events and advertisements.

Webmaster Shall be in charge of designing and updating all facets of the SHPE-USC website as needed by the organization. This includes but is not limited to updating events on site timeline, designing the website as seen fit by the Executive Board, and managing webpages.

Historian Shall be responsible for documenting achievements of SHPE-USC through photography, writing, and any other forms of journalism as deemed necessary. Shall coordinate with Public Relations committee to relay details of documentation. Will be responsible for attending all SHPE-USC events and finding a substitute if unable to attend an event.