

# Amended and Restated By-Laws of SHPE-Rensselaer, INC.

## **ARTICLE I. NAME**

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The name of this organization shall be the Society of Hispanic Professional Engineers, Rensselaer Polytechnic Institute Student Chapter, herein after “SHPE-Rensselaer” or “Society”.

## **ARTICLE II. GOAL AND OBJECTIVES**

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The goals and objectives of SHPE-Rensselaer are to:

1. Encourage advancement of Hispanic/Latinx engineers and scientists in education and employment.
2. Hold meetings where the concerns of Hispanic/Latinx students will be heard.
3. Establish a forum for exchange of technical information.
4. Serve as a satellite for the National Society of Hispanic Professional Engineers and support its cause.
5. Increase the number of Hispanic/Latinx students entering Rensselaer Polytechnic Institute (“RPI”).
6. Promote career awareness, self-esteem, and pride within the Hispanic/Latinx and RPI community.
7. Provide Hispanic/Latinx students with information on scholarship and other forms of financial assistance.
8. Develop an effective outreach program to advise and encourage Hispanic/Latinx students to pursue higher education in the engineering and science fields.
9. Participate in programs with industry and educational institutions in order to benefit students seeking technical careers.
10. Encourage and support the establishment of SHPE student chapters.
11. Increase involvement with other campus groups to build coalitions in order to undertake similar areas of interest.

## **ARTICLE III. EXECUTIVE BOARD**

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The Executive Board shall be defined as the President, Vice President, External Secretary, Internal Secretary, Treasurer, Regional Representative, Alumni and Corporate Relations Chair, Webmaster, and the Freshman Representative.

## Section I. **THE EXECUTIVE BOARD SHALL:**

1. Be headed by the President.
2. Shall be elected pursuant to Article XI of these by-laws.
3. Determine which students are members in good standing, as defined by Article IX, Section 2.
4. Set the membership fee.
5. Request a member to terminate his/her membership if that member violates any part of this Constitution or does not support the goals and objectives of the Society.
6. Develop programs of interest for the organization.
7. Decide and delegate which Executive Board member will be responsible for writing and following up on proposals requesting financial support. These requests shall be made of organizations off-campus (i.e., corporate friends) as well as administrative organizations at RPI.
8. Prepare a synopsis of the organization's activities for the Mid- and End-Of-The-Year reports to be submitted to the National Society of Hispanic Professional Engineers.
9. Send at least one representative from the Executive Board to National Institute for Leadership Advancement.

## Section II. **MEETINGS OF THE EXECUTIVE BOARD**

1. Meet at least twice a month, the time and place of which shall be set by the Executive Board.
2. Two-thirds of the Executive Board (excluding vacant positions) shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Executive Board present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Board Members, if any action taken is approved by at least a majority of the required quorum for that meeting.
3. Any one or more members of the Board who is not physically present at a meeting of the Board may participate by means of a conference telephone or similar communication equipment or by electronic video screen conference. Participation by such means shall constitute presence in person at a meeting as long as all persons participating in the meeting can hear each other at the same time and each direct can participate in all matters before the board, including, without limitation, the ability to propose, object to, and vote on a specific action to be taken by the Board.

# **ARTICLE IV. OFFICERS**

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## Section I. **PRESIDENT**

The President shall:

1. Have general supervision, direction, and control of the business and officers of this organization.
2. Serve as official representative of the organization or appoint a proxy when it is necessary. The appointment of a proxy is subject to the approval of the Executive Board.
3. Preside at all Executive Board and general meetings.
4. Be the liaison between the various organizations both on and off campus.
5. Appoint temporary committees and chair people. These appointments are also subject to approval by a majority of the Executive Board.
6. Organize events of a vocational nature i.e. plant visits, workshops, etc.
7. Oversee all committees with a general focus on the Outreach Weekend Committee.

8. Serve on the Advisory Board after his/her term, ending any future position in the Executive Board

## Section II. **VICE PRESIDENT**

The Vice President shall:

1. Perform the duties of the President in his/her absence, disability, removal or request. If the Vice President assumes the duties of the President by his or her request, the Vice President shall be subject to the reasonable restrictions of the President.
2. Perform any activities, duties, and responsibilities as designated by the President.
3. Along with the President, organize events of a vocational nature.
4. Along with the President, be a liaison between the various organizations both on and off campus.
5. Along with the President, oversee all committees with a general focus on the SHPE Junior Committee and the Outreach Weekend Committee.

## Section III. **EXTERNAL SECRETARY**

The External Secretary shall:

1. Take attendance at all general body meetings and other SHPE-Rensselaer activities as deemed necessary by the Executive Board.
2. Update the general body membership through e-mail on a weekly basis.
3. Record and update action items assigned to each Executive Board member.
4. Maintain an accurate list of members and their standing within the organization.
5. Distribute absentee ballots for the general elections to no more than twenty percent (20%) of the eligible voting membership at his/her own discretion.
6. Oversee and maintain, with the assistance of the Regional Representative, Internal Secretary, Alumni and Corporate Chair, and Webmaster, the publishing of a newsletter with varied information concerning SHPE and Hispanics/Latinx in general.
7. Oversee SHPETina Committee.

## Section IV. **INTERNAL SECRETARY**

The Internal Secretary shall:

1. Fill out and countersign all certificates issued and make proper entries in the books of SHPE.
2. Serve all notices required by the New York state and federal law.
3. Take attendance at all Executive Board meetings.
4. Verbally outline the minutes from the previous Executive Board meeting at the present meeting.
5. Record accurately the minutes of the Executive Board membership meetings and make the minutes of the available to any member upon request.
6. Require from Executive Board members a record of activities of their respective committees.
7. Organize all received correspondence.
8. Organize and maintain the Society's inventory.

9. Oversee and maintain, with the assistance of the Regional Representative, External Secretary, Alumni and Corporate Chair, and Webmaster, the publishing of a newsletter with varied information concerning SHPE and Hispanics/Latinx in general.
10. Oversee MentorSHPE Committee.

## Section V. **TREASURER**

The Treasurer shall:

1. Prepare an Annual Operating Budget in conjunction with the President and Vice President.
2. Maintain accurate records of SHPE-Rensselaer's checking account, savings account and SHPE-Rensselaer's Operating Budget.
3. Co-sign financial documents with the President.
4. Make all financial records available to any member upon request, which will be heard and taken to a vote by the Executive Board.
5. Be responsible for the distribution of authorized funds.
6. Review with the President and Vice President funding requests from committees.
7. Identify mechanisms for fundraising and oversee the Fundraising Committee.
8. Obtain financial records from the NSBE/SHPE Career Fair account, for tax purposes.

## Section VI. **REGIONAL REPRESENTATIVE**

The Regional Representative shall:

1. Serve as a liaison between SHPE-Rensselaer and the SHPE student chapters both in Region IV, and on the National level.
2. Coordinate and oversee SHPE-Rensselaer's attendance to National Convention and the Regional Leadership Development Conference.
3. Be a representative at the Region IV Upstate NY Sub-Regional meetings along with other participating Executive Board members. If invited, the Regional Representative may also serve as a representative at other Sub-Regional meetings.
4. Express concerns and questions to the SHPE National offices on behalf of SHPE-Rensselaer.
5. Initiate, establish and maintain communication with other Hispanic/Latinx student or professional organizations in order to collaborate and/or support each other's activities.
6. Relay information of interest to SHPE-Rensselaer student members acquired from current communication sources originating from the National Society of Hispanic Professional Engineers. The subscription fees may be reimbursed by SHPE-Rensselaer.
7. Oversee and maintain, with the assistance of the Internal Secretary, External Secretary, Alumni and Corporate Chair, and Webmaster, the publishing of a newsletter with varied information concerning SHPE and Hispanics/Latinx in general.
8. Oversee Educational Committee.

## Section VII. **ALUMNI AND CORPORATE RELATIONS CHAIR**

The Alumni and Corporate Relations Chair shall:

1. Maintain a list of corporate contact information.
2. Organize information sessions with corporate representatives.
3. Maintain the SHPE-Rensselaer resume book to be sent to interested corporate representatives.
4. Maintain a list of contact information of SHPE-Rensselaer alumni.
5. Send newsletters to SHPE-Rensselaer alumni who wish to receive them.
6. Organize regional events with SHPE-Rensselaer members and alumni during winter, spring, and summer breaks.
7. Organize events for Alumni Weekend.

## Section VIII. **WEBMASTER**

The Webmaster shall:

1. Maintain any SHPE-Rensselaer affiliated web service as deemed necessary by the Executive Board
2. Update and maintain the SHPE-Rensselaer social media i.e. Facebook, Snapchat, Instagram.
3. Organize and update the SHPE-Rensselaer cloud services.
4. Organize and archive all multimedia affiliated with SHPE-Rensselaer.
5. Facilitate with all technical and audiovisual necessities during all events.
6. Perform any responsibilities or activities handled by either the Internal or External Secretary in their absence.
7. Oversee Advertising Committee

## Section IX. **FRESHMAN REPRESENTATIVE**

The Freshman Representative shall:

1. Be appointed by a majority of the Executive Board early in the fall term following an interviewing process determined by the Executive Board.
2. Serve as a liaison between the Freshman class and the Executive Board.
3. Come prepared to Executive Board meetings with any ideas, comments, concerns, questions and announcements from the Freshman class.
4. Report to the Freshman class pertinent information from the Executive Board regarding the class's concerns or areas of interest.
5. Acquire the complete Freshman Exam Schedule to assist and help coordinate events hosted by SHPE-Rensselaer.
6. Assist in overseeing the SHPE Junior Committee.

## **ARTICLE V. COMMITTEE CHAIRPERSONS**

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The Committee Chairpersons shall:

1. Oversee the activities of the individuals within their committee.
2. Distribute the work of their committee as equally as possible.
3. Report to the Executive Board for:
  - a. Assessment of members.
  - b. Funding requests.

- c. In event their committee cannot meet a previously set deadline, an explanation as to why a new deadline shall be set in addition to a proposed new deadline.
4. Report their committee's progress during general meetings.
5. A person may be nominated by members of the Committee or nominate themselves for position of Chairperson. The Chairperson will be selected from among the nominees by a majority vote of the Executive Board.

## **ARTICLE VI. ADVISORS**

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The advisor(s) shall be (a) member(s) of the faculty and/or staff of Rensselaer Polytechnic Institute who is agreement with the goals and objectives of the Society.

The Advisor(s) shall:

1. Serve for a one year term beginning after General Elections. The advisor may serve multiple terms.
2. Preside over the Advisory Board.
3. Preside during any and all impeachment proceedings of elected officials.
4. Be considered honorary member(s) for voting and petitioning purposes only.
5. Be permitted to resign upon written notification to both the Advisory Board and the Executive Board.
6. Attempt to serve as a representative to various organizations both on and off campus.
7. Be subject to any requirements promulgated by RPI regarding faculty advisors.

## **ARTICLE VII. ADVISORY BOARD**

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The Advisory Board shall consist of the Society's advisor(s) and any previous presidents and vice presidents who served within the past five years and have completed their term of office in good standing (e.g., served a complete term).

The Advisory Board shall:

1. Serve to guide and advise the Executive Board in achieving its goals and objectives.
2. Conduct all impeachment proceedings.
3. Reserve the right to question decisions made by the Executive Board.
4. Reserve the right not to hear a member's case that has been requested to terminate his/her membership.
5. Not receive any salary or any form of compensation for her/his service.

## **ARTICLE VIII. COMMITTEES**

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Members of Committees shall be volunteers subject to review by the Executive Board.

The Standing Committee Chairpersons shall be selected by the Executive Board pursuant to Article 5.

### **Section I. EDUCATIONAL COMMITTEE**

There shall be an Educational Committee whose duties and responsibilities are to:

1. Maintain the SHPE-Rensselaer educational resources (i.e. backwork, textbooks).
2. Develop and maintain programs for the educational advancement of members.
3. Assist Executive Board to conduct seminars that are educational in nature.
4. Identify and develop current sources of financial aid and scholarships for members.

## Section II. **ADVERTISING COMMITTEE**

There shall be an Advertising Committee whose duties and responsibilities are to:

1. Post announcements of upcoming general meetings, via electronic mail, social media and flyers.
2. Coordinate with Executive Board, in order to relay information to the general membership.
3. Be accessible to all committee chairpersons for advertisement purposes.
4. Advertise all SHPE-Rensselaer activities and events on campus and in surrounding area if deemed necessary by Executive Board.

## Section III. **FUNDRAISING COMMITTEE**

There shall be a Fundraising Committee whose duties and responsibilities are to:

1. Coordinate programs with the Treasurer in order to assist the organization's fundraising efforts.
2. Have knowledge of the operating budget in order to ensure fundraising efforts coincide with need.

## Section IV. **SHPE JUNIOR COMMITTEE**

There shall be a SHPE Junior Committee which shall be overseen by the Vice President and Freshman Representative and whose duties and responsibilities are to:

1. Directly oversee SHPE Junior.
2. Initiate and maintain contact with high school administrators and SHPE Junior Chapter members for activity continuity.
3. Identify a member of the high school faculty to serve as the SHPE Jr. Chapter Advisor.
4. Establish at least three programs per semester i.e. leadership, pre-college, etc.
5. Submit progress reports to the SHPE-Rensselaer President as requested.
6. Manage the SHPE Junior Chapter By-laws.

## Section V. **MENTORSHPE COMMITTEE**

There shall be a MentorSHPE Committee whose duties and responsibilities are to:

1. Pair incoming freshmen and transfer students with volunteer mentors from the General Membership.
2. Organize MentorSHPE events.
3. Maintain communication via email and relevant social media between mentors and mentees.

## Section VI. **SHPETINA COMMITTEE**

There shall be a SHPEtina Committee whose duties and responsibilities are to:

1. Empower women in SHPE by accelerating and affirming Latina representation at all levels of STEM corporate and academic leadership.
2. Organize professional and social SHPEtina events.
3. Maintain communication with other women-focused organizations on campus.
4. Develop and maintain a network with SHPEtina alumni.

## Section VII. NATIONAL SOCIETY OF BLACK ENGINEERS (“NSBE”)/SHPE CAREER FAIR COMMITTEES

### Sub-Section I. Co-Directors

1. SHPE-Rensselaer’s Co-Director shall be nominated by the previous year’s Co-Directors.
2. Shall act as the face of the NSBE/SHPE Career Fair.
3. Shall be responsible for seeing the goals and tasks of each committee carried out successfully.
4. Shall provide leadership, coordinate work, and maintain open lines of communication amongst the staff.
5. Shall represent NSBE/SHPE Career Fair Staff at all Executive Board meetings.
6. Shall hold and run Department Head meetings with faculty and staff from each academic department.
  
7. Shall run all NSBE/SHPE Career Fair Staff Meetings.
8. May appoint NSBE/SHPE Career Fair Co-Director Understudy(s), if applicable.
9. Shall work closely with, fully utilize, and train the Co-Director(s) Understudy.
10. Shall represent SHPE-Rensselaer at the SHPE Region IV Regional Leadership Development Conference (“RLDC”) and the SHPE National Convention for the same academic year the Co-Director leads the Career Fair, conditioned upon completion of the event as outlined in the NSBE/SHPE Career Fair Manual.

### Sub-Section II. Co-Director Understudy

1. Shall assist the Co-Directors.
2. May apply to assume the Co-Director role in the upcoming year.
3. Shall learn about all aspects of the Career Fair to ensure that they successfully carry out their responsibilities in the present and upcoming year, if selected as Co-Director.

### Sub-Section III. Advertising

5. Shall market the NSBE/SHPE Career Fair to the diverse population of Rensselaer.
6. Shall spearhead all advertisements regarding the NSBE/SHPE Career Fair such as flyers and announcements.
7. Shall create innovative ways to market the NSBE/SHPE Career Fair and its benefits.
8. Shall contact campus and local media representatives to cover the NSBE/SHPE Career Fair.

### Sub-Section IV. Armory

1. Shall coordinate to create a professional and eye-appealing layout for NSBE/SHPE Career Fair.
2. Shall be responsible for orderly and timely set-up, set-down, and clean-up of the Armory.
3. Shall devise new layout schemes in order to maximize floor space.
4. Shall provide or coordinate requests of all required equipment
5. Shall keep in contact with all vital personnel.

### Sub-Section V. Food

1. Shall be responsible for the distribution of food during the NSBE/SHPE Career Fair.

2. Shall select vendors and menus to ensure company representatives' satisfaction.
3. Shall reserve space and time for serving meals.
4. Shall explore ideas to improve menu choices and/or reduce costs.
5. Shall organize food choices for the corporate reception.
6. Shall ensure that the food is distributed in moderation.

Sub-Section VI. **Hospitality**

1. Shall create a professional and comfortable atmosphere for all involved.
2. Shall recruit and inform ambassadors in order to fulfill company needs.
3. Shall ensure satisfaction of all those taking part of the NSBE/SHPE Career Fair.
4. Shall manage corporate interviewing rooms.
5. Shall be responsible for creating and printing the corporate reception programs.

Sub-Section VII. **Mailing**

1. Shall create mailing labels and coordinate all NSBE/SHPE Career Fair mailings.
2. Shall track and organize all mailings received from companies.
3. Shall send out mailings in a professional and timely fashion.

Sub-Section VIII. **Recruiting**

1. Shall expand the selection of companies that recruit all majors within RPI.
2. Shall research and contact companies normally not in attendance at NSBE/SHPE Career Fair.
3. Shall ensure that companies attending the NSBE/SHPE Career Fair are satisfied with their experience and ensure their return for the next NSBE/SHPE Career Fair.
4. Shall coordinate answering and cataloging of all voicemails left on the NSBE/SHPE Career Fair phone.

Sub-Section IX. **Information Systems/Information Technology (Web)**

1. Shall maintain and develop the online database.
2. Shall maintain and develop front-end and back-end operations.
3. Shall print Corporate and Ambassador nametags respectively.
4. Shall setup and maintain wireless communication during the NSBE/SHPE Career Fair.
5. Shall setup and organize student registration section.
6. Shall maintain and keep the user-friendliness of the website throughout the entire year in conjunction with the Webmaster.

Sub-Section X. **Treasurer**

1. Shall coordinate and facilitate the fiscal responsibilities required to plan and run the SHPE/NSBE Career Fair.
2. Shall prepare and enforce the budget.
3. Shall maintain record of all financial transactions related to the NSBE/SHPE Career Fair
4. Must keep in close communication with SHPE-Rensselaer's and NSBE's Treasurers.
5. Must ensure that all remaining expenses are for to the best of their ability by the end of the Career Fair Weekend.

Sub-Section XI. **Committee Understudy**

1. Each understudy shall act on behalf of their respective Committee Chair Persons.
2. Shall carry out delegated tasks needed to ensure completion of the committees' goals

## Section VIII. SHPE-RENSELAER OUTREACH WEEKEND COMMITTEES

### Sub-Section I. **Director**

1. Shall be elected by unanimous decision of the Executive Board.
2. Shall act as the face of the SHPE Outreach Weekend.
3. Shall be responsible for seeing the goals and tasks of each committee carried out successfully.
4. Shall provide leadership, coordinate work, and maintain open lines of communication amongst the staff.
5. Shall represent SHPE Outreach Weekend Staff at all Executive Board meetings.
6. Shall run all SHPE Outreach Weekend Staff Meetings.
7. Shall work closely with, fully utilize, and train the Director Understudy.

### Sub-Section II. **Director Understudy**

1. Shall assist the Director.
2. May apply to assume the Director role in the upcoming year.
3. Shall learn about all aspects of the Outreach Weekend to ensure that they successfully carry out their responsibilities in the present and upcoming year, if selected as Director.

### Sub-Section III. **Media**

1. Shall market Outreach Weekend to the diverse population of Rensselaer.
2. Shall spearhead all advertisements regarding the Outreach Weekend such as flyers, a logo, promotion video, and t-shirt designs.
3. Shall create innovative ways to market the Outreach Weekend and its benefits.

### Sub-Section IV. **Hospitality**

1. Shall be responsible for the distribution of food during SHPE Outreach Weekend events.
2. Shall be responsible for finding and organizing hosts for attendees.
3. Shall reserve space and time for serving meals.

### Sub-Section V. **Recruiting**

1. Shall research and contact high schools within the Tristate Region.
2. Shall review application and selection process for attendees.
3. Organize transportation to and from SHPE Outreach Weekend for attendees.

### Sub-Section VI. **Programs**

1. Organize Master Schedule for SHPE Outreach Weekend
2. Organize all activities and workshops for the attendees.

### Sub-Section VII. **Committee Associate**

1. Each associate shall act on behalf of their respective Committee Chair Persons.
2. Shall carry out delegated tasks needed to ensure completion of the committees' goals

## **ARTICLE IX. MEMBERSHIP**

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### **Section I. MEMBERSHIP**

The membership shall be composed of the following types of members: Regular, Associate, Affiliate, and Honorary.

1. Regular Members shall be students enrolled in an engineering or science degree-granting curriculum at Rensselaer or at another institution within the New York State Capital Region, and shall pay the membership fees as set according to Article X.
2. Associate Members shall be students enrolled in any other non-engineering or non-science degree-granting curriculum at Rensselaer or at another institution within the New York State Capital Region, and shall pay the membership fees as set according to Article X.
3. Affiliate Members shall be students who believe in and support the purpose of this organization. They are exempt from dues and may not vote or hold office.
4. Honorary Members shall be individuals (i.e., alumni and professionals) who believe in and support this organization. They are exempt from dues and may not vote, petition or hold office.

### **Section II. MEMBERSHIP STANDING**

Members who attend the meetings and participate in the organization's activities shall be considered members in good standing. It is the responsibility of the Executive Board to determine this status by keeping accurate record of participation and awarding SHPE points to members. Amount of SHPE points received for participation is to be defined at the beginning of the year by the Executive Board.

### **Section III. TERMINATION OF MEMBERSHIP**

1. Any member may terminate his/her membership at any time through written notification to the External Secretary.
2. Any member who is requested to terminate her/his membership may bring her/his appeal to the Advisory Board.

### **Section IV. LIABILITY**

No member shall be held personally liable for any debts, liabilities or obligations when requested to act on behalf of the organization.

## **ARTICLE X. MEMBERSHIP FEES**

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The membership fees shall be set annually by the Executive Board and are subject to review by the Advisory Board.

## **ARTICLE XI. ELECTIONS AND PROCEDURES**

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1. Elections for Executive Board positions shall be held in the fall and spring semesters, ideally the second to last general body meeting of the semester, and all members shall receive notice of the elections at least one (1) month prior to the date of election.

2. Only Regular and Associate members in good standing (as defined in Article IX, Section II) may hold office in the Executive Board.
3. President, Vice President, and Treasurer must not hold a position in office in any other club/organization during the period or fraction of their new term.
4. Only Regular and Associate members in good standing may vote.
5. Each eligible member shall formally announce his/her candidacy at least one week prior to the elections via a candidacy platform. This formal statement shall be sent to voting members by electronic or regular mail, no later than 5 days prior to elections.
6. All candidates will be allowed five (5) minutes prior to the elections for final comments or to answer questions.
7. Absentee ballots must be signed, sealed, dated, and received by the External Secretary at least 24 hours prior to the election.
8. Absentee ballots will be available pursuant to Article IV, Section III, subsection 5.
9. A candidate is considered elected if she/he receives two thirds (2/3) of votes cast by the eligible voting membership in person or by absentee ballot.
10. In the event that no candidate receives two thirds (2/3) of the votes, a standoff election between the top two vote recipients will be held. Absentee ballots will not be accepted for the purpose of a standoff election. The candidate who receives a simple majority of the votes shall be declared the winner.
11. In the event that after elections there is an empty chair, a Regular or Associate member in good standing may “run off the floor”.
12. Webmaster, External Secretary, Internal Secretary, Alumni & Corporate Relations Chair, and Regional Representative shall be elected for fall and spring semesters.
13. President, Vice President, and Treasurer shall be elected per academic year.

## **ARTICLE XII. REMOVAL OF OFFICERS**

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The procedure for the removal of an Executive Board member is as follows:

1. A petition signed by at least 40% of the general membership, exclusive of honorary members, must be presented to the Advisory Board along with a list of reasons for requesting impeachment.
2. The Advisory Board will have a closed hearing with the member whose impeachment is sought. The member has the right to request that fellow Executive Board members attend this hearing.
3. If the Advisory Board finds the grounds for impeachment legitimate, it shall call for a meeting of the general membership, exclusive of honorary members.
4. Removal of the officer must be approved by two-thirds (2/3) of the voting members.
5. The vacant spot shall be filled pursuant to Article XI.
6. In the case that the Freshman Representative does not perform his/her duties sufficiently, removal is decided by a majority of the Executive Board. The re-appointment of the Freshman Representative position shall be in accordance with Article IV, Section VII.

## **ARTICLE XIII. CATASTROPHE CLAUSE**

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1. In the case of removal or resignation of both the President and Vice President or the entire Executive Board, elections will be conducted by the Advisory Board in accordance with Article XI: Sections II, VI, IX, & X.
2. In the case of the removal or resignation of the President, the Vice President shall seize the Presidency and conduct elections for the Vice Presidency position in accordance with Article XI: Sections II, VI, IX, & X. With

the option to stay an extra term given said catastrophe, exempting them for one term from Article IV, Section I, Subsection 8.

3. In the case of the President going on a co-op/internship experience, it shall be taken to a two-thirds (2/3) majority vote of the Executive and Advisory Boards members whether their Presidency remains given the following restraints:
  - a. Staying within 25 miles of RPI's Troy campus
  - b. Having the same time commitment as that of a full-time student at RPI as defined by RPI's Official Student Handbook
  - c. Fulfilling any other concerns brought by the remainder of the Executive Board and Advisory Board.
4. In the case of the removal or resignation of the Vice President, the President shall conduct elections in accordance with Article XI: Sections II, VI, IX, & X.
5. In the case of the removal or resignation of the Webmaster, External Secretary, Internal Secretary, Treasurer, Regional Representative, or Alumni and Corporate Relations Chair, the President shall appoint a member who is eligible as defined in Article XI: Section II.

## **ARTICLE XIV. ENTERING AND EXITING OFFICERS**

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1. The exiting Executive Board shall work closely with the new Executive Board in order to achieve a smooth transition of power.
2. Exiting officers are relieved of all duties, except those that they are personally involved in or those that cannot be undertaken by the new officer immediately (which will be deemed by the Executive Board). All exiting officers are expected to finish such tasks to the fullest.
3. Executive Board members who are graduating seniors shall only be expected to aid in transition or maintain their duties until the end of the semester in which they graduate.
4. Newly elected and appointed officers assume their position immediately after the "transitional meeting" is held. In the case of a catastrophe, the transition of power remains under the discretion of the remaining Executive Board. However, committees cannot be restructured until a new academic year.

## **ARTICLE XV. AMENDMENTS AND BY-LAW REVISIONS**

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1. Proposed amendments shall be submitted along with its justifications to the Executive Board for submission to vote. This vote will be done by the general body membership with a favorable vote of a two-thirds membership present and representing a quorum of eligible voters.
2. Voting may happen outside of general body meetings, requiring detailed procedures through online services by the President. Voting will be done via an online voting system that will keep track of which members are eligible to vote.

