

Student Chapter Guidelines

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Abstract

This document has the guidelines, procedures, requirements, and templates for maintaining a student chapter of MAES. The documentation also addresses renewal registration of chapters and the bylaws.

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- This document shall be posted on the MAES public website.
- This document shall not be posted on the MAES public website.

Foreword

I. Responsibility, Maintenance, and Approval

This policy shall be the responsibility of the MAES UTSA Chapter Committee, herein referred to as the Responsible Committee.

- The Chair of the Student UTSA Chapter Committee is the President of the UTSA Chapter
- The President of the UTSA Chapter may be contacted at maesutsa.president@gmail.com

This policy shall be maintained by the President of the UTSA Chapter.

- The President of the UTSA Chapter may be contacted at maesutsa.president@gmail.com

Revisions of this policy shall be approved by the MAES National VP of Chapters.

II. Document History Log

The document history log identifies previously released versions of this document and the authors of that revision/change. Revisions require UTSA chapter officers approval, changes require Responsible Committee approval.

Revision	Change	Change Description	Date	Author(s)
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Student Chapter Guidelines

1 Scope

The purpose of the Student Chapter Guidelines is to manage the network of student chapters within MAES through clear guidelines, procedures, and requirements. This document addresses the process for chartering or renewing a student chapter of MAES. As part of the renewal process, the End of Year Report process is also addressed.

2 Establishing a Student Chapter

2.1 Formation of a Student Interest Group

A Student Interest Group shall be established at an academic institution for the purpose of chartering a Student Chapter.

A Student Interest Group shall be formed when a request to establish a Student Chapter is filed on the MAES website, www.mymaes.org.

An automated email shall be submitted to the requestor with a copy of all necessary policy documents and associated forms to support the establishment of a Student Chapter. The email will also contain regional contact information for the Regional Council in which the Student Interest Group exists.

A Student Interest Group shall consist of five (5) or more student members of MAES currently working with their academic institution and MAES to establish a Student Chapter. These student members will serve as interim officers until official elections are held.

A Student Interest Group shall be granted all the rights and privileges of a student chapter for one (1) academic term.

2.2 Submission of Student Chapter Application Packet

A Student Interest Group shall submit the following materials as part of the Student Chapter Application Packet:

- Student Chapter Charter Application
- Student Chapter Bylaws (must be signed and ratified by membership)

The Student Chapter Application Packet shall be submitted in a single email to chapters@mymaes.org. All materials must be in .doc, .docx, or .pdf format; other formats will not be accepted. All materials will become the property of MAES and will not be returned. All contact data will be treated as confidential MAES data.

2.3 Review of Student Chapter Application Packet

The NVP of Chapters shall review the Student Chapter Application Packet for completeness. If any issues exist with submitted materials, the NVP of Chapters will work with the Student Interest Group to correct them.

The NVP of Chapters shall accept the Student Chapter Application Packet when all requirements have been met and recommend to the NBOD that the Student Chapter be approved.

2.4 Approval of Student Chapter

A Student Interest Group shall be upgraded to a Student Chapter upon approval by the NBOD.

Approved Student Chapters shall have a charter certificate presented at the General Membership Meeting at the forthcoming MAES Symposium.

3 Renewing a Student Chapter

3.1 Submission of Student Chapter Renewal Packet

A Student Chapter shall renew itself annually by May 1 with nationals and by September 1 with UTSA.

A Student Chapter shall submit the following materials as part of the Student Chapter Renewal Packet through MAES:

- Student Chapter End of Year Report
- Student Chapter Renewal Application
- Student Chapter Membership Roster (must adhere to template)
- Student Chapter Bylaws (must be signed and ratified by membership)

The Student Chapter Application Packet shall be submitted in a single email to chapters@mymaes.org. All materials must be in .doc, .docx, .xls, .xlsx, or .pdf format; other formats will not be accepted. All materials will become the property of MAES and will not be returned. All contact data will be treated as confidential MAES data.

A Student Chapter shall submit the following materials as part of the Student Chapter Renewal process through UTSA:

- Student Chapter End of Year Report (May 15)
- Attend all University mandated trainings
- Advisor Agreement Form
- Student Chapter Officer Directory

The Student Chapter End of Year Report shall be submitted through utsa.collegiatelink.net. The Advisory Agreement form can be found on RowdyLink. To re-register the chapter, a previously registered officer has to go to RowdyLink and follow the registration process by submitting the Advisor Agreement Form and the Officer Directory.

3.2 Review of Student Chapter Renewal Packet

The National Student Committee (NSC) shall review the Student Chapter Renewal Packet for completeness. If any issues exist with submitted materials, the National Student Representative (NSR) will work with the Student Chapter to correct them.

The NSC shall use the information contained in the Student Chapter Renewal Packets to assemble a Student Chapter Directory for the following academic year.

The NSC shall evaluate the End of Year Reports to determine which student chapters will be presented with Student Chapter Awards at the forthcoming MAES Symposium.

3.3 Status of Student Chapters

A Student Chapter shall be classified into one of three status categories annually.

	Active Chapter ⁽¹⁾	At-Risk Chapter ⁽²⁾	Inactive Chapter ⁽³⁾
Submitted a Student Chapter Application Packet to MAES. Registered through UTSA.	X	X	X
Submitted a Student Chapter Renewal Packet to MAES.	X	X	
Held elections in accordance to the chapter's bylaws.	X	X	
Hosted, supported and/or planned an educational outreach event (i.e. Science Extravaganza, FIRST Robotics, etc.).	X		
Hosted, supported and/or planned a student development event (i.e., corporate speaker, financial planning, grad school workshop, ethics, leadership 101, etc.)	X		
Sent representative(s) to the MAES Chapter Development Summit.	X		
Sent representative(s) to the MAES Leadership Academy.	X		
Sent representative(s) to the MAES Symposium.	X		
Purchased a membership code and registered at least five (5) student members for the academic year.	X	X	
<p>Note:</p> <ol style="list-style-type: none"> 1. An Active Student Chapter has completed the listed requirements during the current academic year. 2. An At-Risk Chapter has completed the listed requirements within the current academic year. 3. An Inactive Chapter has met none of the requirements for an Active or At-Risk Student Chapter with the exception of having a charter and bylaws on file with MAES. 			

3.4 Cancellation of Student Chapters

A Student Chapter shall have its charter cancelled by the MAES NBOD when two (2) of the three (3) following conditions have been met during the current academic year.

- Student Chapter has not submitted an End of Year Report for two (2) consecutive years
- Student Chapter has not held officer elections for three (3) consecutive terms.
- Student Chapter has been characterized as an Inactive Chapter for two (2) consecutive years.

4 Elements of a Student Chapter

4.1 Advisors

A Student Chapter shall have one or more faculty and/or staff advisors employed by the UTSA. A Student Chapter shall have, in addition to any faculty or staff advisor(s), a professional chapter advisor where a MAES Professional Chapter exists.

4.2 Budget

Student chapters shall develop and approve an annual budget. The budget is to outline all incomes, expenses, and assets of the chapter. In developing the income component of the budget, the chapter should look at a variety of funding sources including, but not limited to, corporations, government agencies, and local professional chapters. MAES has a limited ability to provide direct funding to chapters and can provide information on how and where to solicit for funding.

4.3 Bylaws

Student chapters shall develop and maintain a set of bylaws within the framework of MAES and other affiliated societies and the academic institution to which it belongs. The bylaws are the set of rules adopted by the chapter for governing its own meetings and affairs. The bylaws should be clear, concise, unambiguous, and correspond with the actual (or intended) practice and operation of the chapter. The bylaws shall also reflect the day they were ratified and approved by the chapter membership.

The bylaws shall require the following:

- Conferences: Student Chapters to send at least two (2) delegates to all MAES conferences, especially the MAES Symposium, MAES Leadership Academy, and MAES Chapter Development Summit.
- Registration/Dues: Student Chapters shall collect annual dues in the amount of \$10 or more from each student member. The Student Chapter will retain this money. The Student Chapter shall ensure that all student members are registered online at www.mymaes.org.
- Elections: Student Chapters shall hold elections according to a set calendar established within the bylaws addressing major milestones including Call for Nominations, Elections, Announcement of Results, and provisions for Runoff Elections.
- Meetings: Student Chapters shall hold at least one (1) general meeting and/or socials per month while classes are in general session.
- Outreach: Student chapter shall hold at least one (1) outreach event per year, preferably a Science Extravaganza.
- Retreat: Student Chapters shall host an Executive Committee Retreat annually.

4.4 Communication

Student Chapters shall establish standardized communication methods that can be handed down from year-to-year through institutional or cloud-based solutions including mailboxes, calendars, cyberdrives, and mailing lists.

4.5 Elections

Student Chapters shall have elections to select its officers. Elections should occur annually if possible, semi-annually (each semester) if necessary. The scheduling of elections should occur so that there is time to transition between outgoing officers and incoming officers. It is recommended that elections close and results be announced at least 30 days prior to the start of finals of the last semester/quarter.

4.6 Financial Accounts

Student Chapters shall maintain one or more financial accounts, either on or off campus, as mandated by their academic institution. Checks written from off-campus accounts shall be co-signed by two officers, one of which is the Treasurer. In special circumstances, student chapters may request authorization to use the MAES' 501(c)3 National Tax Identification Number in order to gain tax-exempt status for purchases and establishments of an off-campus account only if the academic institution does not provide an on-campus or off-campus account for university extracurricular activities or organizations. Request for authorization must be submitted electronically to the National Vice-President of Finance at nvp-finance@mymaes.org If a Chapter is authorized to use the MAES Tax Identification Number, they shall submit an IRS Form 990 on annual basis by February 15.

4.7 Fiscal Year

Student chapters shall align their Chapter's Fiscal Year to MAES's Fiscal Year if they are using the MAES Tax Identification Number.

4.8 Members

Student Chapters, per the Bylaws of MAES, shall extend membership to all full-time and part-time students regardless of degree, age, citizenship, classification, cultural heritage, disability status, ethnicity, gender identity, national origin, political beliefs, race, religion, sex, or sexual orientation. In order to be considered a MAES member in good standing and be eligible for MAES benefits, discounts, scholarships, etc. all student members must have current dues paid and be registered on the MAES website.

4.9 Name

Student Chapters shall have a full formal name and may have an informal name to identify the chapter to the public.

The full formal name shall incorporate all information related to the identification of the chapter.

- The full formal name shall incorporate the name and/or acronym of the school to which it belongs.
- The full formal name shall incorporate the names and/or acronyms of other societies to which it is affiliated with. These chapters will be referred to as “joint”.
- The full formal name shall start with the word “MAES” end with the words “Student Chapter”.

4.10 Officers (Executive Committee)

Student chapters shall have officers and should identify and create additional officer positions as needed. The chapter shall at minimum have a President, Vice President, Secretary of Administration, Secretary of Finance, and Secretary of Membership. The officers should collectively manage the day-to-day operations of the chapter as well as planning, management, marketing, implementation, and reporting of events and programs of the Chapter. Term of office should be no greater than one (1) year, however bylaws should allow for individuals to run for multiple terms.

- The President shall be the chief executive officer of the chapter and shall in general supervise and control all of the business and affairs of the chapter.
- The Vice President shall assist the President in all business and affairs concerning the chapter and serve as Acting President should the office become vacant.
- The Secretary of Administration shall be the chief records officer of the chapter and shall in general handle the creation, distribution, and maintenance of records of the chapter.
- The Secretary of Finance shall be the chief financial officer of the chapter and shall in general handle the budget and the coordination, management, performance, record keeping, and reporting of financial transactions of the chapter.
- The Secretary of Membership shall ensure student members are registered, provide new members with MAES Chapter and Membership information, oversee membership “Registration Code” distribution, maintain and submit the Chapter’s Membership Roster, and lead efforts to maintain and increase Chapter Membership.

4.11 Training and Strategic Planning

Student chapters are recommended to participate in training and strategic planning events to maintain a skilled Executive Committee, develop a strategic plan for the chapter, and sustain a growing and active membership.

4.12 Websites and Social Media

Student Chapters should establish a chapter website or other web based communication media. When using social media (e.g. Facebook, Instagram, etc.), the name of the group/page should incorporate the name of the university and “MAES” to facilitate searches.

Appendix A: Standard Operating Procedure for the Starting or Renewal of Student Chapters

No.	Responsibility	Individual/Group
1	Starting a Student Chapter	
1.1	Request to form Student Interest Group is filed via website.	Requestor
1.2	Website responds to requester with information, policy, templates, and forms to start a Student Chapter.	Website
1.3	Regional VP and/or Regional Student Representative reach out to requestor and provide support as needed to complete application.	(automated)
1.4	Requestor submits completed Student Chapter Application Packet to NVP of Chapters for review.	RVP or RSR
1.5	Requestor provides support as needed to complete application.	Requestor
1.6	Requestor submits completed Student Chapter Application Packet to NVP of Chapters for review.	
1.7	NVP of Chapters reviews Student Chapter Application Packet for completeness; incomplete packets are reviewed with Student Interest Group to resolve gaps.	NVP Chapters
1.8	NVP of Chapters submits completed Student Chapter Application Packet to NBOD for consideration at next NBOD meeting.	NVP Chapters
1.9	National President adds Student Chapter Application Packet to upcoming NBOD agenda for approval of Chapter.	National President
1.10	NBOD approves document.	NBOD
1.11	National President notifies Student Interest Group that they have been approved and are now a Student Chapter; remind them they will be presented with their charter certificate at the forthcoming Symposium.	National President
1.12	NVP of Chapters archives Student Chapter Application Packet.	NVP Chapters
1.13	NVP of Chapters presents charter certificate at Symposium to Student Chapter.	NVP Chapters
2	Renewing a Student Chapter	
2.1	Student Chapter submits completed Student Chapter Renewal Packet to NSC.	Student Chapter
2.2	NSC reviews Student Chapter Renewal Packet for completeness; incomplete packets are reviewed with Student Chapter to resolve gaps.	NSC
2.3	NSC updates Student Chapter Directory.	
2.4	NSC scores End of Year Reports and identifies recipients of Student Chapter Awards.	NSC
2.5	NSC presents Student Chapter Awards at Symposium to Student Chapters.	NSC

Appendix B: Charter

The following is how the Student Chapter Charter Certificate looks. An embossed gold sticker bearing the seal of MAES is placed to the left of the signature lines.

Student Chapter Bylaws

The Society of Mexican American Engineers and Scientists, Inc. (MAES)

Bylaws of the MAES UTSA Student Chapter
Ratified and Approved on May 25, 2017

Article I: Name, Association, and Sanction

Section 1 NAME. The name of the organization shall be the MAES UTSA Student Chapter, herein also referred to as the Chapter.

Section 2 AFFILIATION. The Chapter shall be affiliated with The Society of Mexican American Engineers and Scientists, Inc., herein also referred to as the Organization or MAES.

Article II: Charter

Section 1 AUTHORITY. The Chapter is not a legal entity in itself and cannot operate autonomously. The Chapter is authorized to adopt its own rules and regulations while remaining compliant to the rules of MAES and UTSA.

Section 2 FINANCES. The Chapter is financially obligated to its University/College and the University/College is obligated and responsible for the financial affairs of the Chapter. In the event of the dissolution of the Chapter, all assets of the Chapter remaining after payment or settlement of the indebtedness of the Chapter shall be returned to the University/College.

Article III: Purpose

Section 1 PURPOSE. The purpose of the Chapter shall be to:

- A. Promote the advancement of minority engineers and scientists in employment and education.
- B. Promote student advancement for minority engineers and scientists by fostering cooperation among industry, government, and the academic and

student communities to improve educational and employment opportunities.

- C. Develop a working network with area employers and schools to encourage minority students to enter in Science, Technology, Engineering, and Mathematics degree programs.
- D. Improve the retention of minority students enrolled in Science, Technology, Engineering, and Mathematics degree programs.
- E. Provide mentorship, counseling and financial assistance to minority students in Science, Technology, Engineering, and Mathematics degree programs.
- F. Promote the advancement of Science, Technology, Engineering, and Mathematics to minority communities through community involvement and outreach.

Article IV: Membership

- Section 1 MEMBERSHIP. The Chapter shall extend membership to any full-time or part-time student that supports the objectives and goals of MAES.

- Section 2 NON-DISCRIMINATION. The Chapter shall extend membership to all students regardless of degree, age, citizenship, classification, cultural heritage, disability status, ethnicity, gender identity, national origin, political beliefs, race, religion, sex, or sexual orientation.

- Section 3 DUES. The Chapter shall require annual dues be paid to Chapter in the amount of at least \$10/year. The Chapter will provide each member with a "Registration Code" which will entitle the student to register within the MAES Membership System. Students whose dues are current and are registered are considered a "Student Member" in good standing.

- Section 4 VOTING RIGHTS. Only Student Members of the Chapter in good standing shall be entitled to vote.

- Section 5 AUTHORITY TO ACT. Members shall not act for the Chapter or the Organization unless so authorized.

- Section 6 POINTS SYSTEM. The chapter is responsible for the collection and holding of enough opportunities for members to meet the points system requirements. Each member will have a running total of points earned throughout each semester.

Article V: Meetings of Members

- Section 1 REGULAR MEETINGS. Regular meetings of the members shall be called by the Executive Committee. A minimum of four (4) meetings shall be held every academic year.
- Section 2 SPECIAL MEETINGS. Special meetings of the members may be called by the Chapter President, Executive Committee, or by no less than twenty-five percent (25%) of the Chapter members in good standing.
- Section 3 PLACE OF MEETING. The Executive Committee may designate any place as the place of meeting for any regular or special meetings.
- Section 4 NOTICE OF MEETINGS. Notice stating the place, day, and hour of any meeting of members shall be delivered, either personally or by regular or electronic mail to each member of the Chapter, no less than seven (7) days before the date of such meeting. The purpose for which the meeting is called and the general nature of the business to be transacted shall be stated in the notice.
- Section 5 QUORUM. Quorum at any meeting of the members shall be defined as twenty-five percent (25%) of the active Chapter members in good standing and a majority (50% + 1) of the Officers.
- Section 6 PROXIES. Proxy voting at any meeting of the members is not allowed.

Article VI: Officers and The Executive Committee

- Section 1 GENERAL POWERS. The Chapter's affairs shall be managed by its Officers. The Officers shall comprise the membership of the Executive Committee.
- Section 2 OFFICERS. The Officers shall ensure adherence by the Chapter to the bylaws, policies, procedures, and regulations of the Chapter and the Organization.
- PRESIDENT. The President shall be the chief executive officer of the chapter and shall in general supervise and control all of the business and affairs of the chapter.
- A. The President shall preside at all meetings of the members and Executive Committee.
- B. The President shall serve as the primary point of contact with the Organization.

C. The President shall not serve as President of any other organization.

Section 2.1

VICE PRESIDENTS.

EXECUTIVE VICE-PRESIDENT. The Vice President shall assist the President in all business and affairs concerning the chapter and serve as Acting President should the office become vacant.

- A. The Vice-President shall consolidate and submit the annual Student Chapter Renewal Packet.
- B. The Vice President shall take care of all UTSA matters

OUTREACH VICE-PRESIDENT. The Outreach Vice President shall assist the President in all business and affairs concerning outreach to the nearest community, UTSA community, San Antonio professional chapter, and other MAES student chapters.

- A. The Vice-President of Outreach shall serve the primary role of contacting the community for the support of the chapter and to help the community

Section 2.2

SECRETARY OF ADMINISTRATION. The Secretary of Administration shall be the chief records officer of the chapter and shall in general handle the creation, distribution, maintenance, and archiving of records of the chapter.

- A. The Secretary of Administration shall serve in the primary role of responsibility for the creation, distribution, and maintenance of records including committee reports, decisions, meeting minutes, resolutions, rosters, and votes.

Section 2.3

SECRETARY OF FINANCE. The Secretary of Finance shall be the chief financial officer of the chapter and shall in general handle the budget and the coordination, management, performance, record keeping, and reporting of financial transactions of the chapter.

- A. The Secretary of Finance shall serve in the primary role of responsibility for the planning and approval of the annual budget. The Executive Committee shall approve the annual budget.
- B. The Secretary of Finance shall serve in the primary role of responsibility for the coordination, management, performance, record keeping, and reporting of financial transactions including accounts, deposits, payments, refunds, reimbursements, and transfers which the Executive Committee have authorized to be executed.
- C. The Secretary of Finance shall present the financial status of the Chapter at every meeting of the members.

Section 2.4

SECRETARY OF MEMBERSHIP. The Secretary of Membership shall in general handle all affairs with membership sustainment and development.

- A. The Secretary of Membership shall maintain the Chapter's Membership.

- B. The Secretary of Membership shall verify that all members are registered in the MAES Membership System by census day (November 1 for fall, March 1 for spring).
- C. The Secretary of Membership shall manage the distribution of "Registration Codes" to members of the chapters once dues are paid.
- D. The Secretary of Membership shall lead efforts to maintain and increase membership.
- E. The Secretary of Membership shall serve in the primary role of responsibility for the creation, distribution, and maintenance of material, collected membership data or stock items such as envelopes, letterhead, name tags, sign-in sheets, etc.

- Section 2.5 PUBLIC RELATIONS. The Public Relations shall serve in the primary role of responsibility for the coordination, management, performance, record keeping, and communicating chapter public affairs including social accounts, meetings, special events, decisions, and announcements which the Executive Committee have authorized to be executed.
- Section 2.6 HISTORIAN. The Historian shall serve in the primary role of responsibility for the creation, management, and distribution of the chapters photographic collection including attending all chapter events, creating public chapter albums, and end of year photographic memoir release which the Executive Committee have authorized to be executed..
- Section 2.7 SCIENCE EXTRAVAGANZA LIAISON. The Science Extravaganza Liaison shall serve in the primary role of responsibility for the planning, organizing, and managing the chapter's annual Science Extravaganza including date, attendees, transportation, parking, location reservations, speakers, activities, volunteers, and funding which the Executive Committee have authorized to be executed.
- Section 2.8 WEB MASTER. The Webmaster shall serve in the primary role of responsibility for the maintenance and management of the chapters website (maesutsa.org) and any relating content within the website including the calendar, links, chapter bylaws, and images which the Executive Committee have authorized to be executed..
- Section 2.9 COESC REPRESENTATIVE. The COESC Representative shall serve in the primary role of responsibility for maintenance of relationship and communication between COESC (College of Engineering Student Council) and the chapter.
- Section 3 TERM OF OFFICE. The Officers shall serve a one-year term of office beginning on June 1 and ending on May 31.
- Section 4 TERM LIMITS. Individuals may not hold the same office for more than two (2) consecutive terms.

- Section 5 QUALIFICATIONS OF OFFICE. The Chapter's Officers shall meet the following qualifications throughout their term of office:
- A. Degree Status: Officer shall be enrolled either part-time or full-time and be seeking a degree.
 - B. Membership Status: Officers shall be a Student Member in good standing.
 - C. GPA: Officers shall have a GPA of 2.5/4.0 or better and a 3.0 for graduate students.
- Section 6 ELECTION OF OFFICERS
- Section 6.1 NOMINATIONS. Nominations for office shall be held during a regular meeting of the members no later than April 1. Candidates may be nominated for more than one office but may only fill one position.
- Section 6.2 ELECTIONS. Elections for office shall be held during a regular meeting of the members no later than April 30. Only members in good standing are eligible to vote.
- Section 6.3 VOTING. Voting shall be by secret ballot. In the event that there is not a majority vote, the top two candidates receiving votes will hold a run-off election.
- Section 6.4 ANNOUNCEMENT OF RESULTS. Announcement of results shall be no later than May 31.
- Section 6.5 RUN OFF ELECTIONS. Run off elections shall be announced when results are released, voting should last no more than 7 days with results being announced by May 31.
- Section 7 TRANSITION OF OFFICERS. Transition of officers shall begin the day after elections results are announced to allow for transfer of skills and knowledge.
- Section 7.1 VACANCIES AND APPOINTMENTS. The Chapter shall hold a special election to fill offices that fall vacant during the interval between elections. An Officer elected to fill a vacancy shall serve for the remainder of the term of his/her predecessor in office. Should the office of President be vacated, the Vice-President shall serve as Acting President until a special election is held.
- Section 8 MEETINGS OF THE EXECUTIVE COMMITTEE
- Section 8.1 REGULAR MEETINGS. Regular meetings of the Executive Committee shall be held no less than one (1) time per month.
- Section 8.2 SPECIAL MEETINGS. Special meetings of the Executive Committee may be called by or at the request of the Chapter President or any two (2) Officers.

- Section 8.3 PLACE OF MEETING. The person or persons authorized to call meetings of the Executive Committee may select any place that provides a professional environment, as the place of meeting for any regular or special meetings.
- Section 8.4 NOTICE OF MEETINGS. Notice stating the place, day, and hour of any meeting of members shall be delivered, either personally or by regular or electronic mail to each member of the Executive Committee, no less than four (4) days before the date of such meeting. The purpose for which the meeting is called and the general nature of the business to be transacted shall be stated in the notice.
- Section 8.5 QUORUM. Quorum at any meeting of the Executive Committee shall be defined as a majority (50% + 1) of the Officers.
- Section 8.6 PROXIES. Proxy voting at any meeting of the Executive Committee is not allowed.
- Section 9 ATTENDANCE. Officers are expected to attend at least 75% of all meetings of the Executive Committee. All Officers not fulfilling this expectation will have their status as an Officer reviewed by the Executive Committee.
- Section 10 REMOVAL OF OFFICERS. Any officer may be removed by no less than a unanimous vote of the Executive Committee whenever, in its judgment, the best interests of the Chapter and the Organization would be served.
- Section 11 RESIGNATION: 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. During a meeting when a resignation is presented, nominations will be taken to fill the office and voting procedures will be conducted.

Article VII: Committees

- Section 1 GENERAL POWERS. The Executive Committee may designate both standing and ad-hoc committees with a specified charter. Each committee shall have an Officer assigned to its membership.
- Section 2 CHAIRMAN. The Executive Committee shall appoint committee chairmen.
- Section 3 VACANCIES AND APPOINTMENTS. Should the chair of the committee be vacant, the Officer assigned to that committee shall serve as acting chair until the Executive Committee can appoint a chairman.
- Section 4 QUORUM. Quorum at any meeting of a committee shall be defined shall be defined as a majority (50% + 1) of the committee members.

Article VIII: Events and Programs

- Section 1 CONFERENCES. The Chapter shall send at least two (2) delegates to all MAES conferences including MAES Symposium, MAES Leadership Academy, and MAES Chapter Development Summit.
- Section 2 RETREAT. The Chapter shall host an Executive Committee Retreat annually to transition control of the chapter from the outgoing officers to the incoming officers.

Article IX: Amendments to Bylaws

- Section 1 These bylaws may only be amended by a majority vote at a regular or special meeting of the members.

Legal Agreement Statement:

The organization agrees to abide by all University policies and local, state, and federal laws.

Disbursement of Organization Assets

All of the organization's assets are to be passed down to the Professional Chapter if the University of Texas at San Antonio organization becomes defunct.

Article X: Adoption of Bylaws

- Section 1 The undersigned, being the delegated members of the Executive Committee in attendance at a duly convened regular meeting of the members, approve these bylaws as the revised bylaws of the Chapter. In witness whereof, we have hereunto subscribed our names.

Chapter President

Date

Chapter Secretary

Date

Section 2 The undersigned, being the delegated member of the MAES National Board of Directors approve these bylaws as the revised bylaws of the Chapter. In witness whereof, I have hereunto subscribed my name.

MAES National Vice President of Chapters

Date