

Illinois Institute of Technology

All offices shall be held for one full academic year effective at the start of the summer semester and will be inaugurated at the end of the year banquet. With exception to those who will graduate in the Fall of the academic term.

Section 5.6: Duties of Officers

5.6.1) President

- I.** Presides over meetings and votes only as a tiebreaker during board meetings.
- II.** Coordinates activities between other officers.
- III.** Shall be responsible for organizing a weekly board meeting.
- IV.** Shall be responsible for keeping connections with corporations in the region and the Regional Student Representative (RSR).
- V.** Determine NILA Attendees.
- VI.** Shall be responsible for the completion of the National Report Program (NRP) report at the end of each semester.

5.6.2) Internal Vice President

- I.** In absence of the president or by delegation, the internal vice president shall take over the president's responsibilities. The internal vice president shall become the interim president if and when the president resigns or becomes disqualified for the position up to and including the day of the new president.
- II.** In addition, the internal vice president shall serve as the MC for SHPE-IIT in the End of the Year Banquet.
- III.** Head of the Future Leadership Initiative (FLI).
- IV.** Will oversee the Graduate Student Chair.

5.6.3) External Vice President

- I.** Shall maintain relationships with the professional chapter (SHPE-Chicago) and other regional chapters.
- II.** Shall be responsible for keeping connections with other student organizations at the Illinois Institute of Technology.
- III.** Shall be responsible for chapter development events with other chapters.
- IV.** Maintain record of alumni.
- V.** Oversee Outreach chair.
- VI.** Oversee Professional Development Chair

5.6.4) Secretary

- I.** In charge of the minutes for each general and executive board meeting.
- II.** Maintains important records as well as action items with person held responsible and deadline.
- III.** Shall be responsible for votes and keep record of it in the minutes.

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- IV. Shall serve as chairperson for the National Report Program (NRP) committee.
- V. Shall be responsible for printing and providing an attendance list for all general meetings.
- VI. Provide a calendar of events per semester.

5.6.5) Treasurer

- I. Shall be responsible for the organization's financial accounts and bookkeeping. This includes managing donations, placing purchase requests, and reimbursing members for SHPE-related expenditures.
- II. Ensures funds are not misused.
- III. Shall be responsible for providing budget and submitting proposals to Finance Board, and contacting student activities advisor.
- IV. Maintain sufficient funds for normal operation.
- V. Develop a funding proposal for each event during the year.
- VI. Will oversee the fundraising chair and event coordinator.

Section 5.7: Duties of Chairs

5.7.2) Outreach Chair

- I. Shall serve as a source of information and activities for community involvement
- II. Shall solicit from the membership and executive board community service ideas and community service goals.
- III. Propose and plan community service projects for the chapter and present to the executive board for approval.
- IV. Encourage SHPE-IIT's participation in neighborhood groups and other SHPE chapter outreach events.
- V. Shall be responsible for planning and executing a minimum of one Noche De Ciencias per semester. Assisting another SHPE chapter with their Noche de Ciencias also counts.
- VI. Maintain communication with SHPE Jr. Chair and assist where needed.

5.7.2) SHPE Jr. Chair

- I. Maintain communication with SHPE Jr. Chapter advisor and president.
- II. Coordinate events that promote the STEM fields with the SHPE Jr. Chapter. A minimum of one event per month or minimum set by SHPE-IIT president.
- III. Shall be responsible for obtaining information and resources from SHPE National and providing them to the SHPE Jr. Chapter. This also includes assisting the monthly SHPE National webinars on SHPE Jr. resources.
- IV. Assist the outreach chair with Noche de Ciencias. This includes inviting the SHPE Jr. Chapter to the event.

5.7.3) Public Relations

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- I.** Shall be responsible for creating and posting advertisements for SHPE events on all types of media (Facebook, HawkLink, etc.).
- II.** Will take pictures and video of events. This includes posting on the Facebook group after every event.
- III.** Shall be responsible for the completion of any article relating any SHPE event that is requested by the school or outside organizations.
- IV.** Shall be responsible for submitting to IIT-Today articles relating any award awarded to SHPE-IIT.

5.7.4) Event Coordinator

- I.** Shall be responsible for submitting room requests through Hawklink for all SHPE events.
- II.** Shall keep google calendar up to date with every SHPE event and ensure there is a flyer and a Facebook marketing post for each of those events.
- III.** Shall be responsible for assisting members with their events and finding volunteers help set up for each
- IV.** Shall be responsible for creating purchase requests for various events through the semester
- V.** Shall be responsible for assisting the President, Liason, and Conference Chair with End of the Year Banquet.

5.7.5) Graduate Student Chair

- I.** Shall be responsible for maintaining contact and keeping track of the graduate students from SHPE-IIT.
- II.** Shall be responsible for organizing workshops pertaining graduate school and graduate programs available to undergraduate and graduate students.
- III.** Shall be responsible for keeping alumni records.

5.7.6) Scholars Chair

- I.** Shall be responsible for an academic program and leading members towards academic excellence.
- II.** Will records of SHPE-IIT's members GPA. This includes sending anonymous surveys to the general body to record GPAs a week before finals and after finals for each semester.
- III.** Shall be responsible for planning and executing at least three study night with one study night prior to finals week of each semester.

5.7.7) Fundraising Chair

- I.** Shall be responsible for planning and executing at least two fundraising events per semester. Should seek assistance from event coordinator and public relations chair if needed.
- II.** Shall be responsible for contacting local business for possible fundraising events.

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5.7.8) Professional Development Chair

- I. Shall attempt to coordinate at least 1 certification offered as a course for the IIT student body.
- II. Provide resources/ feedback to help students improve their resume, LinkedIn, interview skills and other preparatory events for career fairs and conferences.

5.7.9) Recruitment Chair

- I. Shall take lead in recruiting new members at the involvements fair and engineering fair.
- II. Shall take lead in engaging members during all social events.
- III. Will coordinate recruitment events at the MTCC Bridge.
- IV. Shall keep records of how many new paid members we have each semester.

5.6.6) Technical Officer

- I. Shall be responsible for managing the electronic accounts and emails for the executive board and organization. This includes password recovery. Also, ensure that the recovery information is not changed by the rest of the executive board.
- II. Shall be responsible for managing and updating the website in accordance with NRP Report guidelines.
- III. Shall be responsible for ensuring any technical equipment is available for events.
- IV. Provide any technical knowledge and advice for the rest of the executive board.
- V. Shall be responsible for introducing new technologies to assist the organization's operations.

5.7.10) Liason

- I. Shall be an assistant to the president and any executive board members at their discretion.
- II. Shall be an active member in the end of the year banquet.
- III. Shall provide general guidance to improve member engagement during GBMs.

Section 5.8: Provisions for Removal of Officer or Chair

If an officer or chair is unable to fulfill their duties to the organization or meet eligibility requirements, he/she may be removed from office with a two-thirds vote of the executive board. In some cases, the Office of Campus Life (OCL) might need to be contacted to receive final approval. If officer is removed, the elected president shall appoint interim board member(s) in case no nominations are received and approved.

6.0 ARTICLE VI – Nominations

6.1.1) A nomination can be made by any member and must be seconded if the member is not present to accept.