



Constitution

(May 5, 2005)

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SHPE’S Commitment

“We are brought together by heritage, social responsibility and desire to improve the equality of all people through the use of science and technology. We value excellence in education, professional pursuits and leadership. We obtain excellence through integrity, empowerment, achievement, diversity and continuous improvement.

SHPE is the leading social-technical organization whose primary function is to enhance and achieve the potential of Hispanics in engineering, math and science.

SHPE promotes the development of Hispanics in engineering, science and other technical professions to achieve educational excellence, economic opportunity and social equity.

We will fulfill our mission by increasing educational opportunities, promoting professional and personal growth, carry out our social responsibility to be involved in education, business and government issues and enhancing pride within our organization and reinforcing our reputation as a vital Hispanic Organization.”

-Adopted August 5, 1996

Part 1: Latinos in Technical Careers and Members

Article I: Name

Article II: Purpose

Article III: Membership

Article IV: Officers and Committees

Article I: Name

This organization shall be known as “Latinos in Technical Careers,” hereafter referred to as LTC. LTC is a student chapter of the national organization, the Society of Hispanic Professional Engineers (SHPE). The official colors of LTC shall be blue and gold.

Article II: Purpose

The primary purpose of LTC is to increase the number of **Latinos** in the technical fields. LTC’s goal is to bring together California State University, Chico (CSUC) students of **Latino** ancestry pursuing a technical career in the following and related areas:

- Computer Science
- Engineering
- Sciences
- Construction Management**
- Industrial/Electrical Technology

LTC supports students of all majors. Academic achievement and career awareness will be emphasized along with LTC’s primary goals of education, leadership, and community.

Article III: Membership

Any person interested in the purpose of this organization shall be eligible for membership.

Membership and privileges (e.g., voting and attendance to LTC/SHPE functions)

shall be granted only to currently enrolled CSUC students who have met the following requirements:

- ☒ Actively participate on at least one Standing Committee. The committee chairperson shall determine active participation.
- ☒ All members shall pay their dues by the prescribed deadline (see bylaws), which will go into the general funds account
- ☒ Certain Activities require a minimum GPA of 2.0 (student verification needed)

Article III: Membership (cont.)

All other persons who do not meet specified requirements should be considered Associate Members. They may attend all meetings, participate in discussions and make motions.

Responsibilities of all members shall include:

- ☒ Adherence to organizational policies and practices.
- ☒ Attendance to all LTC meetings and functions.

Article IV: Officers and Committees

Election of Officers

Officers shall be selected by a simple majority vote of the membership. Nominations shall be held by the middle of April. **General or special elections shall be held two general meetings after nominations.** Elected officers shall hold their elected office for one academic year (fall semester to spring semester) unless removed from office **or resignation of preceding officer.**

Removal of Officers

- ☒ Officers may be removed for cause by a 2/3-majority vote of the total membership.
- ☒ Replacement of any officer will be conducted by special election.

Criteria for Officers

- ☒ Must have a minimum cumulative GPA of 2.5.
- ☒ Must be an **active member**.
- ☒ Must be a currently enrolled CSUC student.

Duties and Responsibilities

There shall be **eight** elected officers who comprise the Executive Committee of the organization. Each officer has one vote on the Executive Committee.

Executive officers shall attend all meetings and functions.

¹ This requirement will become valid after the first semester. The candidates running for President must have been an elected officer in LTC previously.

Article IV: Officers and Committees (cont.)

Executive Board

- ☒ **President:** The president of Latinos in Technical Careers, is responsible for the overall performance of the chapter. He/she oversees the executive board and the general meetings. He/she supervises the performance of the other executive board members and their committees. He/she is responsible for attending the regional and national meetings. At the end of the year he/she is responsible for reporting to SHPE the activities of LTC during his/her term.
- ☒ **Vice President:** The vice president of LTC is responsible for overseeing the overall performance of LTC, to assume the role of the president when he/she is absent; to represent LTC at regional and national level by attending meetings and keeping members informed. As vice president her/his duty is also to advise the president and executive members to make the best decisions for LTC.
- ☒ **Academic Chair:** The Academic Chair is responsible for creating tutoring sessions and study hours. He/she works hard to make our members successful with their academic studies. He/she strives for professional development within our members. He/she accomplishes this by holding monthly professional workshops, which include time management, resume critique, interviewing skills, and professional development.

- ☒ **Social Chair:** The social chair shall be responsible for LTC's social functions (socials, tourneys, banquets, etc.) that are not of specific academic nature. The social chair shall handle publicity (i.e. flyer's, announcements, marquee, etc.) of LTC events. As chairperson of the Social Committee, the Social has the responsibility for the performance of the Social Committee. The Social shall act as the contact person for social functions. Additional duties may be delegated as needed.

- ☒ **Community Outreach Chair:** The Community Outreach Officer is responsible for coordinating events with the schools such as Saturday Academy and High School Outreach. The Community Outreach Officer is also required to coordinate help with other events like MESA Day and Minds in Motion. Writing Proposals for funding through ACE and other organizations is also a key aspect of the Community Outreach Officer's job. It is also the Community Outreach Officers job to head a committee to help organize these key events.

- ☒ **Treasurer:** The treasurer is responsible for collecting dues, managing LTC's financial holdings and expending funds. As the treasurer, he/she makes sure that LTC always has funds and that it reaches its semester financial goal. He/she is also the head of the fund raising committee, which organizes fundraising events such as carwashes, raffles, etc....

- ☒ **Secretary:** The Secretary shall keep minutes of all General and Executive meetings, he/she shall be responsible for general clerical duties (agendas, calendars, filling out roster forms and SHPE Activity Reports, reserving rooms, etc.) and shall notify members of meetings. The Secretary shall maintain required booking.

- ☒ **WebMaster:** The Webmaster is responsible for updating and maintaining the LTC Website. He/she gathers pictures from LTC events and activities, and then carefully selects the best ones to post on the website for all other chapters to see. He/she is also responsible for maintaining an online calendar of events for members to view.

Article IV: Officers and Committees (cont.)

Committees

There shall exist the following Standing Committees², chaired by the respective executive officer. Chairpersons coordinate committee activities and speak on behalf of their committee (see Appendix B for "Ideas to Generate Participation in Committees").

Standing Committees	Chairperson
Fundraising Committee	Treasurer
Academic Committee	Academic Chair
Social Committee	Social Chair
Web Page Committee	WebMaster
Ad Hoc Committees	They will be established as needed (e.g., MESA Job Fair, LTC Annual Banquet, Scholarship, and Constitution Committees). The chairperson of Ad Hoc Committees shall be determined by a simple majority vote of the committee.

² This requirement will become valid after the first semester

Part 2: Rules and Procedures Article V: Order of business Article VI: Meetings

Article VII: Decision Making Process Article VIII: Advisor Article IX:

Amendment Process Article X: Disbursal of Assets Article XI: Grounds

for Discipline Article XII: Bylaws

Article V: Order of Business

Order of business shall follow a written agenda similar to Robert's Rule of Order (see Appendix A for revised version of "Robert's Rule of Order").

Article VI: Meetings

General meetings shall be held at least every other week each month while school is in session (see Appendix C for "How to control Meeting").

Executive meetings shall be held at least one week prior to general meetings to formulate agendas, discuss issues, develop proposals, etc.

Appointed committees shall meet as needed and report all activities to the next general meeting of LTC.

Special meetings may be called at the request of a simple majority vote of officers.

Article VII: Decision Making Process

The general process for decision-making shall be conducted in the presence of a quorum (1/3 of membership) by a simple majority vote. This decision

process includes the following areas:

- Expenditure of Funds
- Use of organizational owned equipment
- Approving upcoming events

Article VIII: Advisor

A faculty/staff advisor, as specified by the University, shall be selected and removed by a simple majority vote of the membership. New advisor(s) will be selected as needed.

Article IX: Amendment Process

This constitution may be amended by a 2/3 vote of total membership.

Article X: Disbursal of Assets

If the organization ceases to exist, for whatever reason, the Executive Committee will disperse all assets to a similar organization or a community organization. If no officers are available, the faculty advisor and the Associated Student's Director of Programs and Organizations shall make the dismissal.

Article XI: Grounds for Discipline

Some or all of the following privileges may be revoked from any member if he/she does not act according to the responsibilities listed in Article III: Voting (may still participate in discussions, but may not vote). Membership discounts/participation in organization sponsored events. The use of organizational equipment.

Article XII: Bylaws

Bylaws may be enacted as necessary.

Any regular member may initiate bylaws.

Bylaws must be passed by a simple majority vote of the membership.

1. 1. All checks shall be signed by two executive officers.
2. 2. Membership dues shall be set at \$20 (for one academic year) and shall be collected by the Treasurer by the fifth week of the fall semester. Membership shall last one academic year.
3. 3. Failure to pay dues shall result in suspension of membership privileges (discount/access to organization sponsored trips and functions, voting, use of organizational equipment, etc.).
4. 4. The amount of the dues shall be amended by 2/3 vote of the membership.
5. 5. The executive committee shall be allocated \$100 per semester to be used as petty cash (small emergencies, printing, etc.).
6. 6. A Point System shall be enacted to measure the activity of members and officers. Points shall be determined by attendance to all LTC functions and meetings. The Secretary shall record the accumulated points of eligible members. Points shall determine the standing and eligibility of members to LTC/SHPE sponsored functions (i.e. the national career fair). The executive board shall determine the weight of the points.
7. 7. The nomination and election process for the general elections shall be governed by the following guidelines:

Criteria for officers and position descriptions shall be read aloud for members before nominations begin. Members may accept nominations to more than one position, but can only be elected to one.

Article XII: Bylaws (cont.)

Prior to voting on Election Day, candidates for each position shall give short speeches (goals for LTC, experience, etc.). Voting shall be conducted by secret ballot. The current **Advisor** in the presence of two other members in front of the membership shall count votes. In the event of a tie, an immediate run-off is to take place. All members should be encouraged to vote in the runoff.

8. Special positions may be appointed by the executive board to assist with the development of LTC.

Appendix A: Roberts Rule of Order Appendix B: Ideas to Generate

Appendix C: How to Control a Meeting

Appendix A: Robert's Rule of Conduct³

All motions must be seconded and adopted by a majority vote unless otherwise noted.

All motions may be debated unless otherwise noted.

About Motions

About Motions	Purpose of Motion	To Enact Motion
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Main Motion	To take action on behalf of the body	Debatable; requires majority vote
Adjourn	End the meeting	Not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	Asks to stick to the agenda	Not debatable; requires 1/3 majority to sustain
Call to Question	Closes debate and forces vote	Not debatable; requires 2/3's majority vote
Motion to Limit or Extend Debate	Limits or extends debate	Not debatable; requires 2/3's majority vote
Point of Order	Is a question about the process or a particular motion	Automatic if granted by Chair
Point of Information	To ask about the process or particular motion	Automatic
Motion to Rescind	To change the results of a vote	Requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	Suspend formal process for a short period	Debatable and requires 2/3's majority vote

About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

³ The following was condensed from the Robert's Rules of Order and includes typical rules to manage a board meeting. Readers wanting the last official version should see Robert's Rule of Order Newly Revised, published by Scott, Foresman (known as NONR). This is the 9th Edition of Robert's book.

About Voting

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is voted on before the vote.

Appendix B: Ideas to Generate Participation in Committees

To increase attendance and/or participation in committee meetings, consider some or all of the following:

- Ensure committee chairs understand and can convey the role of the

committee to members, and that the chair and members have up-to-date job descriptions.

- ☒ Ensure adequate orientation that describes the organization and its unique services, and how the committee contributes to this mission.
- ☒ Remember that the organization and its committees deserve strong attendance and participation. Don't fall prey to the perspective that "we're lucky just get anyone." Set a standard for the best.
- ☒ Have ground rules that support participation and attendance. Revisit the ground rules every other meeting and post them on the bottom of agendas.
- ☒ Let go of "dead wood." It often helps to decrease the number of committee members rather than increase them.
- ☒ Consider using subcommittees to increase individual responsibilities and focus on goals.
- ☒ Conduct yearly committee evaluations that includes a clear evaluation process and where each committee member evaluates the other members, and each member receives a written report about their strengths and how they can improve their contributions.
- ☒ Attempt to provide individual assignments to the committee members.
- ☒ Have at least one executive member participate in each committee to help with administrative support and providing information.
- ☒ Monitor quorum requirements for the entire board (as set forth usually in Bylaws), or the minimum number of board members who must be present for the board to officially enact business. This quorum, when not met, will serve as a clear indicator, or signal, that the board is in trouble.
- ☒ Develop a committee attendance policy that specifies the number of times a member can be absent in consecutive meetings and in total meetings per time period.
- ☒ Generate minutes for each committee meeting to get closure on items and help members comprehend the progress made by the committee.
- ☒ In committee meetings reports, include noting who is present and who is absent.

Ideas to Generate Participation in Committees (cont.)

- ☒ Consider having low-attendance members involved in some other form

of service to the organization, e.g., a “friends of the organization,” or something like that, who attends to special events rather than ongoing activities.

- ☒ Have a “summit meeting” with committee members to discuss the low attendance problem, and use a round-table approach so each person must speak up with their opinions.
- ☒ Rotate in new members every year.

Appendix C: How to Control a Meeting

Here are 11 steps to control your next meeting:

1. 1. Sit in the power position. The head of the table or the side facing the door are the most desirable location.
2. 2. Arrive early. Get familiar with the room, arrange it the way you want it, and become comfortable with it.
3. 3. Be organized. Have **an** agenda, start on time, announce when the meeting will end, and keep things moving.
4. 4. Decide how you’re going to start. How you introduce the agenda will hold or lose people’s interest. Set the tone you need.
5. 5. Be a conductor. Allow people to give input, but also move on when there is agreement. Keep people on the point.
6. 6. Set up a path for future communication. Invite people to send follow-up notes if new ideas occur to them after the meeting.
7. 7. Don’t be distracted by creature comforts. Don’t spend time serving food or trying to make people feel socially comfortable. If food or beverages are served, delegate responsibility to someone else for making sure it arrives and is appropriately replenished.
8. 8. Speak in a quiet voice. People will have to pay attention. A voice can be strong and quiet.
9. 9. Don’t allow interruptions. Cut people off or ask them to hold it for a moment, when you or someone else is making a point.
10. 10. Maintain eye contact. Participants will be sure of your interest.
11. 11. Garner support. Call short meetings and avoid unnecessary ones. Out of respect for other people’s time, whenever possible, arrange the agenda so those who do not need to attend the entire meeting can appear on the agenda first.

Works Cited

Robert’s Rules of Order: <http://www.mapnp.org/library/boards/roberts.htm> Ideas to Generate

Participation in Committees: <http://www.mapnp.org/library/boards/goodcmte.htm> How to control a Meeting: <http://www.smartbiz.com/sbs/arts/exe94.htm>

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