# Society of Hispanic Professional Engineers

**University of Michigan Student Chapter**

## E-board Regulations

### Executive Board Members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Bettè, Nicole</td>
</tr>
<tr>
<td>Vice President</td>
<td>Shu, Roberto</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Anens, Tobenna</td>
</tr>
<tr>
<td>Secretary</td>
<td>Cerame, Eduardo</td>
</tr>
<tr>
<td>Academic Chair</td>
<td>Graf, Kristin</td>
</tr>
<tr>
<td>Community Co-Chair</td>
<td>Acosta, Chris</td>
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<tr>
<td>Community Co-Chair</td>
<td>Hopps, Patrick</td>
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<tr>
<td>Social &amp; Cultural Chair</td>
<td>Marval, Michelle</td>
</tr>
<tr>
<td>Recruitment &amp; Retention Chair</td>
<td>Gómez, Luis</td>
</tr>
<tr>
<td>Public Relations</td>
<td></td>
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<tr>
<td>Alumni Chair</td>
<td>Michelén, Carlos</td>
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<tr>
<td>Historian</td>
<td>Cerame, Eduardo</td>
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</tbody>
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### Introduction:

Our chapter mission is to serve and empower the Hispanic engineering community: to promote academic excellence, professional and personal development, leadership, and service.

The E-Board Regulations (a.k.a. SHPE Contract) is part of the SHPE Constitution. It is a binding contract that must be approved and signed by all members of the SHPE executive board. Amendments to the content of this document require voting and ⅔ majority approval for such amendments.

### Section 1 - Communication

#### 1.1 Expected modes of communication among the Executive Board

1. E-mail (umich)
2. Cellphone - Text
3. Skype (rare cases)

* Urgent messages should be sent to both E-mail and Cell Phone (text or call). Every executive board member is expected to check their e-mails on a daily basis.

#### 1.2 Responding to E-mails

- All messages requiring replies should be sent as an email to each group member’s official university email. They should be replied to **within a maximum of 36 hours after received.**
● Urgent messages should be stated that they are “urgent” on the subject line and are expected to be answered within 24 hours.

● A notification should be sent through text informing the participants that an urgent message was sent through any of the other established means of communication.

● Each executive board members are expected to reply or comment on e-mails in which they have been cc-ed or bcc-ed.

1.3 Email Format

● Subject: [SHPE] (Urgent, optional) Subject

● SHPE Header
  ○ E-mails - used for all e-mails sent to SHPE members
  ○ Written Letters - Always

● The most relevant information should be immediately identifiable.
  ○ (i.e.: date, time, and location should be listed, not hidden within a paragraph).

● We have to maintain a level of professionalism, readability, structure, and consistency in our e-mails to the members.

Section 2 - Executive Board Meetings

2.1 Time, date and location of meeting(s)

SHPE at UofM 2011-2012 Executive board will meet on a consistent basis once a week. The day time, and location will be determined by the executive board meeting be decided within first two weeks of September

● Header:

  Day: ____________
  Location: ____________
  Time: ____________

  Attendance
  ■ Present
  ■ Late (excused?)
  ■ Absent (excused?)

● The duration of the executive board meetings will be of one hour for agenda items and half an hour for open forum from the start of the meeting. The amount of time allotted to each section will vary.

● Those executive board members who need to leave early for a valid reason (determined among the executive board) will receive priority, regardless of the agenda’s order of topics.
2.1.1
All meetings are subject to changes of location, time or date to meet the needs of the agenda. If any of these aspects are changed, it will be with the consent of all e-board members.

Attendance and Decision-Making: There should be a minimum of ⅔ of the executive board members present in order to conduct a voting. The president reserves the right to cancel the meeting if more than ⅔ of the executive board members are considered excused.

- Executive board members who report their absence at least 24 hours prior to the meeting due to a valid reason (defined in this contract) are considered to be excused and are responsible for reviewing the meeting minutes and/or follow up with the meeting leader.
- Executive board members who fail to report their absence 24 hours in advance will not be considered excused and they lose their voting rights.

2.2 Expectations of Preparedness

2.2.1
All Executive board members must have read the meeting’s agenda before each meeting. See section 2.4.2 for more details on the agenda.

Every executive board member is expected to take notes during the meetings; it is preferred that each member bring a laptop so that s/he can see the agenda on the Google Documents real-time.

Every executive board member is strongly encouraged to bring their position binders, and if it is not available at the meeting, then they are responsible for the information in it.

*See more details at the “Position Binders” section 2.5.
*See more details about the minutes and the agenda in section 2.4.

2.2.2
All work assigned for the meeting has to be completed. If an individual agrees to work on something and have it completed or reach a specific point, it should be done for the date agreed.

2.2.3
The group members acknowledge that workloads from other classes may increase at given times during the term, such as midterms and final exams. If an individual’s workload has increased or there are pressing personal circumstances that are impairing their ability to do their job, that individual has to let the rest of the executive board members know so that somebody else can be appointed for a period of time of no more than one week. After which time has passed, the executive board members will evaluate whether resignation is appropriate or whether more time will be provided. However, if that individual agrees to do a given job for a given date, s/he must do it in time.
If unable to complete a task, that member should appoint a responsible person to complete such tasks.

2.3 Penalties

2.3.1 All members have 2 authorized absences. For an authorized absence to be accepted by the rest of the E-board there must exist a valid reason for the use of it. The executive board will vote on whether or not the excuse is valid on a case-by-case basis. The promptness of notification will be taken into consideration. Every executive board member is encouraged to ask for help from the rest of the board at any time.

The individual may request the rest of the E-board to change the time, date, and location of a meeting if needed. If the change is agreed then an ‘authorized absence’ does not have to be used.

Absences due to the following reasons do not count as an absence:
- Severe illness
- Exam conflict
- Severe emergency

These events should be communicated to the E-board as early as possible, but are completely excusable. If a group member is sick enough to be contagious, but is still capable to Skype in, they should arrange with enough time (at least 1 hour in advance) to meet the group by Skype.

2.3.2 If an individual misses more than two executive board meetings per semester, the rest of the e-board members will analyze what further actions should be taken during the next meeting.

2.4 Agenda and Minutes

2.4.1 Meetings will be lead by the President of the student chapter. If the President is absent then the Vice-President will lead the meeting. In the case neither the President nor the Vice-President can be at the meeting, the President will appoint some other executive board member to lead the meeting. The appointed person must have previously met with the President and be fully prepared to lead the meeting. S/he will be responsible for providing a comprehensive summary of the meeting, if requested, and for making sure the person responsible for the minutes shares them with the rest of the executive board members.

2.4.2 All meetings will follow an agenda that will be a public Google document available to all members. The agenda must be available at least 24 hours before the start of the meeting. The executive Board members can add new details to the agenda up 2 hours before the
meeting. At the time for the meeting, any member can add points to the agenda but cannot delete points from the agenda.

2.4.3
Once all of the points in the agenda have been addresses during the meeting, there will be an open forum at the end of every meeting, where present members can put forward any points they wish to address that were not addressed by the agenda.

2.4.4
The meeting minutes must be a public document available to all members of the society, and should be written no more than 24 hours after the meeting has finished. The minutes will be uploaded to both the C-Tools site and the SHPE Website.

2.4.5
The minutes must include but are not limited to:
- Who attended the meeting
- Who was late to the meeting (excused?)
- Who was absent (excused?)
- Main topics discussed
- Decisions made
- Task assigned for next meeting (Action Items)
- Any other important remarks

2.5 Binders
Every executive board member is expected to regularly maintain and keep their binder up to date. The purpose of each binder is to contain a guide that future e-board members can use as reference when dealing with various tasks that come up through the year. Each binder should include details necessary to execute e-board member responsibilities; documents required should include (but are not limited to):
1. Project Planning Forms
2. Continuous Feedback Forms (CFFs)
3. SHPE Eboard Regulations (a.k.a SHPE Contract)
4. SHPE Constitution and Bi-Laws
5. Position Goals and chapter goals
6. Position-Specific Procedural Forms (e.g. reimbursement forms for Treasurer)
7. Point System Document
8. SHPE Advisors contact information
9. SHPE Processes and Procedures Documents
10. Copy of the corporate brochure and membership brochure (for SHPE chapter and SHPE National)
11. National Report Program - Previous reports
12. University of Michigan Student Guidebook

Section 3 - Office Hours

Every executive board member is required to choose 1 hour/week to carry out their office hours. The President and Vice president are required to host 2 hours/week.
Office hours are held at the SHPE office. If students would like to set up an appointment with an officer, then s/he should follow up to meet at a place and time of mutual agreement.

Office hours must be posted on the SHPE calendar as well as on the door of the office. They should also be announced at every weekly newsletter.

If an executive board member is at the SHPE

**Section 4 - Events and General Body Meetings**

**4.1 Events:**
- Punctuality: For every event, there will be a required time of arrival for the executive board members. This time may or may not differ from that given to the coordinators of the event.
- Attendance: Every executive board member is required to attend at least 60% of the events, regardless of the nature of the event (social, academic, professional, etc.). Minimum number of attendees may vary per event based on the logistics.

**4.2 General Body Meetings (GBMs)**
- Punctuality: The president, the vice president, the recruitment chair, and the person in charge of the food for that GBM is required to arrive at least **30 minutes early**. The rest of the executive board members are required to arrive at least **15 minutes early**. Under no circumstances will any executive board member leave early without a valid excuse.
- Attendance: Just like for executive board meetings, each executive board member will have 2 authorized absences.

**4.3 Confidentiality**
Only the SHPE executive board members, the SHPE Grad Board, and the SHPE RLDC committee are authorized to know the password to the SHPE office. Under no circumstance will the password be shared with anybody outside of the groups mentioned before.

Information pertaining to finances must be strictly discussed among executive board members. Our spending and budget capacities will be made public to the membership in percentage form.

**Section 5 - Processes and Procedures**

**5.1 Organization**
Cleanliness and organization is to be maintained at all times. No executive board member is authorized to leave their personal belongings in the SHPE office for a period of time greater than one week.

The purpose of the SHPE office is restricted to:
• SHPE office hours
• Storing Documentation
• SHPE materials

If the office is not being used for a SHPE event, SHPE executive board members could use it for their own academic needs. However, if an officer is there, s/he is responsible to make him or herself available for open office hours.

5.2 Reimbursements
All items to be purchased in the name of SHPE should be pre-approved by the president, the vice president, or the treasurer and the person who approved the reimbursement is responsible for letting the rest of the executive board members know. Authorizing members should consult the SHPE UofM Constitution for funding guidelines.

5.3 Conference Registration
At least half of the executive board members are required to register for and attend the SHPE Conference unless s/he has a valid excuse that is approved by the executive board. Priority, in terms of funding, will be given to those who have not previously attended a SHPE conference. In order to become President, Vice President, or Recruitment Chair of SHPE you must have attended at least one SHPE conference.
Two executive board members are required to register for and attend the NILA Conference.
At least half of the executive board members are required to register for RLDC.

SHPE Executive board 2011-2012

*Note: All executive board members must be paid SHPE members and Full time student

Nicole Betté
President

Roberto Shu
Vice-President

Tobenna Anens
Treasurer

Kristin Graf
Academic Chair

Chris Acosta
Community Service-co chair

Patrick Hopps
Community Service-co chair

Michelle Marval
Social & Cultural chair

Luis Gómez
Recruitment & Retention chair

Carlos Michelén
Alumni Chair

Eduardo Cerame
Historian