SHPE
Leading Hispanics in STEM

Chapter
Reactivation Kit

Welcome Back To SHPE!

REVIVE

WWW.SHPE.ORG

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¡Bienvenidos de vuelta a
nuestra familia!

We are excited that you're taking the steps to revive your SHPE chapter. The strength of SHPE is in our extraordinary members and the accomplishment of our chapters.

This document outlines the requirements needed for your chapter to be officially recognized by SHPE. Don't hesitate to reach out to chapters@shpe.org if you have any questions along the way.

We can't wait to welcome you back into the SHPE familia!

Chapter Requirements By Chapter Type

	Junior	Student	Professional
10 Members	X	X	X
Member Information Document	X	X	X
Executive Board	X	X	X
Chapter Bylaws	X	X	X
Chapter Application	X	X	X
Chapter Advisor	X	X	
School Agreement Form	X	X	
Student or Professional Chapter Sponsor	Recommended		

The following pages contain detailed information and tips on each of these requirements.

10 Active Members

A minimum of 10 members must register on https://shpeconnect.org/ and pay the membership fee.

Note: Contact membership@shpe.org if you have any questions about this process or run into any issues.

Member Information Document

Please utilize the template found here to submit the members, advisor (if applicable), and board members that should be associated with your chapter.

This document will be submitted in the New/Reviving Chapter Application as a word file. Make sure to check the comments in the template for tips on submission.

Executive Board

Select executive board members (President, Vice President, Treasurer, Secretary) for your chapter. **A minimum of four members must participate as board members for the chapter.**

In the first year, you can elect via vote these board positions or self-elect these roles. In all subsequent years, you will follow your election protocol outlined in your bylaws.

You are welcome to have more than four board members to fit the needs of your chapter. Additional information on the general expectations of these roles can be found in the chapter bylaw templates.

Chapter Bylaws

If you find your chapter's previous bylaws, be sure to update them as they are likely outdated. Otherwise, start with the appropriate bylaws template for your chapter type and add content specific to structure and needs of your chapter:

- **Junior Chapter Bylaw Template**
- **Student Chapter Bylaw Template**
- **Professional Chapter Bylaw Template**

Tip: Strict bylaws can make it hard to stay in accordance. Instead, write bylaws that operate as guidelines.

For example, you might state that *"there'll be a minimum of 10 board members and a maximum of 30"* rather than requiring exactly 15. Or you might suggest an annual board meeting rather than a regular meeting on the first Tuesday of every new year.

It is ok if things are a little different in your first year back as you get established and won't necessarily need to capture that in the bylaws.

For example, *your chapter may be established in the Fall so you'll need to do board elections in September so that you have a board in place for the year*. *You won't need to capture that in the bylaws.*

Chapter Advisor

Advisor must be a school employee.
Chapter Advisors will act as the liaison between SHPE chapters, SHPE National, and your school. Advisor support can be through attending Chapter events, advocating for the Chapter on campus, and by checking in with Chapter Leaders on goals.

Primary responsibilities of Chapter Advisors include:

- Individual member support- letter of recommendation, mentor, etc.
- Knowledge of key dates and events for SHPE National to ensure awareness and accountability for the Chapter
- Act as liaison between chapter and school- help members navigate the supports provided by your institution

Chapter advisors receive free membership. Please have them reach out to membership@shpe.org to request the membership code for chapter advisors.

Sponsor Chapter

Junior Chapters are encouraged to have sponsorship by either a professional or student chapter.

While not required, sponsors enable Junior Chapters to receive local support and guidance and engagement opportunities.

School Agreement **Form**

Before you complete the Chapter Application, you will first need to reestablish your SHPE chapter through your school's protocol to be a recognized as a student club/organization at your school. This process will vary by school.

Chapter advisors may need to help chapter leaders navigate this process. You should consult with your school's student organizations office for any additional steps required to officially revive the chapter.

Utilize the school agreement template found here that demonstrates that your institution recognizes the chapter as an official student organization.

The agreement must be on school letterhead and signed by a school employee and chapter advisor.

Chapter Application

Complete the New/Reactivating Chapter Application here.

In addition to the information detailed in this handbook, you will need the following for the application:

- **Chapter Information:**
  Chapter Name, Region, Email, Website, and Number of members.
- **School Information (if applicable):**
  School Name, Address, Phone Number, Academic Term System, Beginning and Ending Month of Academic Year
- **Chapter Leadership:**
  Board information (Name, Email, SHPE ID Number)
- **Chapter Advisor Information (if applicable):**
  Name, Title, Email, Phone Number
- **Sponsoring Chapter Information (if applicable):**
  Chapter Name, Chapter Representative Name, Number, Email
- **Documents to be submitted:**
  Member Info, Bylaws, School Agreement (if applicable)

SHPE
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Chapter Application
Template Links

Bylaws (All Chapter Types)

Junior Chapter
Student Chapter
Professional Chapter

Submit as word document in chapter application

Member Information (All Chapter Types)

Template Link

Submit as word document in chapter application

School Agreement Form (Jr & Student Chapters)

Template Link

Submit as PDF in chapter application

Back in Action
Checklist

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- ☐ Create chapter email & shared drive

- ☐ Host an informational session

- ☐ Recruit a minimum of 10 members

- ☐ Identify executive board & submit here

- ☐ Identify chapter advisor, if applicable

- ☐ Identify sponsor chapter, if applicable

- ☐ Plan at least one meeting in first 3 months

- ☐ Connect with your Regional Leaders

- ☐ Complete new chapter application

See next page for tips on creating a shared email, hosting an informational session, and connecting with regional leaders!

Tips to
Get Started

Chapter Email & Shared Drive

Use the software that makes the most sense for your chapter. Google is a good free option.

Recommendation: Create a general one for your chapter that includes your chapter name (SHPE_VFW@gmail.com) and share the username and password with your chapter advisor and executive board so that you can all access the email and the files.

Start Recruiting Members @ Info Session

Utilize SHPE's Marketing materials to get started again! Flyer, Membership Kit with email and social media templates, and Brochure found here under the Membership tab. SHPE logos can also be found on that page under the SHPE Branding tab. Since your chapter is reactivating, there are other things to consider beyond just hosting informational sessions (e.g., a "Welcome Back" event, reconnecting with past members, etc.).

Recommendation: Invite a regional leader to join!

Regional Leadership Team

Each region has a regional leadership team consisting of a Regional Vice President (RVP), Regional Student Representative (RSR), Regional Graduate Representative (RGR), and Regional Junior Representative (RJR). Connect with them for guidance and support as you start your chapter.

Regional leaders can be found here.

SHPE'S TEAM IS HERE FOR YOU!

📅 Schedule time with us here!

🌐 www.shpe.org

✉️ chapters@shpe.org

⬡ Who to Contact & Important Links