Bylaws of
Student Chapter of
The Society of Mexican American Engineers & Scientists

Article I: Name of Organization
Purdue University MAES

Article II: Purpose/Objective
The purpose of this student chapter is to:
1. Increase the number of underrepresented engineering and science students at Purdue University in West Lafayette, Indiana.
2. Improve the retention of underrepresented students enrolled in engineering and science.
3. Provide a forum for the exchange of information pertinent for underrepresented engineering/science students enrolled at Purdue University.
4. Develop a working network with local schools to encourage underrepresented students to enter the engineering and science fields.
5. Promote professional advancement for underrepresented engineers and scientists by fostering cooperation among industry, government, and the academic and professional communities to improve educational and employment opportunities.
6. Provide counseling and financial assistance to underrepresented students in engineering and science.

Article III: Association
Section 1: Affiliation
1. The Purdue University MAES student chapter shall be an affiliated chapter to the Society of the Mexican American Engineers and Scientists (MAES). This organization possesses the right to adopt its own rules and procedures within the framework of MAES rules and regulations and the Purdue University's rules and regulations. This chapter is under the MAES Midwest Region # 3.

2. The Purdue University MAES student chapter shall be a part of the Latino Student Council(LSC) at Purdue University. A representative shall be elected to attend LSC meetings and report back to the MAES student body at chapter meetings. The purpose of such affiliation is to establish a support network with other Latino organizations at Purdue University.

Section 2: Non-Discrimination
No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, religious affiliation or belief, etc... even though the name (Society of Mexican American Engineers and Scientists) was chosen.
Article IV: Membership

Section 1: Definition
1. Members shall be students enrolled at Purdue University in West Lafayette, Indiana.
2. Members should have as their goal a career in the sciences or engineering fields.
3. To retain all the rights and privileges of membership, a member shall:
   i. attend at least fifty (50) percent of the organization's mandatory meetings and
      activities during the semester
   ii. have paid all of his/her dues by the third chapter meeting
   iii. be in good standing with Purdue University

Section 2: Dues
1. Members must pay membership dues every year.
2. The amount paid in dues by each member is determined by the executive board at the
   beginning of each academic year.

Article V: Executive Board

Section 1: Executive Board
The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, and the
five Committee Directors.

Section 2: Duties
1. The President shall
   i. preside over chapter, emergency, and executive board meetings
   ii. serve as the official representative for the MAES Purdue Chapter
   iii. oversee all group activities and events
   iv. assist executive board members in developing the leadership qualities of
      membership
2. The Vice President shall
   i. assume the responsibilities of the President in case of absence
   ii. handle all corporate relations
   iii. have a solicitation packet ready to distribute by the last day of classes
   iv. keep the annual solicitation packet up-to-date, including
       1. a list of potential corporate sponsors and their contacts
       2. a list of past and future events with descriptions
3. The Secretary shall
   i. keep a record of membership attendance, including point system
   ii. be responsible for arranging all meetings, including time and locations
   iii. send notifications of chapter meetings at least two days in advance
   iv. keep minutes of chapter and executive board meetings which must be send out
      before the next scheduled meeting
4. The Treasurer shall
   i. monitor the finances of the organization
   ii. handle all transactions, including collecting dues, paying all bills, and
      reimbursing individuals
   iii. keep a record of all transactions, including original document proofs
   iv. provide receipts for any money paid or collected in the name of the organization
   v. report on any account transactions, and balances as requested
   vi. file an end of year report to the MAES National Board of Directors
5. A Committee Director shall
   i. carry out the purpose and goals of their presiding committee as outlined
   ii. keep committee members engaged by assigning responsibilities to each committee member
   iii. be accountable for committee chairs, events, and paperwork, including meeting deadlines and staying on budget
   iv. keep a monthly record of committee progress and events
       1. the record should demonstrate any accomplishments/difficulties within the committee to be brought to the attention of future chairs
       2. the president or vice president can request the record at any given time
   v. submit proposals and evaluations for all committee events to vice-president at least two weeks in advanced
   vi. notify president at least two(2) days in advance if he/she will not attend a meeting
       1. in case of absence, he/she shall provide the secretary with a detailed committee update twenty-four(24) hours before the meeting

Article VI: Electing the Executive Board

Section 1: Nominations
1. Nominations shall be made at least week before elections take place.
   i. Only members as defined in Article IV may accept a nomination.
   ii. Nominations must be second by another member.
2. Candidates may be nominated for more than one Executive Board position, but may only be elected for one position.
3. Executive Board Members may be re-elected.

Section 2: Voting
1. Voting shall take place the second to last meeting for the current school year with a majority of membership present.
2. Voting shall occur in subsequent steps with nominations in the following order: President, Vice President, Secretary, and Treasurer, and the Committee Directors.
3. Voting shall be by secret ballot whose tallying is conducted in the absence of the said candidates.
   i. Only members in good standing, as defined in Article IV, are eligible to vote.
   ii. Members of the Executive Board may vote for all elections.
4. A candidate shall be elected to a position with only a majority vote.
5. On the occasion of a tie, only the executive board will break the tie. In the event that an Executive Board Member is re-nominated, the said Executive Board Member may not vote in breaking a tie for the position he/she is running for.

Section 3: Training
The newly elected Executive Board Members shall undergo a transitional period in which the old Executive Board Members shall introduce the new Executive Board Members to the responsibilities and duties to the respective offices.

Section 4: Terms
The newly elected Executive Board Members shall begin their term on the last day of the academic year. The term of office is one academic year.
Article VII: Electing Chairs & Representatives

Section 1: Nominations
1. Candidates shall be self-nominated as they will have to file an application for a position.
   i. Applications shall be the same for all chair positions where candidates may list their preferences.
   ii. Applications shall reflect a member’s dedication and passion to MAES.
2. A member may hold more than one chair or representative position; however a committee director may not hold a chair within another committee.
3. Chairs and Representatives may be re-elected.

Section 2: Voting
1. Voting shall take place at the first Executive Board of the academic school year with a majority of executive board members present.
2. Voting shall be by secret ballot whose tallying is conducted in the absence of the said candidates.
3. A candidate shall be elected to a position with only a majority vote.
4. The president shall not have a voting right for the election; however on the occasion of a tie, the president will break the tie.

Section 3: Terms
The newly elected chair or representative serves as long as his services are needed, and the position may be terminated at any given time.

Article VIII: Meetings

Section 1: Definition of Quorum
A quorum shall consist of fifty(50) percent of all members and a majority of the executive board.

Section 2: Executive Board Meetings
1. Executive board meetings shall be held at least once a month with seventy-five(75) percent of the Executive Board present.
2. An executive board meeting’s focus shall be goal setting, implementation, and evaluation.

Section 3: Chapter Meetings
1. Chapter meetings shall be called for by the executive board, where meetings shall be held every other week from start to the end of academic year, excluding university holidays and breaks.
2. Chapter meetings shall consist of a member developed presentation, professional enrichment presentation, a small break-out of committees of ten(10) minutes, and updates from the executive board members.

Section 4: Committee Meetings
1. Committee meetings shall be held at least once every other week aside from a general meeting.
2. Committee meetings are run by their respective Director.
Article IX: Resignations and Impeachment's

Section 1: Resignations
1. A letter of resignation shall be submitted to the President or Vice President by any person willing to resign from office at least a week before the next chapter meeting.
2. During the meeting when a resignation is presented, nominations will be taken to fill the office and voting procedures will be conducted as stated in Article VI.

Section 2: Impeachment
1. When any member feels that an Executive Board Member is not fulfilling his/her duties, he/she may call upon the rest of the Executive Board Members to call a special meeting within the next week to discuss/resolve the matter.
2. During the impeachment proceedings the case will be presented. The Executive Board Member under investigation will be given the opportunity to present his/her defense before the general vote.
3. A two-thirds vote, excluding the investigated Executive Board Member, is needed for the impeachment to be carried out. In the event the impeachment is carried out, a new candidate will be nominated and elected as described under Article VI.

Article X: Committees & Representatives

Section 1: Committees
1. All committees include all of those stated in Article IX, Section 3.
2. Other committees may be commissioned by the President, as he deems necessary where the director is voted by membership.

Section 2: Representatives
1. Representatives will be established in order to represent our organization in other organizations, clubs, or chapters.
2. Representatives shall be elected by the Executive Board Members as stated in Article VII.

Section 3: Chairs
1. Chairs may be commissioned by Committee Directors to perform certain tasks, or to head an event.
2. Chairs shall be elected by the Executive Board Members as stated in Article VII.

Section 4: Duties of all Committees
1. The Fundraising Committee shall
   i. provide the organization an additional source of income to help with any expenses involved in carrying our mission Statement
   ii. committee may chose how to use profit, but money can only be used for two charities and/or membership perks per semester

2. The Community Outreach Committee shall
   i. develop a network with local schools to encourage underrepresented students to enter the STEM fields
   ii. provide student members with community service opportunities
3. The Social Networking Committee shall
   i. promote professional advancement for underrepresented engineers and scientists by fostering cooperation among industry, government, and the academic and professional communities to improve educational and employment opportunities, including MAES National
   ii. provide members with information on annual MAES Symposia, and National Leadership Conferences
      1. Any member will be able to attend the conferences, but aid to attend conferences will be based on criteria established by the executive board.
   iii. keep in touch with Corporate Sponsors, and send thank you notes

4. The Chapter Development Committee shall
   i. improve the retention of underrepresented students enrolled the STEM fields
   ii. provide counseling and financial assistance to underrepresented students in STEM fields
   iii. increase the quality and skills of all MAES members, including
      1. organizing professional workshops
      2. organizing member presentations at chapter meetings
   iv. Be responsible for organizing callouts and recruiting diverse membership

5. The Public Relations Committee shall
   i. record all Purdue MAES history, including
      1. taking notes on important milestones
      2. take pictures/video at all events
   ii. keep an updated scrapbook, brochure, and display board
   iii. keep website and other electronic accounts updated, including posting upcoming events online
   iv. handle all event advertising procedures, including design, print, and distributing of flyers
      1. flyers must be requested to Public Relations at least two weeks before the event
      2. design poster boards for designated events

Article XI: Chapter Advisor
A Chapter Advisor shall be elected by a two-thirds vote of all members at the end of each school year. The Chapter Advisor will provide guidance and recommendations to the Executive Board. The Advisor will be strongly encouraged to attend at least one Executive Board meeting per month. The Chapter Advisor will have no voting rights in Executive Board Decisions.
Article XII: Amendments to Bylaws

Proposed amendments shall be submitted in writing to the Membership Development Chair at any chapter meeting. A favorable vote of two thirds of the members is required for amendment passage. The amendment shall be submitted to the MAES National Board and Purdue University for approval.

I. Point System shall be established to reward good membership participation and leadership.
   i. Reward will be a small scholarship to be determined by the executive board.
   ii. Only members in good standing, as defined in Article IV, are eligible to participate.
   iii. The point distribution is as follows
       1. General Meeting Attendance (5 points)
       2. Committee Meeting Attendance (4 points)
       3. Social Networking Event Attendance (2 points)
       4. Chapter Development Event Attendance (2 points)
       5. Fundraising Event Attendance (5 points)
       6. Community Outreach Event Attendance (4 points)
       7. Participate in Competition Event
           1. One(1) point per hour
           2. Max of 25 points
       8. Lead an Event (1 point)
       9. Recruit paid member (2 points)
      10. Recruit non-male, non-engineering paid member (6 points)

___________________________________                       _______________________________
MAES Advisor                                                                  Chapter Development Chair

___________________________________                      ________________________________
President                                                                            Approval Date

___________________________________
Vice President

___________________________________
Secretary