

MAES- LATINOS IN SCIENCE AND ENGINEERING UNIVERSITY OF HOUSTON – CENTRAL CAMPUS CHAPTER BY-LAWS

Contents

[Article I: Name](#)

[Article II: Purpose](#)

[Article III: History](#)

[Article IV: Membership](#)

[Article V: Dues](#)

[Article VI: Officers](#)

[Article VII: Elections](#)

[Article VIII: Executive Board](#)

[Article IX: Meetings of the General Membership](#)

[Article X: Meetings of the General Membership](#)

[Article XI: Changes to the By-Laws](#)

[Article XII: Parliamentary Procedure](#)

Article I: Name

The name of this organization shall be the MAES -Latinos in Science and Engineering– University of Houston Central Campus Chapter, hereafter referred to as the Society.

Article II: Purpose

It shall be the purpose of the Society to recruit, retain, and promote Hispanic students in engineering, technology and science related fields.

Article III: History

The Society was founded in 1977 and is the University of Houston Central Campus Chapter of the National Society which was founded in 1974 in California.

Article IV: Membership

Section 1: Eligibility of Membership

1. Membership in the Society is open to all engineering, technology, math or science-related majors without regard to race or sex.
2. All other majors are eligible.

Section 2: Classification of Membership

1. Active Member
 - a. Currently enrolled undergraduate of the University of Houston – Central Campus. He/She shall not be in default of his/her dues. He/She shall have attended at least three (3) Society functions* per semester.
 - b. He/She shall have the right to vote.
2. Non-Active Member
 - a. Currently enrolled undergraduate of the University of Houston – Central Campus. He/She shall not be in default of his/her dues. He/She shall have attended less than three (3) Society functions* per semester.
 - b. He/She shall have the right to vote.
3. Honorary Member
 - a. Any person who is not already a member of the Society and is nominated and selected by a majority of members at a general meeting.

Section 3: Suspension of Membership

1. Suspension Hearing
 - a. After a hearing given before the Board, for conduct or declarations considered detrimental to the Society's existence or standing in the community any member may be suspended or expelled from membership in the Society by a two-thirds (2/3) vote of the Executive Board.
2. Process of Appeal
 - a. An appeal by said member may be presented at the next general meeting.
 - b. A majority vote of those members present is required to override the Executive Board's decision.

Section 4: Rights of Membership

1. Non-Active Members
 - a. Non-Active members shall have access to the Society's rooms, facilities, and computers.
 - b. Non-Active members shall have the right to vote.
2. Active Members
 - a. In addition to benefiting from the rights of a non-active member, an active member shall also have the right to Society sponsorship, if available; to attend MAES funded events (e.g. MAES National Symposium).

3. Honorary Members
 - a. Honorary members shall have the same rights as non-active members.

Article V: Dues

Section 1: Maximum Dues

Annual membership dues shall not exceed \$20.00 per year.

Section 2: Setting of Dues

Dues shall be determined by the Executive Board at the beginning of each calendar year.

Section 3: Reduction of Annual Dues

Any member's dues may be reduced by the Executive Board.

Section 4: Default of Dues

Any member failing to clear ALL debts to the Society by dates posted in advance by the Executive Board, shall relinquish any and/or rights of membership until those debts are paid in full.

Article VI: Officers

Section 1: Qualifications

1. Elected officer
 - a. A candidate for any office shall have been an active member (See Article IV, Section 2-A) of the Society prior to the day of elections.
2. Committee members
 - a. A candidate for any office shall be any active member and must be approved by the president and the respected officer leading the committee.

Section 2: Officer Hierarchy

Section 3: Elected Officer's Term of Office

1. Terms of office
 - a. Terms of office shall be for one year beginning immediately after the end of each fall semester.
 - b. All newly elected officers shall attend a transition meeting of the Executive Board.

Section 4: Elected Officer's Duties and Powers

1. President
 - a. Shall be the official representative of the Society and shall preside over general meetings and meetings of the Executive Board.
 - b. Shall be in charge of fulfilling chapter goals and setting the agenda.
 - c. Shall be in charge of leading the executive board.
1. Vice President Operations

- a. Shall be responsible for facilitating member's accessibility to adequate facilities.
 - b. Shall be responsible for the accessibility of information to members and of members.
 - c. Shall be responsible for keeping the website up to date.
 - d. Shall be responsible for leading the Operations Committee.
- 2. Vice President Outreach
 - a. Shall be responsible for the recruitment of a diverse membership.
 - b. Shall be responsible for coordinating outreach events.
 - c. Shall be responsible for leading the Outreach Committee.
- 3. Vice President Events
 - a. Shall be responsible for coordinating chapter's presence in conferences
 - b. Shall be responsible for social, academic, professional development events.
 - c. Shall be responsible for leading the Events Committee
- 4. Treasurer
 - a. Shall insure that all dues and debts are kept current and shall be in charge of setting budgets.
 - b. Shall be responsible for raising funds.
 - c. Shall be responsible for leading the Fundraising Committee
- 5. Secretary
 - a. Shall be responsible for all record keeping including meeting minutes.
 - b. Shall be responsible for promoting the society.
 - c. Shall be responsible for the Publicity committee.
- 6. Previous President and Faculty/Professional Advisors
 - a. Shall be responsible to advise the President.

Section 5: Committees

- 1. Purpose
 - a. To assist the respected officer in reaching his/her goals.
 - b. To be a catalyst for building members into officers.

Section 6: Recall of Officers

- 1. Petition for Recall
 - a. A petition, initiated by any active or non-active member of the Society, stating the reasons for recall must be signed by a majority of the entire membership in order to be placed on the agenda for the consideration by the Society.
- 1. Due Process
 - a. The officer in question must be presented a copy of the petition two (2) weeks prior to the date the voting for the recall of that officer shall take place.
 - b. The accused officer has the right to answer the charges against him/her at the meeting at which the vote is taken.
- 2. Vote of No Confidence
 - a. A clear two-thirds (2/3) vote of a quorum general meeting shall be required to remove any officer from office.

3. Replacement of an Officer
 - a. Upon resignation or a vote of No Confidence (See Part C of this section) the respective office shall be declared vacant and the Executive Board shall appoint an active member that does not already hold an office in the Society to this office.
 - b. The replacement officer shall be determined by a majority vote of the Executive Board.
 - c. The newly appointed officer will assume all rights and responsibilities of the respective office.

Article VII: Elections

Section 1: Nominations

1. Time of Nominations
 - a. Nominations shall take place during the last quarter of the fall semester.
2. Eligibility
 - a. An active member shall be eligible for nomination by another member or by himself/herself.

Section 2: Absentee Voting

Absentee voting shall take place on regular school days and during times which shall be determined and posted by the Executive Board.

Section 3: Election Procedure

1. The election of officers shall be conducted at a special elections meeting which shall be held on any regular school day.
2. The election of officers shall be by secret ballots which shall be secretly counted by two (2) members of the Executive Board or professional/ faculty advisor.
3. The counting of the ballots shall be overseen by the Society's faculty/professional advisor.
4. The current President shall vote only in the event of a tie for any office.
5. The election of any officer shall require a majority vote of the membership present.
6. Active members can run for as many as two (2) positions of office at a time.

Article VIII: Executive Board

Section 1: Members of the Executive Board.

The Executive Board of this organization shall consist of the President, the Vice Presidents, the Secretary and the Treasurer.

Section 2: Quorum of the Executive Board.

1. A quorum for the meetings of the Executive Board shall be defined as fifty percent (50%) of the Executive Board.
2. No official business shall take place unless a meeting has been called where all

members of the Executive Board have been given at least three days written notice.

Section 3: Expenditures

1. The Executive Board shall have the authority to expend, without further general membership approval, an amount not to exceed two-hundred dollars (\$200.00) per expenditure upon approval by a majority vote of the Executive Board.
2. Should any proposed expense exceed the two-hundred dollar (\$200.00) per expenditure limit, this amount shall be presented to the general membership at a general meeting and shall only be approved by a simple majority vote of the general membership.

Section 4: Meetings of the Executive Board

1. The Executive Board shall hold at least one(1) meeting during the summer and two(2) meetings during each of the Fall and Spring semesters.
2. The current Executive Board and the newly elected officers shall hold at least one (1) transition meeting prior to the end of the Fall semester.
3. Meetings of the Executive Board shall be held at such a time and place as determined by the President.

Article IX: Meetings of the General Membership

Section 1: Minimum Number of Meetings

MAES shall hold at least three (3) meetings of the general membership during each of the Fall and Spring semesters.

Section 2: Additional Meetings

It shall be the policy of MAES to hold additional meetings (See previous section) of the general membership when the Executive Board deems appropriate and necessary.

Section 3: Time and Location of Meetings

1. Meetings shall be held at such a time and place as shall be determined by the
2. Executive Board Members shall be notified of the time and location at least three (3) days prior to each general meeting.

Section 4: Quorum of the General Membership

1. A quorum for the official transaction of business at a general meeting of the Society shall be defined as twenty-five percent (25%) of the total paid membership.

Article X: Meetings of the General Membership

Section 1: Proposition of Changes

Any MAES member may propose a change in the by-laws at a general meeting at which time a majority vote of the membership present would create a special committee to examine such a proposal (See Article VIII. Sec. 2 B)

Section 2: Notification of Changes

Notification of proposed changes in these by-laws shall be given at least one meeting prior to

the voting of those proposed changes.

Section 3: Posting of Proposed Changes

A printed copy of the proposed changes shall be posted immediately following the said notification.

Section 4: Voting on Changes

Amendments to these by-laws shall require a two-thirds (2/3) vote of the general membership.

Article XI: Changes to the By-Laws

Section 1: Proposition of Changes

Any MAES member may propose a change in the by-laws at a general meeting at which time a majority vote of the membership present would create a special committee to examine such a proposal (See Article VIII. Sec. 2 B)

Section 2: Notification of Changes

Notification of proposed changes in these by-laws shall be given at least one meeting prior to the voting of those proposed changes.

Section 2: Posting of Proposed Changes

A printed copy of the proposed changes shall be posted immediately following the said notification.

Section 3: Voting on Changes

Amendments to these by-laws shall require a two-thirds (2/3) vote of the general membership.

Article XII: Parliamentary Procedure

1. Parliamentary authority for the Society shall be Robert's Rules of Order, latest edition, and it shall govern all proceedings except when inconsistent with these by-laws at which time these by-laws shall take priority.
2. A copy of these by-laws shall be available for review to any MAES membership upon request
3. A copy of these by-laws shall be available at every meeting or event sponsored

Anti-Hazing Clause

This organization will not initiate, participate in, or be a witness to any act that inflicts or

intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.