SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS BYLAWS

The University of Texas at Austin Chapter

Revised 4.24.2023

"SHPE changes lives by empowering the Hispanic community to realize their fullest potential and impacts the world through STEM awareness, access, support and development."

Article I – University Compliance
Section 1 – Statement of Compliance
This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities.

Article II – Prohibition of Hazing Policy
Section 1 – Statement of Safety Enforcement
State law and Sec. 14-103(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Article III – General Membership
Section 1 – Scope of Membership
    I. Membership into UT-SHPE shall be open to students and faculty/staff of The University of Texas at Austin regardless of race, national origin, creed, political affiliation, gender, sexual orientation, religion, age, handicap, or veteran's status.

    II. Membership is limited to students and faculty/staff of The University of Texas at Austin.

Section 2 – Membership Status
    I. Membership shall be granted upon completion of a membership application and initial payment of dues in the amount specified in the Bylaws. A member will retain membership status and the privileges associated with it unless:

        A. Such status is resigned at the request of the said member.

        B. Deemed so through an Executive Proposal (Art. V, Sec. 4) requiring two-thirds supermajority support of a voting body consisting of both the Executive Board and the Board of Directors, as well as with the approval of the Chapter Advisor..

Section 3 – Membership Privileges
    I. Members shall have the privilege of voting in General Elections and on amendments to the Constitution.

    II. Members shall have the privilege of running for office so long as they are eligible as outlined in the Bylaws.

    III. Members shall have the privilege of applying for appointed positions and committees. IV. Members shall have the privilege of priority, over non-members, to attend SHPE socials or receive stipends towards a regional/national SHPE Conference.

IV. Members shall have the privilege to call for the resignation of any officer by two-thirds supermajority vote of the present members at a General Meeting.

    A. Upon such a vote, the officer in question shall deliver resignation at the next Officer Board meeting.

Section 4 – Membership Restriction

I. In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization restricts membership to students, faculty members, and staff members of the University.

Section 5 – Eligibility of Membership

I. In accordance with Sec. 6-202(a)(3) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Section 6 – Membership Removal

I. If we deem a member not following or respecting our chapter's mission and vision, the following course of action will be followed.

    A. For the initial interaction, an Executive Board member will reach out to the particular member through electronic communication or in-person communication. The intent of this interaction is to share officer interest in helping the member to proceed on track to follow SHPE's Mission and Vision.

    B. If improvement is not evident and not following our Missiona and Vision continues, a second conversation will be scheduled with student of interest.

    C. If after the second conversation improvement is not seen, the officer team (Top Eleven: Executive Board and Board of Directors) will proceed to engage in communication and vote on the member's removal.

        1. If 2/3 majority is reached, the particular member will be removed from partipariting in any SHPE-related events and lose all benefits of membership.

        2. If 2/3 majority is not met, the member will continue the role of member, but with limited accessibility to chapter's benefits until significant improvement is seen.

Article IV – UT-SHPE Membership

Section 1 – Dues

1. Each member shall pay dues to begin and maintain membership.
   a. Dues will be $30 per academic year or $15 per semester and does not include National Membership fees.
   b. National Membership for SHPE is $10 and, upon paying Chapter dues, members will be presented with an opportunity to purchase National Dues. 2. All payments for dues must be in accordance with UT and EOE policy as long as UT-SHPE is a sponsored organization.

Section 2 – Membership Data

1. UT-SHPE collects contact information and other identifying information about it's members.
2. To protect member data the Officers of UT-SHPE shall:
   1. Restrict the access to the Google Drive to only officers and committee members relative to their position.
   2. No officer/committee shall use this data for non-UT-SHPE purposes.
   3. Receive disciplinary action by the Executive Board, and Chapter Advisor should the situation require it.

Section 3 – Executive Proposal Access

1. Members shall be allowed to submit Executive Proposals for consideration including:
   a. Fast-tracked Feedback/Idea
   b. General (or Other) Proceeding
   c. Appointed Committee or Chair (ACC)
   d. Bylaws or Constitutional Amendment

Article V – Elections/Appointments

Section 1 – Eligibility Requirements

1. All elected and appointed positions must be a paid local SHPE member.

Section 2 – Officer Board Nominations and Elections

1. The election of the Executive Board and Board of Directors shall take place during the Elections General Meeting in the Spring (E-board typically in March and BoD in April).

Sub-Section A – Nominations and Pre-Election Procedures

1. Upon a vacancy of an Executive Board or Board of Directors position (or as a consequence of the semi-annual Election cycle), a nomination process shall be opened for the position at least one week prior to an Election Meeting.
2. Prior to the nominations, the President shall appoint and approve an Election Committee (Art. VII, Section 7) to preside during the nomination and election process.
   1. These individuals must be members who are not running for an elected position.
   2. These individuals maintain their right to vote in the election.
3. Nominees are responsible for completing a form accepting their nomination, whose names will then be available to the entire membership at least 3 days prior to the Election Meeting.
   1. This form should collect the contact information of each nominee for the purpose of communicating important information pertaining to the elections to each individual.
5. Nominee presentations must be submitted to shpe@engr.utexas.edu or the google form being by only the Election Committee prior to the day in which the elections are held.
6. If there are more than **two** candidates running for a position then the following screening process can be implemented:
   1. This screening process will happen during a designated date before the elections of the executive board and board of directors accordingly.
      1. A schedule would be created for available presenting slots, with each candidate will be given a chance to sign up.
      2. Those who are running for the position will need to all present during the first round election meeting.
   3. All candidates must present their final version of their presentation to all presiding attendees.
   4. The presiding attendees will account Top 11 officers, chairs and any members attending.
   5. The voting for each position would take place at the end but we would share the voting form with everyone at the beginning of the meeting.
   6. The voting will be ranked by percentages split off into percentages. For example the divide will be split into Top 11 - 35%, rest of leadershpe 30%, memberSHPE 35%. The exact percentage will be determined during this voting meeting.
   7. The Final 2 candidates with the most votes will proceed to present their candidacy at the elections general meeting.

Sub-Section B – Election Procedures

1. Nominees will have 3-5 minutes to present during the elections meeting.
2. Nominees must wait outside the room while the other individuals running for the same position are presenting.
    1. An appointed member of the Elections Committee will be in charge of monitoring the other nominees while they are waiting outside.
3. After the conclusion of all candidate presentations, the President shall select 3 questions submitted by the membership. Each candidate will be presented with an opportunity to answer the questions before the members.
    1. Nominees will be selected in a random order to return to the floor.
        1. Once called to return to the floor, the chosen nominee will have 1 minute to respond to each question.
    2. The current President will determine whether certain questions are inappropriate.

Sub-Section C – Voting Procedures

1. Votes shall be cast online using an Election Google Form, created by the President for the Election to be monitored and maintained by the Election Committee.
    1. Questions to candidates will be submitted by members through a Questions Google Form created by the President.
    2. Each election shall have its own Election/Questions Google Form.
2. Voting will be opened following the end of candidate presentations for all positions being elected.
3. The voting form will be closed at the end of the Elections Meeting.
    1. Or, in the case of a Special Board Election, after all members of the voting body have cast their votes.

Sub-Section D – Vote Counting Procedures

1. Upon the closure of the voting form, the Election Committee shall convene to review the results.
2. The first step of this review will consist of collecting the UT EIDs of all voters in the database and cross-referencing them with the eids on the Paid Member Survey. 1. Should any UT EIDs not have a match within the Paid Member Survey, the vote associated with that UT EID will be recorded by the Election Committee and not used in the final count.
3. Once the voting records have been cleaned of non-members, the final results will be tallied and checked by at least 3 times by (at least) 2 different individuals on the Elections Committee. Each vote tally will be audited by the other 2 members to ensure consistency.

UT SHPE utilizes [Ranked-Choice Voting](#) for its elections and shall tally votes in the following manner:

1. Sum up the votes for individual candidates based on a ballot's highest rank.
    1. If there is a candidate that has obtained a majority (>50%) of all votes, that candidate is the winner.
    2. If not, proceed to step (B.).
2. If no candidate has secured a majority (>50%) of all votes, drop the candidate with the lowest share of the vote and re-allocate their voters by the next highest rank on their ballot and repeat step (A.).
    1. Repeat this process as needed until a candidate obtains a majority (>50%) of all votes.
4. Once all tallies have reached consensus, the Election Committee shall present the results to the President for certification.
    1. The President will certify election results by reviewing the tallied outcomes, the candidate with a majority (>50%) of all votes shall be declared the winner. If no candidate secures a majority, the top two candidates shall enter into a run-off election.
5. Upon certification, the Election Committee shall be dissolved and the President shall preserve the results.

Sub-Section E – Result Announcement Procedures

1. Once the election results have been certified by the President, they shall notify each of the candidates of the result (whether they have won or not) via a phone call.
    1. Should the candidate not pick up, a voicemail must be left to detail the results of the election.
    2. If the above options are not possible, the candidate may be notified via other channels of communication.
2. Upon notifying each candidate of the results, the winners of the election shall be announced via all forms of social media, as well as the newsletter, thus concluding the election cycle.

Section 3 – Appointed Committee and Chair Procedures
Sub-Section A – Committee Creation
1. Appointment of a Committee shall take place as needed via an Executive Proposal requiring the following information pertaining to the Committee in question:
    1. Name
    2. Size
    3. Purpose & Strategy

4. Leadership System & Roles
       1. Chair Application Outline (if needed)
       2. Roles and Descriptions
5. Estimated Budgetary Requirements

2. The submitted Executive Proposal will be reviewed and voted on by a voting body consisting of the Executive Board as well the supervising Director of the Committee, if any. 1. The Committee will be approved with a two-thirds supermajority vote of this voting body.

Sub-Section B – Committee Chair Appointment

1. For Committees requiring a single chair, an application process must be opened by the voting body for at least one week after the approval of the Committee.
    1. The application should require candidates to answer questions determined by the voting body at the time of the Approval.
2. The voting body responsible for approving the committee is also responsible for reviewing all applications, and, if needed, holding interviews to inform their decisions on voting to appoint the new officers.
    1. The Chair shall be appointed with a simple majority vote.
3. Should a chair position be vacated, this process shall be conducted to fill the position.

Sub-Section C – Committee Member Removal

1. Should the supervising Officer of a Committee or Chair determine that a committee member is unable to execute the duties required by their role, they may initiate a removal process through the use of an Executive Proposal.
    1. The Executive Proposal should detail:
       1. The individual's name
       2. Justification for removal
       3. Testimonies of other Committee members, if possible
    2. The Voting Body shall consist of the Executive Board and the supervising Officer(s) of the Committee.
    3. Removal will be successful with a vote having two-thirds of the Voting Body's support.

Sub-Section D – Committee or Chair Abolishment

1. The abolishment of a Committee or Chair position shall be done through an Executive Proposal.

1. The Executive Proposal should detail:
    1. The name of the Committee or Chair position in question.
    2. Justification for Abolishment
    3. Testimonies of the Committee or Chair, if possible
2. The Voting Body shall consist of the Executive Board and the supervising Officer(s) of the Committee.
3. Removal will be successful with a vote having two-thirds of the Voting Body's support.

Section 4 – Special Board Nominations and Elections Procedure

1. A Special Board Election shall be triggered in the event of any absence on the Executive Board, with the exception of the President, or the Board of Directors & shall take place within 2 weeks after the conclusion of the nomination process.
2. The Special Board Election will consist of the Election Procedures outlined in Article II, Section 2 with the distinction that voting is conducted by a voting body consisting of the existing members of the Officer Board and any paid members present at the election meeting.
    1. If the office of the Presidency has been vacated then a General Election must be held following the normal guidelines of Article II, Section 2.
    2. Members must be notified when a Special Board Election has been triggered and when/where the election shall take place.
3. Any non-Officer Board Ad-Hoc Nomination must consist of the same procedures outlined in Article II, Section 3.

Section 5 - Online Elections Procedure

Should the need arise, elections may be held online with the following procedure:

1. The election must consist of the same procedures outlined in Article II, Section 3 with a few notable exceptions:
    a. Nominees will be required to either:
        i. Submit a Candidate Form to develop Candidate Bios & submit a professional headshot to be implemented into the Election Form as determined by the Executive Board.
        ii. Submit video presentations of their slides as determined by the Executive Board.
    b. The Executive Board shall determine which option to utilize based on the circumstances of that particular election.

Article VI – Requirements for Office

Section 1 – Academic Requirements

1. In order to run for, assume, and maintain office, all officers are required to meet GPA requirements by the EOE guidelines.
    a. President & Vice Presidents:
        i. 2.85 Semester
        ii. 3.05 Overall
    b. All other officers:
        i. 2.60 Semester
        ii. 2.80 Overall
2. Election candidates who are defined as academically ineligible, according to EOE's GPA policy, will be unable to secure victory if they choose to run despite being eligible. If an ineligible candidate continues their campaign despite being ineligible, they following procedure will hold:
    a. The winner of the election shall be determined by treating the ineligible candidate as a dropped candidate and their voters shall be reallocated according to the preferences on their ballot.
3. Two weeks after final examinations all officers are responsible for checking their GPA, and if they fall under the requirements, they must step down from their position (Constitution Art. V, Sec. 6 and Art. VI, Sec. 6).
4. Ineligible officers must step down by July 1st for the Fall semester and by the Spring Officer Retreat for the Spring semester.
    a. Failure to do so shall result in exclusion from receiving SHPE stipends, attending SHPEs and Salsa (AKA Spring Formal), and EOY SHPE social for the upcoming/current academic year.

Section 2 – Officer Restrictions

1. The President and Vice Presidents must be enrolled in a STEM Major as defined by the E-Board unless overridden by a majority vote of the Officer Board (Executive and Board).

Section 3 – SHPE Involvement

1. All elected and appointed officers must actively participate in at least 3 different chapter events or the minimum points required by the Executive Board per month unless extenuating circumstances arise.
    1. Consequences shall be decided by the Executive Board.

Section 4 – Record Keeping

1. All officers must submit event information to the Executive Board as soon as it is available.
    1. Related documents must be uploaded onto the file sharing application as soon as possible.
2. In addition, each officer, including the President, is required to fill out a Transition Report before the end of the school year.
    1. Any officer who fails to submit their final transition report will lose the opportunity to participate in the End of the Year social.

Section 5 – Involvement in Other Organizations

1. The members of the Executive Board are not allowed to hold a top officer position in other organizations unless granted approval through an Executive Proposal (Constitution Art. V, Sec. 4).
2. If an Executive Board member is deemed to be lacking in their duties (Article IV), a probation period of 2 weeks may be placed on that individual with a ⅔ vote of the Executive Board (excluding the individual in question) (Constitution Art. V Sec. 4).
    1. At the end of the probation period, the performance of the individual will be evaluated and the Executive Board will vote to either terminate the officer or lift their probation.

Article VII – Meetings

Section 1 – General Meeting Content

1. The yearly content of the General Meetings will be as follows:
    2. ~~Five oriented around the Pillars (Constitution, Art. II)~~
    1. One for E-Board Elections
    2. One for Board of Director Elections
    3. Remaining General Meetings designed to showcase upcoming events/initiatives for the semester

Section 2 – Closed Session Meetings

1. The content of all closed session meetings are to remain confidential to those that participate in the meeting.
    1. The consequence for failure to maintain confidentiality is to be determined by the Executive Board.
2. Unless explicitly stated, all meetings of the officer board and executive board are to be open

to members. The only closed session meetings are as followed:
1. Officer chair appointments
2. Election committee meetings
3. Any meeting not mentioned above in which 2/3rds of the invited individuals motion that it should remain closed.
3. If the Executive Board motions to close a meeting, the entire officer board must be notified before the closed meeting occurs.
1. The motion to close such a meeting may be overridden by the Board of Directors with a two-thirds supermajority vote.

Article VIII – Duties and Powers of Executive Board

Section 1 – Executive Board Duties
The Executive Board shall:
1. Ensure that the UT-SHPE Constitution and Bylaws are upheld by the membership and all officers, and to report any discrepancies to the Executive Board.
2. Ensure the chapter adheres to the Mission and Vision by carrying out the Pillar objectives (Const. Art. IV, Sec. 7).
3. Publicize SHPE National directives, membership benefits, and how to pay dues to become a National member.
4. Consider all Executive Proposals and vote on whether or not to adopt/implement changes based on those Proposals.
5. Meet at least once a month outside of other scheduled meetings to discuss SHPE business.
1. These meetings should focus on assessing progress towards yearly goals of the organization, alignment of operations with long-term organizational strategy, and addressing any other items deemed necessary as requested by officers or members.
6. Engage with the chapter membership to inform policy and decision-making.
7. Hear any questions or grievances by a member of UT-SHPE.
1.The Executive Board shall resolve such questions and grievances or shall provide a response via Executive Proposal outlining the justification for not taking action.
8. Perform such duties as may be delegated by the President or Executive Board.
9. Attend every general/officer meeting or notify the Secretary or President ahead of time if you have a reasonable conflict. In the event of a semester-long conflict with meetings, the Executive Board member shall have a meeting with the President and Secretary before the semester begins to determine a solution.
10. Maintain access to the file sharing application and continuously update files on the file server.

11. Oversee the background checks and child protection modules necessary for all pre-college and K-12 events from the members.
12. E-board shall collectively select stipend recipients (excluding E-Board stipend applicants) via Executive Proposal (Constitution Art. V, Sec. 4).
     1. ~~All stipend applications must be anonymized by a member of the Board of Directors prior to being reviewed by the Executive Board.~~
     2. ~~National Convention stipends shall prioritize first-time attendees and upperclassmen.~~
     3. ~~In the case that E-Board members are applying for a stipend, then the member(s) who have applied must notify the other E-Board members and cannot vote on their own application.~~
     4. ~~If a no consensus is reached it will rest upon the Chapter Advisor to decide.~~
13. ~~Determine who will attend the NILA Conference (Constitution Art. V Sec. 4). 1. At least 2 members from the Executive Board~~
     ~~2. At least 1 first/second year member.~~
13. Ensure all Top 11 officers attend the NILA Certified Chapter Leader Program in early summer (virtual or in-person)
     1. This helps Chapter Leaders learn and focus on the operational aspects of leading and managing a chapter.
     2. ~~At least 1 first/second year member.~~
14. President attends NILA President's Summit in chosen in-person location in late summer
     1. If President cannot attend due to personal reasons, another E-Board officer will be chosen by ¾ majority vote to go in replacement.
          a. Order in priority should be VPE, VPI, Secretary, and Treasurer
15. Maintain consistent contact with Austin SHPE Professional and relay all information to the officer board.
16. Recruit students for general membership.

Section 2 – President Duties
The President shall:
1. Preside at general meetings and officer meetings.
2. Oversee Executive Proposal process for the creation, appointment, and abolishment of ad-hoc positions/committee roles (Constitution Art. V, Sec. 4).
3. Oversee the Executive Board and Board of Directors to supervise all affairs of this organization.
4. The President may delegate authority within the bounds of their office, with the consent of the Executive Board, or to any member of UT-SHPE in pursuit of the organization's objectives (Constitution Art. V Sec. 4).
5. Sign all Thank You letters sent to all company supporters throughout the year.

6. Prepare the Corporate Solicitation Packet in accordance with the EOE Director and SHPE Professional Director and comply with the Cockrell School of Engineering policies, preferably by early summer time.

7. Be present at all SHPE related conferences unless tests/projects or other unforeseen emergencies interfere.

8. Perform duties as stated by the Cockrell School of Engineering and SHPE National, i.e. register the organization each semester.

9. Attend presidents' meeting with EOE and the Pi Sigma Pi and the National Society of Black Engineers presidents; President meetings with Engineering Student Life (ESL).

10. Participate in SHPE regional conference calls or delegate to another officer, preferably an Executive Board Officer.

11. Assist the Treasurer in keeping an accurate and up-to-date account of corporate participation and contributions.

12. Coordinate, facilitate and promote semester officer leadership retreat before the first general meeting.

13. Actively maintain shpe@engr.utexas.edu email.

14. The President must cancel an event if it is, to their knowledge, not in compliance.

15. Ensure National Reporting Program (NRP) is submitted with help of the whole Executive Board.

16. Will be responsible that SHPE follows the goals set at Leadership Empowerment Weekend (LEW).

17. Assist VPI in the room reservation accommodations for general and officer meeting search semester in accordance with university policies through the Office of the Dean of Students.
    a. Student Activities, Office of the Dean of Students, 2609 University Avenue, Austin, TX 78712
        b. https://deanofstudents.utexas.edu/secure/sa/roomapp.php

18. Actively seek partnerships with external organizations, including SHPE Austin with the Vice President External.

19. Assist Vice President External with communication with SHPE Region 5 and National.

Section 3 – Vice President Internal Duties

The Vice President Internal shall:
   1. Pertaining to General Meetings
        1. Order, Pick-up, and/or Deliver the food.
        2. Create, maintain, and enforce the General Meeting Slide Order Responsibilities
        3. Maintain the GM Box:

1. Name tags
2. Presentation Markers
3. Raffle Prizes
4. Raffle Tickets
5. Corporate Plaque
4. Logistically run General Meetings.
2. Oversee the event calendars for the academic year
1. Google
2. ~~Facebook~~
3. Oversee organizational technology and social media presence.
1. Oversee the Executive Administration Committee (ExAC).
4. Act on behalf of the President or Vice President External in the event of their absence.
5. Coordinate with the Vice President External to achieve Regional and/or National Directives and to prepare for National/Regional Conventions.
6. Oversee any Fall Board of Directors or E-Board Elections.
7. Complete all Room Reservations for general meetings, officer meetings, and any other scheduled SHPE meetings search semester in accordance with university policies through the Office of the Dean of Students. a. Student Activities, Office of the Dean of Students, 2609 University Avenue, Austin, TX 78712
b. https://deanofstudents.utexas.edu/secure/sa/roomapp.php

Section 4 – Vice President External Duties

The Vice President External shall:
1. Act on behalf of the President or Vice President Internal in the event of their absence.
2. Oversee all National and Regional initiatives and affairs for the chapter.
1. Work with the Engineering Student Services, and the EOE office to complete all travel-related documents (i.e. Insurance, Medical Releases, etc.) pertaining to conference/convention traveling.
2. Maintain communication with national/regional representatives, and other SHPE chapters through SHPE Region 5 Slack or other messaging platform.
1. Maintain communication with SHPE Austin Professional Chapter through the SHPE Austin Slack and relay all relevant information back to the Executive Board.
3. Be responsible for disseminating information about SHPE to the membership through events or General Meeting segments.
1. SHPE History, SHPE Foundation Programs, National Board of Directors (NBOD), NRP, National Dues, Personal Stories of members, etc.
4. Conduct information sessions for attendees of all SHPE-related Conferences, i.e. National

Conference, Spring Conference (LeaderSHPE), as well as other national, regional, and sub-regional events.

5. Represent and oversee Student Engineering Council (SEC) communication, and coordinate efforts for major Cockrell-wide events such as E-Week.

6. Review and oversee the submission of the NCP document in conjunction with the Secretary.

7. Actively seek partnerships with external organizations, including SHPE Austin.

Section 5 – Secretary Duties

The Secretary shall:

1. Oversee and manage the point system.

2. Maintain active records of all membership, actively seek and maintain membership analytics, and create the Pillar awards for SHPEs & Salsa.

    1. Determine and maintain objective metrics to measure the overall success of the chapter on a yearly/semesterly basis.

3. Organize, maintain, and oversee the file-sharing application of the organization

    1. Aid other officers in recording membership interests in general events, through feedback surveys.

    2. Keep an updated calendar of events for each respective Continuous Feedback Form (CFF) and obtain all CFFs from the officers for each event.

    3. Actively maintain the event list on the Fast Track (Feedback/Ideas) Executive Proposal section of the Executive Proposal form.

4. Record the meeting minutes and attendance of all general, Executive Board, and Officer meetings or ensure that the minutes are taken in the case that they must be absent.

    1. Provide all officers with meeting minutes after every officer meeting.

5. Work with the Engineering Student Services and the EOE office to complete all administrative and compliance-related documents, ~~i.e. Official Occasional Expense Forms, Reimbursements, etc.~~

6. Prepare Member and Mystery Officer of the Meeting presentations.

7. Oversee the application for Swing Out, ~~Bravo,~~ any other local/university affiliated awards and SHPE national/regional opportunities.

8. Send out an end-of-semester survey.

9. Oversee the creation of NCP to be submitted and reviewed by the VPE.

10. Actively maintain email list serves.

11. Create, maintain, and enforce the General Meeting Responsibilities.

12. Managing strike system.

Section 6 – Treasurer Duties

The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds of this organization. To this end, the Treasurer shall make disbursements and keep written accounts of all transactions.
2. Act as the supervising officer of such committees formed for the purpose of fundraising.
3. Actively seek, oversee, and guide officers to apply for university funding including the Student Engineering Council, Student Government, and the Senate for College Councils for any SHPE event in cooperation with the Executive Board and the appointed officers.
4. Actively seek and implement, with the approval of the Executive Board, all fundraisers for UT-SHPE, including establishing committees.
5. Present a monthly budget report to the Executive Board in an open platform for all officers and members to review.
6. Present the Executive Board with an accurate and up-to-date account of local and national membership.
7. Provide the President with an up-to-date account of all corporate contributions, creating a list of potential sponsors and work extensively with the President with matters pertaining to the Corporate Solicitation Packet (CSP).
8. Ensure all paid members out the Paid Membership Survey to maintain a record of both old and new members to help improve our retention rate and help us calculate our chapter demographics like average GPA.
   1. Continuously update the Secretary with new membership.
9. Propose a draft budget to the executive board at the start of the SHPE fiscal year that is balanced across the Pillars.
   1. Finalize an itemized budget in coordination with the Executive Board, a month prior to the end of the ordinary fiscal year.
10. Establish a firm, non-negotiable budget for national/regional conference stipends, in compliance with the Executive Board, by no later than two months before national/regional conferences.

Article IX – Duties and Powers of Board of Directors

Section 1 – Board of Directors Duties

The Board of Directors shall:

1. Develop and execute content ~~for their corresponding Pillar-themed General Meeting and broader content that~~ adheres to the Pillars enshrined by the Constitution.
2. Ensure that the UT-SHPE Constitution and Bylaws are upheld by the membership and all officers, and to report any discrepancies to the Executive Board.

3. Ensure the chapter adheres to the Mission and Vision by carrying out the Pillar objectives (Const. Art. II).
4. Recruit students to the general membership.

Section 2 – Director of Academic Development Duties

The Director of Academic Development (AKA Academics Director) shall:
1. Develop and execute content for the Academic Development General Meetings and broader content that adheres to the Academic Development Pillar enshrined by the Constitution.
    1. Coordinate content to cater to members seeking further education through graduate school and/or research programs.
2. Present study tips/goals, mental health initiatives, and tutoring resources to the membership.
3. Keep the chapter up-to-date with all University, Cockrell School of Engineering and SHPE Foundation scholarships.
    1. Maintain a database, or list, of scholarships for members to access.
4. Maintain the member-driven course-instructor survey known as the SLAM charts.
5. Report all EOE academic initiatives to the Executive Board and members. 6. Host at least two scholarship workshops per semester.
7. Coordinate, facilitate and promote weekly Study Nights and study blocks with NSBE and Pi Sigma Pi, if they are willing.
8. Oversee the Academics Committee (ACe).

Section 3 – Director of Chapter Development Duties

The Director of Chapter Development (AKA Chapter Director) shall:
1. Develop and execute content for the Chapter Development General Meetings and broader content that adheres to the Chapter Development Pillar enshrined by the Constitution.
2. Coordinate, facilitate and promote the SHPE Lone Star Showdown.
3. Coordinate, facilitate and promote the SHPE's and Salsa Banquet in the Spring semester.
4. Coordinate, facilitate and promote the End of the Year Social in the Spring semester.
    1. Enforce the rule that members wishing to attend the End of the Year Social must attend at least one community outreach (not including internal SHPE events that do not benefit the local community), one leadership, one academic, one chapter development and one professional event per year.
5. Oversee the Chapter Development (CDev) Committee to develop socials for the organization.

Section 4 – Director of Community Outreach Duties

The Director of Community Outreach (AKA Outreach Director) shall:
1. Develop and execute content for the Community Outreach General Meetings and broader

content that adheres to the Community Outreach Pillar enshrined by the Constitution.

2. Promote sustainability through a Green Initiative.

3. Ensure SHPE Jr. is supported by UT-SHPE.

4. Coordinate, facilitate and promote at least three community service events per semester.
    1. Actively seek and organize, with the approval of the Executive Board, all community service events for UT-SHPE.

5. Coordinate, facilitate and promote Noche de Ciencias in conjunction with SHPE Austin Professional Chapter.

6. Oversee the Community Outreach (COM) Committee.

Section 5 – Director of Leadership Development Duties

The Director of Leadership Development (AKA Leadership Director) shall:

1. Develop and execute content for the Leadership Development General Meetings and broader content that adheres to the Leadership Development Pillar enshrined by the Constitution.

2. Reach out to EOE First Year Interest Groups (FIGs) by the second general meeting of each semester.
    1. ~~Select EOE FIG liaisons to recruit first-years into the organization. If no liaison is available, the Director shall act as the liaison.~~

3. Promote and publicize Ramshorn Retreats and LeaderSHAPE.

4. Direct the Officer Shadow Program.

5. Coordinate, facilitate and promote at least one Leadership Retreat per semester.

6. Oversee the First-year Round Table (FRT).

7. Oversee the Leadership Development (LEAD) Committee.

Section 6 – Director of Professional Development Duties

The Director of Professional Development (AKA Professional Director) shall:

1. Develop and execute content for the Professional Development General Meetings and broader content that adheres to the Professional Development Pillar enshrined by the Constitution.

2. Acquire name tags, and business cards for all officers of UT-SHPE.

3. Introduce all corporate supporters at General Meetings and present them with a plaque.

4. Host at least one Professional workshop directly before Fall & Spring EXPO, such as a mock interview workshop.

5. Oversee any Make/Create-a-Thon or other Technical Skill Development (TSD) programming that may be conducted by UT-SHPE.
6. Collect information from graduating seniors and order graduation senior gifts.
    1. Maintain a directory of all UT-SHPE alumni.
7. Notify UT-SHPE alumni of necessary events and seek alumni funding for SHPE programs.
8. Coordinate, facilitate and promote the Alumni Tailgate (Fall) including inviting the UT-SHPE Alumni and SHPE Austin professionals, all "Lunch & Learns" and Corporate Tours, Etiquette Dinner as necessary.
9. Oversee the Professional Development (PD) Committee.

Section 7 – Director of Technical Development

The Director of Technical Development (AKA Technical Director) shall:
1. Develop and execute content for the Leadership Development General Meetings and broader content that adheres to the Leadership Development Pillar enshrined by the Constitution.
2. Host at least three technical workshops with TIW or other technical facilities.
3. Host at least two technical workshops for software skills such as CAD, Python, and other basic software programs.
4. Coordinate the development of the UT-SHPE website and plan for future updates accordingly.
5. Oversee the Technical Development (TechDev) Committee: Technical Chair, Technical Lead, Technical Project Manager.

Article X – Duties and Powers of Appointed Committees and Chairs

Section 1 – Appointed Committees and Chairs Duties

Appointed Committees and Chairs shall:
1. Recruit students for general membership.
2. Perform such duties as may be delegated by the Supervising Officer or through an Executive Proposal.
3. Attend every Committee, or Chair, meeting or notify the Supervising Officer or Chair ahead of time (at least 3 days) if you have a reasonable conflict.

1. Delegate responsibilities at least a day in advance. In the event of a semester-long conflict with meetings, the member shall have a meeting with the Supervising Officer to determine if they should resign the position.
4. Have access to relevant portions of drive and continuously upload, maintain, and organize documents on the drive folder.
5. Submit attendance sign-ins for every event to the automated point system.
6. Keep a detailed record of all expenses, conflicts, or general feedback for each event social and community service. Complete and submit a CFF within a week after the event has occurred.
7. Detail the outline and budget of every event to the Supervising Officer.
8. Utilize General Executive Proposals to submit requests for new events or budget expansions detailing:
    1. Name of Event/Activity
    2. Location/Distance
    3. Target Attendance
    4. Purpose & Strategy
    5. Estimated Budgetary Requirements (itemized if possible)
    6. Support Needed (if any)

Section 2 – Academics Committee (ACe)
1. Objective(s):
    1. The ACe Committee shall serve under the Academics Director.
    2. The objectives of the ACe Committee are:
        1. To provide academic support for the membership through the production of academic-related content.
        2. To facilitate a mentoring program that connects graduate students with members interested in graduate school.
        3. To assist in presenting research opportunities to the membership.
        4. To carry out delegated directives of the Academics Director.
2. Members:
    1. Graduate Liason (GL)
3. Responsibilities:
    1. The GPC shall:
        1. Be in communication with the Graduate Student Council (GSC) and Graduate Engineering Council (GEC).

2. Actively recruit and promote SHPE to graduate students.

3. Maintain a list of graduate students within SHPE.

4. Assist graduate members in registering nationally.

5. Conduct at least one graduate student event (e.g. shadow day) per semester.

6. Present Graduate tips, GRE Word of the Meeting, and graduate school related information at each general body meeting.

7. Promote and participate in Graduate School related opportunities at regional and national conferences.

8. Host FE and GRE exam practices as requested by the membership.

9. Assist Academic Director with planning and preparation for SHPE National Academic Competition.

Section 3 – Chapter Development Committee (CD)

1. Objective(s):

   1. The CD Committee shall serve under the Chapter Development Director.

   2. The objectives of the CD Committee are:

      1. To carry out delegated directives of the Chapter Development Director.

2. Members:

   1. Athletics Chair

   2. Social Chairs (2)

   3. ~~UNIDOS Chair~~

3. Responsibilities:

   1. The Athletics Chair shall:

      1. Coordinate registration, practice and games for all intramural teams.

         a) The number of teams and the sport(s) played shall be determined by membership feedback.

      2. Distribute and sell athletic t-shirts.

      3. Coordinate teams and practices for Professional Outing and RLDC athletic competitions.

      4. Appoint team captains for each sport, as necessary.

      5. Promote membership support for all athletic events.

      6. Promote initiatives to maintain and promote a healthy lifestyle including creating committees for special events/interest.

      7. Assist Chapter Director plan and coordinate SHPE Lone Star Showdown.

         a) Coordinate team and practices for SHPE Lone Star Showdown

games.

2. The Social Chairs shall:
    1. Rotate leadership with Chapter Director to plan and coordinate three social events per semester.
    2. Actively seek and implement, with the approval of the Executive Board, all social events for UT-SHPE.
    3. Collaborate with other SNaP officers to host at least one joint social event per semester. (i.e. Volleyball Social, Basketball Social, Crawfish Boil, and Halloween Social)
    4. Make an effort to host joint socials and community service events, i.e. with SWE, HBSA, ASME, and many others.
    5. Assist Chapter Director with coordinating SHPE's & Salsa (spring) event, including inviting UT-SHPE Alumni and SHPE Austin professional
    6. Assist Chapter Director with coordinating an End of Year Social solely for paid SHPE members.
3. ~~The UNIDOS Chair shall:~~
    1. ~~Coordinate, facilitate and promote at least 1 event, per semester, focused on the LGBTQ+ community.~~

Section 4 – Community Outreach Committee (COM)
1. Objective(s):
    1. The COM shall serve under the Community Outreach Director.
    2. The objectives of the COM are:
        1. To provide opportunities for the membership to give back to the community.
        2. To carry out delegated directives of the Community Outreach Director.
2. Members:
    1. SHPE Jr. Outreach Chair (SJC) (2)
    2. Community Co-Chairs (2)
    2. ~~EOE Outreach Chair (EOC)~~
    3. ~~SHPE Austin / General Outreach Chair (SAC)~~
3. Responsibilities:
    1. The SJC shall:
        1. Act as Liaison between the SHPE Jr. Chapter(s) and the UT-SHPE.
        2. Coordinate a calendar with SHPE Jr. Chapter(s) for their academic year.
        3. Oversee that SHPE Jr. Constitution and By-laws are updated yearly if necessary.
        4. Coordinate SHPE Jr. Shadow Day between SHPE Jr. Chapter(s) UT-SHPE.

5. Assist with registration of SHPE Jr. Chapters for National and RLDC Conference.

6. Maintain SHPE Jr. Chapter(s) an approved social media in accordance with EOE .

7. Meet with SHPE Jr. Chapter(s) at least monthly to maintain a good relationship.

8. Apply for National and Regional Scholarships/stipends to get funding for SHPE Jr. meetings/events.

2. The Community Co-Chair shall:
   1. Hav

~~2. The EOC shall:~~
   1. ~~Have constant communication with Equal Opportunity Engineering (EOE) Recruitment Coordinator.~~
   2. ~~Lead on SHPE's involvement with EOE Outreach Initiatives such as YES Day, High School Science Symposium (with HHPO), and LTE Day.~~

~~3. The SAC shall:~~
   1. ~~Maintain communication with the SHPE Austin Professional Chapter in matters pertaining to outreach collaborations between UT-SHPE and the Professional Chapter.~~
   2. ~~Participate in Noche de Ciencias in conjunction with Austin SHPE Professional.~~
   3. ~~Organize general community service (non-SHPE Jr., SHPE Austin, EOE) events in conjunction with the Outreach Director.~~

Section 5 – Leadership Development Committee (LEAD)

1. Objective(s):
   1. The LEAD Committee shall serve under the Leadership Director.
   2. The objectives of the LEAD Committee are:
      1. To provide opportunities for leadership development for the general membership.
      2. To facilitate mentorship between upperclassmen and underclassmen as well as SHPE Professionals.
      3. To carry out delegated directives of the Leadership Director.

2. Members:
   1. Recruitment & Retention (R&R) Chairs (2)
   2. First-year Round Table (FRT) (2) (1 Freshman and 1 Non-Freshman)

3. Responsibilities:
   1. The R&R Chairs shall:

1. Recruit membership for UT-SHPE by tabling at least twice in the fall and once in the spring.
    2. Participate in recruiting events such as Gone to Engineering, Gone to Natural Sciences, Gone to Texas, Fall Kick Off, Adelante, Forty Acres Fest, and any other significant promotional opportunities, especially during the summer.
3. Publicize general meetings with flyers and the SHPE banner throughout campus focusing on STEM specific areas.
4. Create and maintain a yearly tri-fold board for recruitment and promotion.
5. Oversee the Manitos/Manitas Mentorship Program, including at least two events each semester.
6. Help facilitate and establish a Professional M&M with SHPE Austin.
7. Oversee at least one major program per semester, such as Scavenger Hunt (Fall) and Assassins (Spring).
2. The FRT shall:
    1. Serve as a community building program for the first-year members of SHPE.
    2. Lead on recruitment initiatives for UT-SHPE
    3. One Freshman Representative and one non-freshman representative will work together to combine varying student perspectives and support SHPE freshmen.

Section 6 – Professional Development Committee (PD)

1. Objective(s):
    1. The PD Committee shall serve under the Professional Development Director.
    2. The objectives of the PD Committee are:
        1. To provide specialty professional development content for the general membership.
        2. To carry out delegated directives of the Professional Director.
2. Members:
    1. Corporate Director
    2. University Liaison
    1. Señoritas Chair
    2. Professional Opportunities (Opps) Chairs (2)
3. Responsibilities:
    1. The Señoritas Chair shall:
        1. Coordinate volunteer efforts for Introduce a Girl to Engineering Day and other female-targeted events.
        2. Oversee the Señoritas program throughout the year.

3. Act as liaison with Women in Engineering Program (WEP) in order to help recruit female students and raise their awareness about STEM careers.
4. Print shirts for Señoritas as necessary.
5. Host at least two events per semester for SHPE Señoritas, one of these events has to be a professional development event with Austin SHPE Professional and prioritize underclassmen.
6. Assist the ACe Committee with LTE Day, Yes Day, etc. to help recruit female students and raise their awareness about STEM careers.

2. The Opps Chairs shall:
1. Maintain a newsletter and/or calendar of professional opportunities for the membership to use.
2. Maintain a database of professional opportunities, member experiences, and contact information for the purpose of networking.

1. The Corporate Director shall:
1. Conduct all communication with corporate sponsors, primarily by managing the utshpe@gmail.com email account, but also through other avenues including LinkedIn, word of mouth, personal contacts, ECAC, etc.
2. Learn how to operate GMail add-on tools including GMass to help facilitate email communication.
3. Work with Professional Director and President to update the Corporate Solicitation Packet if needed.
4. Reach out to SHPE Officers and Chairs to seek what corporate engagement is requested for future events.
5. Communicate with University Liaison the details of future PD events including time, date, locations.
6. Create invoices with the guidance of Treasurer to share with Corporate Sponsors as proof of donation.
7. Keep track of current stages of communication with sponsors through project management tool and share with officers.

2. The University Liaison shall:
1. Keep track of PD calendar with events.
2. Conduct all communication with UT-SHPE members about upcoming events through chapter communication platforms including GroupMe, Slack, LinkedIn, etc.
3. Led discussions with Corporate Representatives to discuss logistics of day of events including parking, room location, time of arrival, and any other

reasonable requests.

    4. Receive communication from Corporate Director for PD events and work with VPI to create room reservation for upcoming events on a timely basis (min. 3 weeks in advance)

    5. Lead UT-SHPE efforts for Professional MentorSHPE program with SHPE Austin including. Can include slack/email communication, mentorSHPE event planning, etc.

    6. Assist Professional Director in SHPE PD-related affairs and initiatives.

Section 7 – Technical Development Committee (TechDev)

1. Objective(s):
   1. The TechDev Committee shall serve under the Technical Development Director.
   2. The objectives of the PD Committee are:
      1. To provide specialty Techincal development content for the general Membership.
      2. Will
      3. To carry out delegated directives of the Technical Director.
2. Members:
   1. Technical Chair
   2. Technical Lead
   3. Technical Project Manager

3. Responsibilities:
   1. Technical Chair:
      1. Leads all technical events in-person or virtual. Interact with presenters and moderates engagement from event audience.
      2. Developing and maintaining the UT-SHPE website up and running throughout the year.
   2. Technical Lead:
      1. Handles all communications and outreach with student orgs and corporate sponsors to promote technical initiatives.
      2. Works closely with the Corporate Director and University Liaison for all corporate communications and scheduling times for events.
   3. Technical Project Manager:

1. Supports the vision of all TechDev initiatives.
2. Gains membership technical interests and supporting rest of the committee.

Section 8 – President's Committee (Representation)

1. Objective(s):
    1. The President's Committee shall serve under the Executive Board and is overseen by the President.
    2. The objectives of the President's committee are:
        1. To ensure that UT-SHPE represents the chapter across different spaces including but not limited to SHPEtinas, LGBTQ+, Cockrell School of Engineering, and Hispanic communities.
        2. To empower all of our members through initiatives including social events, corporate tours, networking events, and more.
        3. Aid the President in similar-correspondence initiatives not listed in specific responsibilities.

2. Members:
    1. SHPEtina Co-Directors (2)
    2. UNIDOS Chair
    3. Cockrell Relations Chair (CRC)

3. Responsibilities:
    1. The SHPEtina Co-Directors shall:
        1. Coordinate volunteer efforts for Introduce a Girl to Engineering Day and other female-targeted events.
        2. Oversee the SHPEtinas program throughout the year.
        3. Act as liaison with Women in Engineering Program (WEP) in order to help recruit female students and raise their awareness about STEM careers.
        4. Print shirts for SHPEtinas as necessary.
        5. Host at least two events per semester for SHPEtinas one of these events has to be a professional development event with Austin SHPE Professional and prioritize underclassmen.
        6. Assist the ACe Committee with LTE Day, Yes Day, etc. to help recruit female students and raise their awareness about STEM careers.

2.. The UNIDOS Chair shall:
>> 1. Coordinate, facilitate and promote at least 1 event, per semester, focused on the LGBTQ+ community

3. The CRC shall:
>> 1. Represent UT-SHPE in the Student Engineering Council (SEC).
>> 2. Act as UT-SHPE's point of contact for E-Week affairs.

Section 9 – Executive Administration Committee (ExAC)

1. Objective(s):
>> 1. The ExAC shall serve under the Executive Board and is overseen by the Vice President Internal.
>> 2. The objectives of the ExAC committee are:
>>> 1. To ensure that UT-SHPE maintains an active social media presence, is responsible for maintaining UT-SHPE media, the website, and general media technology expertise.
>>> 2. To utilize technology to further the Mission and Vision by improving our organization's visibility and enabling faster/efficient organizational communication and information dissemination.
>>> 3. To carry out delegated directives of the Executive Board.

2. Members:
>> 1. Social Media ~~& Technology~~ (SM) Chair (3)
>> 2. Graphic Design ~~Photo Media~~ Chair
>> 3. ~~Web Development (WebDev) Chair~~
>> 4. ~~Cockrell Relations Chair (CRC)~~
>> 5. ~~Elections Committee (3)~~

3. Responsibilities:
>> 1. The SM Chair shall:
>>> 1. Maintain and update social media accounts (including creating general body meeting events), ~~External Facebook Account,~~ Twitter, Snapchat, Cluster, ~~Flickr,~~ Instagram account, ~~SNaP~~ Tik Tok.
>>> 2. Prepare general meeting presentations with information from all officers.
>>> 3. Prepare the weekly membership newsletter to be sent out at the beginning of each academic week.
>>> 4. Maintain visual records of all SHPE events, via photographs or video (designate a proxy in the case that he/she must be absent, prioritizing other officers and/or existing committee), and organize them by event and year.
>>> 5. Upload all photos to the General folder in file sharing after each event.
>>> 6. Create a slideshow of photographs for each general meeting to recap

previous events.

2. The Graphic Design Chair shall:

    1. Create promotional media for all events, such as videos for recruitment and retention, flyers, and graphics.

    2. Share all promotional media with Technical Chair (TechDev) to allow the daily/weekly integration of current events.

    ~~2. Maintain visual records of all SHPE events, via photographs or video (designate a proxy in the case that he/she must be absent, prioritizing other officers and/or existing committee), and organize them by event and year.~~

    ~~3. Upload all photos to the General folder in file sharing after each event.~~

    ~~4. Create a slideshow of photographs for each general meeting to recap previous events.~~

~~3. The WebDev Chair shall:~~

    ~~1. Continuously update the chapter website (www.utshpe.org) with chapter and major college events i.e. graduation, Explore UT, E-Week, Expo (Fall & Spring), and EOE events in accordance with NRP.~~

    ~~2. Keep an updated calendar of events and meeting slide presentations on the website.~~

    ~~3. Check the website daily and present any problems with the website to the VPI immediately.~~

    ~~4. Keep VPI aware of any changes to the website, including officer information and pictures.~~

~~4. The CRC shall:~~

    ~~1. Represent UT-SHPE in the Student Engineering Council (SEC).~~

    ~~2. Act as UT-SHPE's point of contact for E-Week affairs.~~

~~5. The Elections committee shall:~~

    ~~1. Be appointed each semester during the nomination process for the elections of the semester (BoD for the Fall, E-Board for the Spring).~~

    ~~2. Create & maintain the Election Form.~~

    ~~3. Create & maintain the Questions Form to be used by voters to submit questions during candidate presentations.~~

    ~~4. Ensure the integrity of our elections by carrying out the election procedures outlined in Article II.~~

        ~~a) Includes:~~

            ~~(1) Making sure candidates wait in the appropriate space prior to their presentation.~~

(2) ~~The Ranked Choice Voting system is properly carried out and viewed by at least 3 individuals.~~

Section 10 – External Affairs Committee (ExAffairs)

1. Objective(s):
    1. The ExAffairs shall serve under the Executive Board and is overseen by the Vice President External.
    2. The objectives of the ExAffairs committee is:
        1. Must foster the chapters relationship with other SHPE chapter, SHPE Austin, other Latinx orgs at UT, and allow UT-SHPE to be more prespesented in a national level.
2. Members:
    1. External Organizations Liaison
    2. External Chapter Liaison
    3. External SHPE Events Liaison
3. Responsibilites:
    1. The External Organizations Liaison shall:
        1. Plan events and initiatives with other student organizations at UT.
    2. The External Chapter Liaison shall:
        1. Keep contact and plan events and initiatives with other student and professional SHPE Chapters.
    3. The External SHPE Events Liaison shall:
        1. Leads planning of workshops and events that prepare our members in SHPE programs including NAtional Convention and Spring Conference.

Section 11 – Elections Committee

1. The Elections committee shall:
    1. Be appointed each semester during the nomination process for the elections of the semester (BoD for the Fall, E-Board for the Spring).
    2. Create & maintain the Election Form.
    3. Create & maintain the Questions Form to be used by voters to submit questions during candidate presentations.
    4. Ensure the integrity of our elections by carrying out the election procedures outlined in Article II.

        a) Includes:

(1) Making sure candidates wait in the appropriate space prior to their presentation.

 (2) The Ranked Choice Voting system is properly carried out and viewed by at least 3 individuals.