

Society of Hispanic Professional Engineers
August, 2008

SHPE



Establishing and Re-Establishing a Professional Chapter

PREPARED BY:
Membership Department

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Hard copies of this manual may be requested via email to:
membership@shpe.org

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I. Introduction

Dear Prospective Professional Chapter,

Thank you for your recent inquiry on how to become a part of the **Society of Hispanic Professional Engineers Inc. (SHPE)**, the largest Hispanic engineering organization in the United States. We believe that you have taken the first step to a mutually beneficial relationship which will not only provide you with opportunities for personal and professional growth but will also bring a positive influence to the Hispanic community at large.

SHPE's mission is to be ***The Source for Quality Hispanic Engineers and Technical Talent***. We are the leading social-technical organization whose primary function is to enhance and achieve the potential of Hispanics by promoting academic excellence, diversity, and integrity.

SHPE is committed to helping our nation fill a growing need for engineers and scientists in this decade and beyond! We continue to expand at an aggressive pace and currently include **236 student chapters** with more **than 8,500 student members** and **61 professional chapters** with nearly **1,800 members** nationwide. We have the potential of increasing our professional base only with the dedication, leadership, and efforts of members like you.

For new Professional Chapters

Please review the New Professional Chapter Application, once you've completed this application, mail it to the address below:

SHPE, Inc.
13181 Crossroads Parkway North
City of Industry, CA 91746-3497
ATTN: Membership Dept. (New Professional Chapter)

For reinstatement of an inactive Professional Chapters

Please review the Reinstatement of an Inactive Chapter Application. Once you've completed the application, mail it to the address below:

SHPE, Inc.
13181 Crossroads Parkway North
City of Industry, CA 91746-3497
ATTN: Membership Dept. (Reinstatement of an Inactive Professional Chapter Application)

For any questions or concerns, please feel free to contact:

The Membership Department
membership@shpe.org

II. New Professional Chapter Process

A. APPLICATION PROCESS OUTLINE

This section outlines the steps, which will assist you to first initiate a SHPE Professional Chapter.

Step 1

1. Familiarize others with the organization's vision, mission, goals and organizational structure. Encourage participation and advocate volunteerism to develop projects and programs. It is highly recommended that you recruit professional members who are motivated and interested in making a strong commitment to the development of Hispanics and who are willing to volunteer their time to support SHPE's goals and objectives.
2. **Please note that at least ten members should hold a degree.** New members must complete an online professional or associate membership application at www.shpe.org. They need to sign up under their respective REGION AT LARGE chapter. They have the option to pay their professional or associate membership dues online or select another payment option. If they choose to register online only, please send a list (10) or more members that have successfully registered with proper payment along with this packet. Please make your check or money order payable to SHPE, Inc.
3. Identify an agreed upon date, time, and place the majority of interested individuals will attend an informational meeting. Appoint a temporary chairperson and assign someone to keep the official minutes of the meeting. The purpose of this meeting should be to discuss SHPE's goals and objectives, develop chapter bylaws, measure the feasibility of establishing a professional chapter, and solicit feedback from interested members. Minutes should be recorded and distributed to the participants to ensure accuracy, retain the master copy by the temporary secretary. The temporary secretary will turn over all documents to Secretary for the permanent record.
4. A meeting should be held shortly after to elect officers and appoint committee chairpersons (if any). Develop chapter bylaws, develop strategic plan of action to accomplish chapter's goals and objectives; schedule possible subsequent executive and general membership meetings, and complete the Professional Chapter Application.

5. Once the Professional Chapter Application has been completed it must be submitted for review to the Membership Department at the SHPE National Office. Once this is accomplished, step one has been completed and step two begins.
6. Professional Chapter Application is Attachment A.
7. Bylaw Template is Attachment B.

TWO COPIES of each item below are to be submitted:

- a. Completed Professional Chapter Application with all necessary signatures.
- b. A list of (10) or more members that have registered and paid online.
- c. Completed Chapter Bylaws along with an electronic copy in **Word Doc format** to allow for review and comments.
Email to membership@shpe.org.

Step 2

1. Once the Chapter Application has been received by the Membership Department, a one-month review process begins. All documents will be evaluated to ensure quality and accuracy. The Membership Department will contact the designated contact if the packet does not meet all requirements necessary to qualify for official status. In the event that the application does not meet all requirements, the Membership Department will contact the chapter and recommend modifications. Once the modifications have been made, the application must be re-submitted for review and will be treated as a new application.
2. A copy of the application will be sent to the respective Regional Vice President (RVP) and National Affairs Committee Chair (NAC) at this time.
3. Once the application has been reviewed and approved by the NAC and the Membership Department, a recommendation for approval will be sent to the National Board of Directors for approval. Final approval is made by the National Board of Directors at a National board meeting.
4. Once the professional chapter has been granted official status, the Membership Department will contact the professional chapter to inform them of their status within 30 days from the NBOD meeting. At the following SHPE Conference an official professional chapter plaque will be presented at the President Breakfast. Please plan to have a chapter representative present at the event.
5. A professional chapter must be registered with your state's Corporate Commission. This registers the chapter and permits business activities within your state. Also, contact the IRS to obtain the 501 (C) (3) approval.

Step 3

1. A newly approved chapter has the opportunity to apply for seed money which will aid with the chapter's events, supplies, etc. **Seed money is based on availability of funds and therefore it is not guaranteed that a chapter will receive all, a portion, or any of the requested amount.**
2. The proposal must meet the following requirements: typed letterform, one page minimum, include a statement formally requesting a proposed amount of money, and indicate the purpose for which the money will be used. The proposed amount of money should be based on and supported by a table that outlines an estimated yearly budget, which should be calculated and include sources of income and expenses.
3. Upon receipt of the proposal, the Membership Department will review and determine what funds are available. If funds are available, a request will be made to the National Board of Directors at the next official meeting.
4. If the funding request is granted at this board meeting, the Membership Department will contact the chapter and disperse the funds.

B. APPLICATION SCHEDULE

Approval Schedule

New Professional Chapter Application submitted and received	Membership Department Approval	NBOD Approval	Membership Department Contact Professional Chapter
Day 1	Day 30	First NBOD Meeting after the end of Application Process	10 Days after NBOD Approval
EXAMPLE: Received on September 30 th	October 30 th	December 1	December 11

Seed Money Proposal Schedule

Membership Department Contacts Professional Chapter	Establish Membership Department Approval
10 Days from NBOD Approval	30 Days after receipt of the Proposal

III. Reinstatement of an Inactive Professional Chapter Process

A. APPLICATION PROCESS OUTLINE

This section outlines the steps which will assist you in re-establishing your SHPE Professional Chapter.

1. If your chapter has been inactive for more than 3 years it will need to be reinstated.
2. To reinstate the chapter you will need to follow steps 1 and 2 in Section 2 of these guidelines. Existing bylaws can be used to reinstate your chapter. Since laws change it is preferred that new bylaws be submitted for approval.
3. New reinstated chapters do not qualify for seed money. Chapters should work with the respective Regional Vice President for possible funding.

Attachment A

The Society of Hispanic Professional Engineers Inc.
OFFICIAL SHPE PROFESSIONAL CHAPTER APPLICATION

Part 1

Professional Chapter Name _____

Region (circle one) 1 2 3 4 5 6 7

Chapter Address _____

City, State, Zip Code _____

Chapter Phone _____ Chapter Fax _____

Chapter E-mail _____ Web page _____

Officers: President _____

 Vice President _____

 Treasurer _____

 Secretary _____

Elections are held: _____

Chapter President Contact Information

Address _____

City, State, Zip Code _____

Home Phone _____ Fax _____

E-mail _____ Cell Phone _____

Estimated Annual Operating Budget _____

Major Activities/Events _____

(attach extra sheet if necessary)

The Society of Hispanic Professional Engineers
OFFICIAL SHPE PROFESSIONAL CHAPTER APPLICATION

Part 2

As officers of the SHPE professional chapter upon signing this form we verify that all documentation submitted in this New Professional Chapter Application has not been falsified and has been approved in good faith by the parties below.

Bylaws Approved by Professional Chapter General Membership on _____ *date* _____

Signature

President, SHPE *Name of Professional Chapter*

Signature

Vice President, SHPE *Name of Professional Chapter*

Signature

Secretary, SHPE *Name of Professional Chapter*

Signature

Treasurer, SHPE *Name of Professional Chapter*

The signatures below serve as proof that the above professional chapter has been approved by SHPE, Inc as an official professional chapter of the organization.

Bylaws Approved by SHPE, Inc. National Board of Directors on _____ *date* _____

Signature

SHPE-Membership Department

Signature

SHPE National President

Print Name and Date

SHPE National Affairs Committee Chairperson (Bylaws reviewed and approved to present before NBOD)

Attachment B

TEMPLATE BYLAW

“ _____ ” PROFESSIONAL CHAPTER OF THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS, INCORPORATED

Article I. Name of Organization

The organization governed by this constitution shall be named the “ _____ ” Professional Chapter of the Society of Hispanic Professional Engineers, Incorporated.

Article II. Purpose of Organization

The purpose shall be stated and confirmed in the bylaws.

Article III. Objectives and Goals of the Organization

The objective shall be as stated and confirmed in the bylaws.

Article IV. Membership and Privileges

Membership shall be defined as stated and confirmed in the bylaws.

Article V. Executive Board of Directors

The Executive Board of Directors and Board of Directors (EBOD) shall be defined as stated and confirmed in the bylaws.

Article VI. Elections and Term of Office

The elections and term of office of the Executive Board of Directors shall be as stated and confirmed in the bylaws.

Article VII. Committees

The Committees shall be as stated and confirmed in the bylaws.

Article VIII. Jurisdiction

Jurisdiction shall be defined as stated and confirmed in the bylaws.

Article IX. Fiscal Year

The fiscal year of the Chapter shall begin on July 1st and end on June 30th of each year.

Article X. Dues

Dues shall be established as stated and confirmed in the bylaws by SHPE National.

Article XI. Meeting

Meetings shall be held and defined as stated and confirmed in the bylaws.

Article XII. Assets

In the event that the Chapter is dissolved, any assets shall become the property of the National Society of Hispanic Professional Engineers, Inc.

Article XIII. Donations

Donations shall be defined as stated and confirmed in the bylaws.

Article XIV. Liability of Members

No member of the chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

Article XV. Amendments to the Constitution and Bylaws

Amendments to the Constitution and bylaws shall occur as defined as stated and confirmed in the bylaws.

**THE BYLAWS OF
THE “ _____ ” CHAPTER OF
THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS, INC.**

Article I. Name of Organization

The name of this organization shall be the “ _____ ” Chapter of the Society of Hispanic Professional Engineers, Inc." This organization may also be referred to as the “ _____ ” Professional Chapter or as SHPE “Chapter Name," herein referred to as the Chapter.

Article II. Purpose of Organization

The purpose of the Chapter shall be to actively promote the policies, objectives, and programs of the Society of Hispanic Professional Engineers, Inc., herein referred to as SHPE National.

Article III. Objectives and Goals of the Organization

The “ _____ ” Professional Chapter is committed to providing professional, educational and cultural support in the community and promotes educational development programs that support the advancement of its members.

The objectives and goals of the Chapter shall be to:

1. Provide professional development opportunities and promote the career advancement of Chapter members. These goals shall be implemented by:
 - 1.1. Providing career development tools during meetings and events
 - 1.2. Promoting advanced professional degrees to members through meetings and events
 - 1.3. Providing networking opportunities for members
 - 1.4. Actively recruiting graduating seniors from local SHPE student chapters
2. Increase the number of Hispanics entering the fields of engineering, mathematics, physical and computer science, and other technical fields. These goals shall be implemented by:
 - 2.1. School visitations
 - 2.2. Hispanic community involvement
 - 2.3. Workshops at local institutions
 - 2.4. Establish local student chapters at local colleges and universities
3. Develop programs that promote the advancement of Hispanic engineers and scientists in employment and education. These goals shall be implemented by:
 - 3.1. Career/employment workshops
 - 3.2. Technical seminars and symposia
4. Develop programs benefiting Hispanics seeking careers in engineering or technical fields. These goals shall be implemented by:
 - 4.1. Scholarships programs
 - 4.2. Recruitment programs
 - 4.3. Tutoring programs
 - 4.4. Curriculum assistance

5. Provide a forum for and to encourage: the exchange of technical information, professional development, and entrepreneurial opportunities.
6. Inform the general public of technical contributions and achievements of Hispanics by newsletters and awards programs.

Article IV. Membership and Privileges

1. Regular Membership

Regular members shall be entitled to cast one vote in the election (per Article VI) of officers and in all business that the Executive Board of Directors (EBOD) refers to the membership.

Regular members may hold office (per Article VI) and may also nominate themselves or qualified individuals for Chapter and/or National Office.

Membership shall be determined after an application has been submitted and approved by SHPE National concurrence.

2. Industrial/Organizational Members

Industrial/Organizational members shall be businesses or organizations, which support and pursue the objectives and goals of the chapter. Industrial/Organizational members shall not be entitled to vote nor hold office in the chapter. Industrial/Organizational members shall be extended all privileges of membership less those exempted above.

3. Termination of Membership

Any member may terminate his/her membership upon written notification of the effective date of resignation to the EBOD. The chapter may, by a two-thirds (2/3) majority vote of the entire membership, terminate a person's membership from the chapter for any infraction of the bylaws, rules and/or regulations of the chapter.

Article V. Executive Board of Directors

1. Administration

The Executive Board of Directors (EBOD) consisting of the elected officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The Administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

2. The Elected Officers

The elected officers shall consist of a President, two supporting Vice Presidents, a Treasurer and a Secretary which will collectively be responsible for treasury and administrative activities, as well as, those defined in the subsequent paragraphs.

2.1. The President shall:

2.1.1. Represent the SHPE- “_____” Chapter

2.1.2. Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the EBOD or the Chapter.

2.1.3. The President shall chair and preside at EBOD, general, and special meetings.

- 2.1.4. The President and the EBOD shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the EBOD.
 - 2.1.5. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.
- 2.2. The Vice-President-Professional Development shall:
- 2.2.1. Assist the President in all business concerning the chapter membership.
 - 2.2.2. Be responsible for the establishment of programs aimed at the professional and cultural development.
 - 2.2.3. Be responsible for coordinating and administrating the “ _____ ” Professional Student Advisory Council (PSAC).
 - 2.2.4. Co-Chair all meetings and chair meetings in the absence of the President.
 - 2.2.5. Serve as Acting President in the President’s absence or dismissal.
- 2.3. The Vice-President-Student Recruitment shall:
- 2.3.1. Assist the President and the board in business concerning the Chapter.
 - 2.3.2. Increase educational opportunities for Hispanic youth, especially in engineering, science, and mathematics, and assist local student chapters and their members in meeting their goals.
 - 2.3.3. Work with local Student chapters to inform on the opportunities of professional membership and to recruit graduating college seniors to the chapter.
 - 2.3.4. Lead the effort in starting and supporting SHPE Jr. Chapters and Student Chapters in colleges or universities where one does not exist in the locality..
- 2.4. The Treasurer shall:
- 2.4.1. Assist the President and the board in business concerning the Chapter and be responsible for the following:
 - 2.4.1.1. Collection of dues.
 - 2.4.1.2. Disbursement of authorized funds.
 - 2.4.1.3. Banking and accounting of all Chapter funds.
 - 2.4.1.4. Prepare and submit monthly financial reports listing all liabilities and assets of the chapter to the EBOD.
 - 2.4.1.5. File an annual financial report with SHPE National.
 - 2.4.1.6. All financial reports required by State and/or Federal Governments.
 - 2.4.1.7. Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of their term.
 - 2.4.1.8. Maintain contact with corporate sponsors and corporate members especially in the interest of dues collection.
- 2.5. The Secretary shall:
- 2.5.1. Maintain all official records of the Chapter.
 - 2.5.2. Maintain the official membership roster.
 - 2.5.3. Meet all National requirements in submitting membership forms and dues to National within 30 days of receipt.
 - 2.5.4. Serve all notices required by law or the Bylaws of the Chapter.
 - 2.5.5. Coordinate the election of officers.
 - 2.5.6. Transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of their term.

Article VI. Elections and Term of Office

1. The Elections Committee:

The election of the Chapter Officers shall be organized and directed by the Elections Committee. The actions of the Committee must be impartial and fair to all the candidates. The Committee will prepare ballots to be distributed to all eligible regular and associate members to vote for the Chapter Officers according to policies and procedures established by the Chapter. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

2. Nominations and Eligibility:

The President and the EBOD consisting of the four administrative positions shall be elected by a vote of eligible members within the Chapter's jurisdiction. Each candidate must have been an official SHPE Professional member for at least ONE fiscal year in order to be nominated. A candidate may nominate him/herself with a petition and one (1) signature from regular members or may nominate a candidate with a petition and one (1) signature from regular members. The names of the candidates must be submitted to the Elections Committee by their specified date.

2.1. Voter Eligibility:

Regular and Associate members may participate in the election process if their membership dues are paid as of the nominations meeting of the election year as determined by SHPE National.

2.2. Candidate Eligibility:

A Regular or Associate member is eligible to hold office if he/she:

2.2.1. Meets the requirements as per Article IV.

2.2.2. Is a member in good standing as indicated by SHPE National.

3. Election of Officers:

3.1. The ballots shall be collected and counted by the Elections Committee at the Annual Election Meeting to be specified by the chapter.

3.2. Candidates receiving the majority of votes per office shall be declared the winners.

4. Duration of Term

The term of office shall be July 1-June 30.

5. Notice of Elections

A meeting notice shall be delivered by mail to all members not less than ten (10), or more than sixty (60) days prior to the meeting.

6. Removal from Elected EBOD

An EBOD member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article V or by not being in good standing with SHPE National.

6.1. Removal of EBOD Members

A candidate for recall can be nominated by submitting a petition to the President and a copy to any of one other officer on the EBOD. The petition must be signed by a minimum of fifty-one percent (51%) of the regular membership. The EBOD must appoint an ad hoc recall elections committee as soon as possible or no later than the next scheduled EBOD meeting after the petition is received by the officers. The recall election committee shall validate the petition signatures and upon validation a recall election will be

organized and conducted within thirty (30) days of the recall election committee's formation. A simple majority of the votes of regular members is necessary to recall any EBOD member. A meeting notice per Article XII Section 5.0 shall be delivered, as prescribed in these bylaws.

6.2. Terminated EBOD Members

Any EBOD member who has been recalled by the membership or whose membership has been terminated is automatically vacated from Chapter Office and from the EBOD and must surrender all materials belonging to the Chapter. A President who is recalled from office is not considered an Immediate Past President for the succeeding term. Should the President be recalled, the Treasurer of the EBOD shall assume the office of President for the remainder of the term and shall be the Immediate Past President for the succeeding term.

7. Vacancies

The order of succession shall prevail in the event of a vacancy in any office due to death, resignation, disqualification, or otherwise. The resulting vacancy must be filled by the EBOD within thirty (30) days of the vacancy for the remaining portion of the term.

Article VII. Committees

The EBOD shall have the power to establish any committee to conduct the business of the Chapter. The President may appoint, with EBOD concurrence, any member in good standing to chair such a committee. The assessment of need and creation of a committee should be through the EBOD and Presidents consent. A Board of Directors (BOD) shall be formed and consist of the five elected officers and all appointed committee chairpersons.

Article VIII. Jurisdiction

1. Geographic Boundaries:

The Chapter shall exercise its jurisdiction over the area included within the geographic boundaries of the following: Nevada, Northern and Central Arizona, excluding Tucson and its vicinity.

2. Jurisdiction Changes

The Chapter's jurisdiction may be reduced in geographic size if new chapters evolve within Chapter jurisdiction and are officially approved and recognized by SHPE National. In this case, these areas or portions thereof that can best be served by the new chapter as determined by its members and shall be subject to jurisdiction transfer to the new chapter.

Article IX. Fiscal Year

1. Duration of Fiscal Year

The Fiscal Year of the Chapter shall begin on July 1st and end on June 30th of each year.

Article X. Dues

1. Dues

Dues are as follows:

- 1.1. The amount of annual dues for each membership category shall be determined by SHPE National. Dues are to be paid directly to the Chapter. The Chapter will forward a portion of the dues to SHPE National per the current SHPE National policy.
- 1.2. Dues shall be payable to the Chapter before the nominations meeting of each year.
- 1.3. Members who send dues directly to National are responsible for notifying any member of the EBOD to insure inclusion in Chapter roster. This must be indicated to all members of the chapter.

Article XI. Meeting

1. Quorum:

To establish a quorum for a General, EBOD, or BOD meeting, not less than one half (1/2) of the individuals must be present. Voting issues shall be determined by majority vote of members present.

2. Annual Election Meeting:

An Annual Election Meeting of the members shall be held in the month of April.

3. General Meetings:

At least three (3) general meetings shall be held each fiscal year, in addition to the Annual Election Meeting.

4. EBOD/BOD Meetings:

The EBOD/BOD shall meet at least every month during the fiscal year. Members may attend as non-voting observers.

5. Special Meetings:

The President or any member of the EBOD may call a special meeting of the Chapter general membership.

6. Meeting Notices:

A meeting notice shall be delivered to each member. The notice shall include the agenda, place, date and time of the meeting and shall be delivered in writing or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

7. Meeting Rules:

All meetings shall adhere to "Robert's Rules of Order." Only EBOD may vote on monetary issues.

Article XII. Assets

1. Assets

In the event that the Chapter is dissolved, any assets acquired by the Chapter shall be disseminated to the governing SHPE Regional Vice-President, while assets belonging directly to SHPE, Inc., shall be returned.

Article XIII. Donations

1. Chapter Donations:

The Chapter, a non-profit organization, may accept donations from corporations and other organizations and host fund raising banquets and events for Chapter programs and activities consistent with SHPE National policy.

Article XIV. Liability of Members

1. Liability:

No member of the EBOD or Chapter shall be personally or otherwise liable for any debts, liabilities, and/or obligations of the Chapter.

Article XV. Amendments to the Constitution and Bylaws

1. Amendment Procedure:

- 1.1. A motion to amend the constitution must first be made, entertained, and approved by the EBOD.
- 1.2. The proposed amendment, after EBOD approval, shall be submitted in writing to the Secretary for presentation to the regular membership at an annual or general meeting or by mail.

2. Chapter Approval:

- 2.1. Chapter approval of proposed amendments shall be by a two-thirds (2/3) majority vote of Regular and Associate Members present at the general or special meeting at which proposed will be voted upon.

3. SHPE National Approval:

- 3.1. After Chapter approval, proposed amendments shall be submitted to SHPE National for approval by the National Membership Coordinators.

4. Date of Effect:

- 4.1. All amendments to this constitution shall become effective immediately after approval by National Board of Directors.

This constitution, in its entirety, was approved by a 2/3 vote of the members of the “_____” Chapter of the Society of Hispanic Professional Engineers on:

Date: _____