

# **NATIONAL SOCIETY OF BLACK ENGINEERS CONSTITUTION**

*Approved March 1988*

*Revised April 1, 2006*

## **CONSTITUTIONAL AUTHORITY**

The National Society of Black Engineers National Constitution describes the manner in which the national organization shall be governed and structured. This document shall supersede and take authority in matters where working rules of NSBE sub bodies do not exist or are in conflict. As such, all working rules of the sub bodies of NSBE shall comply, and be consistent with this Constitution.

## **PREAMBLE**

The National Society of Black Engineers, as a national student and professional based organization, does hereby dedicate itself to the development of intensive programs for increasing Black and other ethnic minority participation in the field of engineering and engineering technology. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members.

## **ARTICLE I - Name and Type**

The name and type of this organization shall be the National Society of Black Engineers, a non-profit student run organization; hereafter referred to as the National Society.

## **ARTICLE II – Objectives and Mission Statement**

The objective of the National Society shall be to stimulate and develop student interest in engineering; to strive to increase the number of students studying engineering at both the undergraduate and graduate levels; and to endeavor in the advancement of the ethnic minority engineer in professional industry.

The mission statement of the National Society shall be to increase the number of culturally responsible Black engineers, who excel academically, succeed professionally, and positively impact the community.

## **ARTICLE III - Membership**

### **Section 1.**

Membership in the National Society shall be designated as member, affiliate, NSBE Jr., alumni, lifetime, or honorary.

### **Section 2.**

Members shall be defined as:

- (a) i) an undergraduate enrolled in an accredited educational institution or program that offers a degree in the field of engineering and is a candidate for a degree in engineering, engineering technology, or applied/physical science, or

- ii) a graduate student who has received an undergraduate degree in engineering, engineering technology, or applied/physical science, and
  - iii) has received a registered membership card through the payment of annual membership fees.
- (b) An Affiliate member shall be defined as a person who is not a candidate for a degree in one of the areas defined in Article III, Section 2 (a) (i), and who does not have voting power, and as such is exempt from positions including, but not limited to a National or Regional office, or a position of Delegate.
- (c) A NSBE Jr. member shall be defined as a pre-college student enrolled in junior high or high school and who has met the criteria to receive a registered membership card through the payment of annual membership fees.

NSBE Jr. members shall vote only in NSBE Jr. meetings and only on NSBE Jr. matters.

- (d) An Alumni Member shall be defined as
- i) a person who has received a Bachelor's degree or advanced degree from an Accredited Educational Institution in engineering, engineering technology, or applied/physical science as defined using an approved standard, or
  - ii) a candidate for an advanced degree in engineering, engineering technology or applied science as defined using an approved standard, from an Accredited Educational Institution,
- and who has met the criteria to receive a registered membership card through the payment of annual membership fees.
- (e) A Lifetime Member shall be defined as a person that qualifies for any of the membership categories described in Article III, Section 2 (a), (b), (c) or (d) has completed the Lifetime Membership Application, and has received a receipt verifying that lifetime membership dues have been paid in full.
- (f) An Honorary Member shall be defined as
- i) a person who does not meet the definition of Student, Affiliate, NSBE Jr., Alumni, or Lifetime Member but has contributed through efforts in support of the goal of the National Society and has been nominated by a Chapter, Regional, or National Executive Board.
  - ii) this person may be granted a one year membership or lifetime membership at the discretion of the National Executive Board.
  - iii) and who does not have voting power. And as such is exempt from positions including, but not limited to, a National or Regional office with voting power, or the position of Delegate.

### **Section 3.**

A graduate student who qualifies for membership to the National Society may participate as a member or an alumni member, but not both.

### **Section 4.**

Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age, national origin, or country of abode.

### **Section 5.**

The "good standing" of a NSBE member shall be defined as the definition of good standing dictated by the respective institution or chapter of that member.

## **ARTICLE IV - Organization**

### **Section 1.**

The National Society shall consist of all Chapters in six regions.

### **Section 2.**

Chapters – Shall be defined as ten or more members attending the same educational institution and who have chartered as a chapter of the National Society.

Members may petition the National Executive Board to allow for chapters of less than ten members.

### **Section 3.**

Regions - A region shall be defined as the following geographical locations:

- (a) Region I - North Eastern; defined by the States of - Maine, Massachusetts, Vermont, New Hampshire, Connecticut, New York, Rhode Island, and New Jersey; Montreal (Canada), and all international affinity chapters assigned to Region I.
- (b) Region II - South Eastern; defined by the States of - Delaware, Pennsylvania, West Virginia, North Carolina, South Carolina, Maryland, Virginia, and the District of Columbia; and all international affinity chapters assigned to Region II.
- (c) Region III - Southern; defined by the States of - Kentucky, Tennessee, Mississippi, Alabama, Georgia, and Florida; and all international affinity chapters assigned to Region III.
- (d) Region IV - Great Lakes; defined by the States of - Wisconsin, Illinois, Indiana, Michigan, Ohio, and Minnesota; and all international affinity chapters assigned to Region IV.
- (e) Region V - Mid-West/South Central; defined by the States of - North Dakota, South Dakota, Iowa, Nebraska, Kansas, Missouri, Arkansas, Oklahoma, Texas, and Louisiana; and all international affinity chapters assigned to Region V.
- (f) Region VI - Pacific/Rocky Mountain; defined by the States of - California, Oregon, Washington, Idaho, Montana, Wyoming, Utah, Colorado, New Mexico, Arizona, Nevada, Alaska, and Hawaii; and all international affinity chapters assigned to Region VI.

## **ARTICLE V - Voting**

### **Section 1.**

Each chapter in good standing shall select two delegates to cast votes in regional and national business.

### **Section 2.**

Each member who has fulfilled the requirements for chapter membership, as specified by his or her chapter's constitution, shall be entitled to vote in his/her respective chapter general body meetings.

**Section 3.**

Alumni members shall vote only in alumni meetings and only on alumni matters.

## **ARTICLE VI - Dues**

**Section 1.**

Annual membership fees shall be reviewed annually by the National Executive Board (NEB) and can be changed only by a two-thirds vote of the delegates attending the National Convention upon recommendation of the NEB.

**Section 2.**

Lifetime Membership dues shall be \$1200.

## **ARTICLE VII - Administration**

**Section 1.**

There shall be an Executive Board of the National Society which shall consist of the:

- (a) National Chair
- (b) National Vice-Chair
- (c) National Secretary
- (d) National Treasurer
- (e) National Programs Chair
- (f) Six (6) Regional Chairs
- (g) Standing Committee Chairs
- (h) Alumni Extension Chair, who shall serve as a non-voting member.
- (i) Ad-hoc National Executive Board positions as approved by the National Executive Board

**Section 2.**

The National Executive Board shall:

- (a) Determine all questions of policy and shall administer the affairs of the National Society under the Constitution and Bylaws, and the general provisions of the law under which it is incorporated.
- (b) Be subject to the orders of the membership and none of its acts shall conflict with decisions made by the vote of the general body, or the goals and objectives of the organization.
- (c) Not receive any salary for service.
- (d) Make recommendations to the National Society.
- (e) Set the hour, agenda and place of the National Convention.
- (f) Coordinate activities at all levels of the National Society.

## **ARTICLE VIII - Committees**

### **Section 1.**

There shall be seven standing committees of the National Society, which are:

- (a) Academic Excellence
- (b) Membership
- (c) Communications
- (d) Finance
- (e) Pre-College Initiative
- (f) Publications
- (g) Public Relations

### **Section 2.**

Standing Committees shall have the following duties:

- (a) Academic Excellence
  - i) Collect and maintain data needed to establish the progress of the National Academic Excellence Program.
  - ii) Create and maintain academic excellence programs and activities.
- (b) Membership
  - i) Listing all of the various chapter status and problems incurred in establishing a charter
  - ii) Reviewing Charters of those organizations proposing membership and forwarding reviewed charters to the National Executive Board for approval.
- (c) Communications

Shall define mechanisms by which the National Executive Board will initiate communication following the Annual Convention.
- (d) Finance
  - i) Identify and develop national funding sources.
  - ii) Identify mechanisms for fund-raising.
- (e) Pre-College Initiative

Shall manage and coordinate the activities of the Pre-College Initiative Program and Regional and Alumni Pre-College Initiative Chairs.
- (f) Publications

Shall develop mechanisms for establishing and sustaining the National Society Newsletter. This includes the funding and publication responsibilities for the Newsletter and all other publications.

(g) Public Relations

- i) Identify other Black engineering student/professional organizations for publicity and/or support.
- ii) Establish interface mechanisms with above-mentioned organizations when expedient and viable.
- iii) Establish mechanisms to define resources of the National Society by industry and vice versa.
- iv) Select committee to administer speakers bureau; the committee reports to Public Relations Chairperson.

**Section 3.**

In addition to the above duties, the committees will carry out assignments deemed necessary by the National Executive Board.

**Section 4.**

The National Executive Board will create and appoint chairs for any special committee(s), as necessary.

## **ARTICLE IX - Regions**

**Section 1.**

Each region shall have an executive board consisting of a chair and officers, and shall have established working rules approved by the NEB and filed as an official document of the National Society.

**Section 2.**

Regional executive boards shall serve as liaisons between its chapters and the National Executive Board and shall carry out the objectives of the National Society.

## **ARTICLE X - Alumni Extension**

**Section 1.**

There shall be an Alumni Extension to the National Society consisting of alumni members for the purpose of enhancing the National Society's ability to achieve its goals and objectives.

**Section 2.**

The Alumni Extension shall have an alumni executive board, and shall establish operation guidelines approved by the National Executive Board and filed as an official document of the National Society.

## **ARTICLE XI - Chapters**

**Section 1.**

Chapters shall serve as the primary program vehicle for the members; programs should be in accordance with the objectives of the National Society.

**Section 2.**

Each chapter shall have a chapter constitution to be filed as official documents of the National Society.

**Section 3.**

Chapters must register annually with the National Society to be officially recognized as a chartered chapter.

**ARTICLE XII - Offices**

**Section 1.**

All elected and appointed offices will be held by members in good standing.

**Section 2.**

The elected offices of the National Executive Board are:

- (a) National Chair
- (b) National Vice-Chair
- (c) National Secretary
- (d) National Treasurer
- (e) National Programs Chair
- (f) Regional Chairs
- (g) Standing Committee Chairs
- (h) Alumni Extension Chair, who shall serve as a non-voting member.

**Section 3.**

The National Executive officers are the National Chair, National Vice-Chair, National Secretary, National Treasurer, and National Programs Chair.

**Section 4.**

Any Student Member of the National Society is eligible for a National elected office who:

- (a) has a minimum classification of junior undergraduate status or the equivalent for the elected term, and
- (b) has been registered as a full-time student the academic semester prior to the beginning of the elected term and must maintain student status the academic term prior to and throughout the elected term. Co-op students on a work tour shall be considered to have full-time student status for purposes of this section.

Graduate students who have fulfilled member status must maintain full-time student status throughout the elected term.

**Section 5.**

- (a) The National Executive Board-Elect shall take office May 1 following the election and shall serve a one year term.

**Section 6.**

Should a vacancy occur in the office of National Chair, the unexpired term shall be filled by the National Vice-Chair. Should a vacancy occur in the office of Alumni Extension Chair, the Alumni Extension will fill the position according to the Alumni Operating Guidelines. Should a vacancy occur in the office of Regional Chair, the Region will fill the position according to the region's working rules. Should a vacancy occur in any National Executive

Board office other than National, Alumni, or Regional Chair, the unexpired term shall be filled by appointment by the National Chair and approved by the National Executive Board.

**Section 7.**

Regional offices and their duties shall be defined by each region's working rules in accordance with all regulations of the National Society.

**Section 8.**

Chapter offices and their duties shall be defined by Chapter Constitutions in accordance with all regulations of the National Society.

**Section 9.**

The previous National Chair shall serve as Chair-Emeritus, with the approval of the National Executive Board.

- (a) The Chair-Emeritus shall serve as an advisor to the National Executive Board and shall not have a vote as Chair-Emeritus. The term shall coincide with the term of the National Executive Board.

**Section 10.**

There shall be a National Parliamentarian appointed by the National Chair and approved by the National Executive Board. The parliamentarian shall:-

- (a) Serve as an advisory member of the board and shall not vote.
- (b) Serve as a resource on parliamentary procedure.

**Section 11.**

Elections to National Offices:

- (a) Elections of National Offices will take place at the annual National Convention and meeting; Regional Chairs may be elected at Regional meetings.
- (b) The NEB shall appoint an elections committee to compile and disseminate documents and procedures to members seeking office. This elections committee will also coordinate the election at the Annual Convention and meeting with the supervision of the National Parliamentarian.

**Section 12.**

The previous National Treasurer shall serve as the National Treasurer Emeritus, with the approval of the National Executive Board. The terms shall coincide with the term of the Executive Board.

- (a) The National Treasurer Emeritus shall serve as an advisor to the National Finance Zone and shall not have a vote as National Treasurer Emeritus.
- (b) The National Treasurer Emeritus will be responsible for the following:
  - (i) Complete and efficient transitioning of the National Treasurer-Elect
  - (ii) Assisting the National Treasurer-Elect with final development of the National Budget for the subsequent fiscal year.
  - (iii) Year-end budget preparation for the annual audit process.



- (iv) Advising the National Treasurer-Elect on year-end expenditure reduction, namely the National Leadership Institute, National Executive Board Meeting, and regional/national year-end activities.

## **ARTICLE XIII - Duties of Elected Offices**

### **Section 1.**

The duties of the elected offices are:

- (a) National Chair:
  - i) Shall preside over all official meetings of the National Society.
  - ii) Shall serve as the representative of the National Society.
  - iii) Shall appoint members of all standing, and special committees, with advice and consent of the National Executive Board, except where otherwise provided for in this document.
- (b) National Vice-Chair:
  - i) Shall preside in the absence or the inability of the National Chair.
  - ii) Shall develop programs of interest for the National Society meetings in cooperation with the National Executive Board.
  - iii) Shall perform any activities, duties, and responsibilities as designated by the National Chair.
  - iv) Shall oversee the activities of the six standing committees.
- (c) National Secretary:
  - i) Shall keep the corporate seal, fill out and countersign all certificates issued, and make proper entries in the books of the National Society.
  - ii) Shall serve all notices required by law or the Bylaws of the National Society and in case of absence, refusal or inability to act, the duties of the office may be performed by any person who the National Executive Board may direct.
  - iii) Shall record accurately the minutes of the National Executive Board meetings and make available the minutes to all members upon request.
  - iv) Shall require from the National Executive Board, standing committees, and special committees of the National Society, a record of the activities of said body.
- (d) National Treasurer:
  - i) Shall keep accounts and deposit organization funds of the National Society Treasury.
  - ii) Expenditures made for National Society business shall be in a manner approved by the National Executive Board.
  - iii) Shall maintain the membership roll and collect annual dues of the National Society in a manner developed along with the National Executive Board.

(e) National Programs Chair:

- i) Shall be responsible for the implementation of national projects and programs.
- ii) Shall design and implement methods by which chapters may learn how to create and maintain programs.
- iii) Shall work with the Regional Programs Chairpersons in order to develop uniform programs in keeping with the goals of the Society.
- iv) Shall assist the Convention Planning Committee in developing the agenda for the National Convention.

(f) Regional Chairs:

- i) Shall act as regional director of region activities, including communication among local chapters National Society affairs.
- ii) Shall represent the thoughts and wishes of the region in National Executive Board meetings, and in some instances, at annual convention meetings.

(g) Committee Chairs:

- i) Shall carry out the duties of the committees.

## **ARTICLE XIV - Meetings**

### **Section 1.**

An Annual Convention and meeting shall be held each year during the spring. This convention and meeting shall:

- (a) Serve as a vehicle to incorporate business and professional growth.
- (b) Allow for national focus and networking.
- (c) Review the past fiscal year of the National Society.

### **Section 2.**

A Convention Planning Committee shall be formed annually to coordinate this convention and meeting. This committee shall have a leadership structure and established working rules approved by the NEB and filed as an official document of the National Society. The Convention Planning Committee Chairperson shall be appointed by the National Executive Board in accordance with the National By-Laws.

### **Section 3.**

There shall be at least two (2) Regional meetings prior to the annual National Convention and meeting to update chapters on organizational matters and give opinions and ideas on a regular basis.

**Section 4.**

Chapter meetings shall be determined by each individual chapter.

**ARTICLE XV - Bylaws**

The Bylaws of the National Society shall be amended by a two-thirds vote of the delegates attending the annual National Convention, or by a two-thirds vote of the National Executive Board.

**ARTICLE XVI - Amendments**

**Section 1.**

Amendments to this Constitution may be proposed by:

- (a) A two-thirds vote of the National Executive Board.
- (b) One-third of the voting members or chapters, through national referendum.
- (c) Two-thirds of the delegates at a regional meeting.

**Section 2.**

Proposed Amendments must be submitted in written form to the National Executive Board to be reviewed. The proposal must be clearly stated and justified.

**Section 3.**

Ratification of any amendments to this constitution shall be subject to a three-fourths (3/4) affirmative vote of the delegates present at an annual National Convention and meeting of the National Society.