

Chapter Constitution



CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers National Constitution describes the way the national organization shall be governed in and structured. The NSBE Chapter Constitution shall serve as a governing document for the University of Alabama chapter of the National Society of Black Engineers and not supersede or take authority in matters where the working rules of NSBE sub-bodies do not exist or are in conflict. As such, all working rules of NSBE Chapters shall comply, and be consistent with the National Constitution. The University of Alabama Student Organization Manual and code of conduct shall take precedence in the absence of authority and direction from the chapter constitution, Regional and National bylaws, and 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 fields of engineering and engineering technology. These programs will be initiated both within and outside the university 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

Section 1. Chapter Name

The name of this organization's acronym shall be NSBE or the National Society of Black Engineers. Hereafter called, "UA NSBE" or "Bama NSBE" Chapter."

bylaew

Section 2. Objectives

A. The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.

B. The objectives shall include programs that serve to stimulate and develop student interest in engineering; to strive to promote participation at all levels of responsibility in the field of engineering by the black communities; and to endeavor in the advancement of black professional engineers within the individual engineering disciplines.

Section 3. Tax Exempt Organization Statement

C. The Chapter is organized exclusively for charitable, scientific, and educational purposes as defined and limited by Section 501(c)(3) of the Internal Revenue Code of 1986.by

D. Upon dissolution of the Chapter, assets in possession of the Chapter shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the

Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal go., government, or to a state or local government, for a public purpose.

ARTICLE II –CHAPTER GOVERNMENT

Section 1. Governing Laws

A. This organization shall be governed by its Constitution, By-Laws, and amendments, within the boundaries set by the National Constitution, National By-Laws, and National Rules for the Government of Chapters of the National Society

B.. The mission of this organization shall be “to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally, and positively impact the community.

Section 2. Final Approach

A. The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive Board of the National Society.

B. The laws that govern this Chapter shall be in effect only after approval from the Executive Board of the National Society has been granted.

C. No laws of this Chapter shall be retroactive.

ARTICLE III –MEMBERSHIP

Section 1. Membership

A. Membership in NSBE shall be open to all students of The University of Alabama, without regard to any legally protected class, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. NOTE: Religious student groups will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

B. Membership shall require that the proper dues have been paid to both the National Society and this Chapter.

C.. A member shall be defined as all currently enrolled students, both undergraduate and graduate see at the University of Alabama-Tuscaloosa who have paid chapter dues

Section 2. Voting

A. A voting member shall be defined as a member enrolled as a student or affiliate member who is a current paid member of the National Society of Black Engineers both nationally and within the Chapter.

B. A voting member shall have the right to cast one vote at all meetings.

D. A majority of voting members present shall be necessary for any business to take place except where noted in this document.

E. Voting quorum shall be defined as two-thirds of the Chapter's eligible voting members.

Section 3. Dues

- A.** All members of this organization shall pay proper dues to the National Society and this Chapter
- B.** Chapter membership fees shall be reviewed annually by the Executive Committee and can only be changed by a two-thirds vote of the chapter
- C.** National Society dues and chapter dues for the year shall be paid to the treasurer before the deadline set by the Regional Executive Board, and the National Society.
- D.** A plan of payment can be made with the treasurer concerning payment of Chapter dues before the third regular meeting of each quarter concerning that quarter's dues

ARTICLE IV- MEETINGS

Section 2. Regularity

- A.** Regular meetings shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the members present at the first meeting of the academic year.
- B.** The President may call an unscheduled meeting when necessary provided that every member receives a notification at least 24 hours before the meeting
- C.** The chapter shall have a minimum of one advisor responsible for informing other faculty of the activities of this chapter.
- D.** No person who resigns from his position shall be allowed to return to that position during the same academic year

Section 3. Elected Officers Duties

A. President

- 1.** Shall preside over all meetings of this chapter and provide an agenda for each member at each regular meeting.
- 2.** Shall oversee the responsibilities of each officer.
- 3.** Shall serve as the representative of this chapter.
- 4.** Shall appoint and remove all chairpersons and members of all committees, except where otherwise provided for in this document, with the advice and consent of the Executive Committee.

5. Shall be responsible for transferring established contacts in an organized manner for future presidents.

6. Shall be the Administrative Zone Lead. Subsequent chairs include Vice President, Secretary, Treasurer, Programs, and Parliamentarian.

7. Shall ensure that the chapter's organization renewal and transitional period are properly recognized by the university before summer deadlines.

8. Shall determine the focused directives and action items of each chair for the semester and ensure that tasks are distributed month by month.

B. Vice President

1. In the absence or inability of the President, the Vice President shall preside. If the office of the President becomes vacant during the elected term, the Vice President shall assume the role of President until the President returns or the term expires, thereby creating a vacancy for the Vice President
2. Shall be responsible for determining E-board and general body meeting locations along with attire.
3. Shall perform such other duties as may be assigned by the President.
4. Shall collaborate with the President to decide and maintain accountability concerning action items for the board.
5. Shall deal with and communicate with the general membership. This includes but is not limited to ensuring that the organization has obtained membership information and deciding standards for events.
6. Shall oversee the activities of the standing committees.
7. Shall Serve as the Membership Zone Lead: Subsequent chairs include Membership and Conference Planning

C. Co-Vice President

- 1.

D. Secretary

1. Shall keep accurate minutes of each meeting and maintain an accurate record of membership and attendance at Chapter meetings
2. Shall forward an annual report to the Executive Board of the National Society before February 1st, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.
3. Shall submit a semester report to the Chapter, at the last regularly scheduled meeting that contains all the activities of the Chapter during the present quarter.

4. Shall maintain all official records of this Chapter, except those specifically assigned to the custody and control of another office.
5. Shall serve all notices required by law of NSBE
6. Shall be the Communications Zone Lead. The subsequent chairs include Publications, Telecommunications, and Public Relations

E. Treasurer

1. Shall be responsible for maintaining a bank account in the name of this Chapter while accurately recording the Chapter's financial transactions.
2. Shall maintain a membership roll and collect all dues of the Chapter members.
3. Shall forward all National Society dues of the Chapter members.
4. Shall submit an annual report to the Executive Board of the National Society before February 1st of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
5. All funds received by the Treasurer shall be deposited into the Chapter's bank account by the Treasurer within five business days of receipt
6. Shall be the Finance Zone Lead. The subsequent chairs include Finance and Fundraising.

F. Finance Chair

1. Shall actively seek and secure new sources of financial resources for the Chapter's operations and initiatives
2. Shall review short, intermediate, and long-term financial goals and objectives; measure performance; fully assist members goal achievement; and institute control systems to facilitate the administrative process.
3. Shall Update and distribute our corporate solicitation package to old and new sponsors along with local community organizations that give to non-profits.
4. Shall audit the book accounts on an annual basis.

G. Fundraising Chair

1. Shall lead their committee in developing events and campaigns to generate revenue for general operational costs
2. Shall organize and send all financial information to the Treasurer and Finance Chair to be presented to the general body as a whole.

H. Programs Chair

1. Shall develop uniform programs in keeping with the goals of the Society including but not limited to Professional Development Skills, Social Events, etc.
2. Shall prepare a monthly report summarizing their activities for inclusion in the NSBE Annual Report

3. Shall be responsible for the implementation of Chapter projects and programs.
4. Shall draft initial logistics and delegate responsibilities to committee chairpersons. Upon approval by the President, finalize logistics and inform committee chairpersons at least one week before preparations
5. Shall be familiar with Robert's Rules of Order
6. Shall serve as the Program's Zone Lead. The subsequent chairs include Pre-College Initiative, Academic Excellence, and Technical Outreach and Community Help (T.O.R.C.H)

I. Parliamentarian

1. Shall ensure that Parliamentary Procedure is observed and executed properly.
2. Shall moderate official NSBE events and elections.
3. Shall ensure the development and execution of elections between the last week of March and the first week of April.
4. Shall supply newly elected chairs with supplementary information. This includes but is not limited to the current chapter constitution and chapter history documents along with videos.
5. Shall provide impartial advice on Robert's Rules of Order, Chapter By-Laws, and forego the right to make motions, debate, and vote, except for official elections
6. The parliamentarian shall advise the President on rules and matters throughout each meeting and assist in maintaining order
8. Shall serve as the Senator lead.

J. Senators

1. Shall stay up to date with National and Regional directives and business as a contribution to our chapter newsletter in conjunction with our Publications Chair.
2. Shall ensure that the chapter votes are cast during Regional and National Business.
3. Shall be the official chapter representative at the national convention.
4. Shall vote for National NSBE legislation on behalf of the Chapter.
5. Shall stay informed of changes in National policies and procedures.
6. Shall serve as needed for the Chapter.

K. Historian

8. Shall be responsible for learning national, regional, and chapter history to share with members. This includes but is not limited to the formation of national NSBE, our chapter, and transitional power.
9. Shall be responsible for sharing images and events from past years with the organization through our newsletters as throwbacks.

L. Telecommunications Chair

1. Shall coordinate Web communications and social media.
2. Shall compile a chapter mailing list.
3. Shall maintain a detailed record of all NSBE events with creative freedom. This includes scrapbooking, videos, pictures, etc.
4. Shall prepare and review material for the official NSBE website as needed.
5. Shall develop Communication Policies and Programs that align with the Chapter's Constitution, By-Laws, and Amendments
6. Shall produce an official transition report at the close of the term of office.
7. Shall be familiar with Robert's Rules of Order.

M. Publications Chair

1. Shall be responsible for all national publications, not specifically assigned to other Chief Executive Board committees.[SL1]
2. Shall manage, maintain, and consistently update the organization's website with the aid of a committee.
3. Shall evaluate, approve, and finalize the general content of the UA-NSBE newsletter with the aid of the committee.
4. Shall maintain regional publications liaisons.
5. Shall serve on the communication and planning committee.
6. Shall prepare and submit articles affecting the public image of NSBE to other publications.
7. Shall design and distribute brochures containing information about NSBE to NSBE chapters, other organizations, corporations, high schools, and the general public.
9. Shall be responsible for monitoring and preserving the official NSBE logo.
10. Shall be responsible for documenting and distributing the history of the National Society of Black Engineers
11. Shall be familiar with Robert's Rules of Order.

N. Academic Excellence Chair:

1. Shall oversee the research, development, and implementation of academic excellence programs that meet the membership's needs.
2. Shall manage and coordinate the activities of the Academic Excellence Committee
3. Shall report chapter GPA to Nationals with the aid of the Membership Zone.
4. Shall be familiar with Robert's Rules of Order.
5. Must appoint a member(s) of the academic excellence committee to maintain a database of scholarships

6. Must appoint a member(s) of the academic excellence committee to maintain a database of internships and co-op opportunities for students.
7. Responsible for maintaining study hall
 - Oversees and enforces productivity, prohibits horseplay and sleep, implements study breaks, and oversees snack distribution

O. Conference Planning Chair

1. Shall arrange travel to the Regional Leadership Conference, Fall Regional Conference, National Convention, and other designated conferences. and ensure successful conventions by organizing necessary documents. Documents shall include itineraries, budgets, financial plans, payment plans, receipts, and emergency contacts. Will communicate required funds and issues to the board at bi-weekly meetings.
3. Shall maintain the Conference Planning Committee
4. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
5. Shall be familiar with Robert's Rules of Order.

P. Membership

1. Shall compile membership statistics and make them available to the Chief Executive Board. Basic membership statistics include, member's name, year of school, GPA, shirt size, and committee involvement
2. Shall welcome and orient new chapter members into the National Society and the Bama NSBE chapter.
3. Shall maintain and update the membership application and ensure that organization invites are sent as members join the organization through the Source
4. Shall coordinate Chapter charter renewals.
5. Shall maintain updated rosters of members.
6. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
7. Shall establish recruitment efforts before the Fall academic year and develop membership retention plans to ensure members are heard
8. Shall be familiar with Robert's Rules of Order.

Q. Pre-College Initiative

1. Shall manage and coordinate the activities of the Pre-College Initiative
2. Responsible for establishing and maintaining NSBE Jr. Programs
3. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.

4. Responsible for hosting one NSBE Collegiate panel per semester within Region 3.
5. Shall compile and maintain a contact list.
6. Shall collaborate with T.O.R.C.H. to host one community service event involving youth in the community each semester.
7. Shall be familiar with Robert's Rules of Order.

R. Technical Outreach Community Help (T.O.R.C.H) Chair

1. Shall manage and coordinate the activities of the Community Improvement Initiative per national NSBE.
2. Shall both create and provide access to community service opportunities.
3. Shall be responsible for incorporating our Chapter into the staple T.O.R.C.H event, "A Walk for Education."
4. Shall align with National directives and incorporate the Community Improvement Initiative.
5. Shall seek to impact the lower-income and less fortunate areas local to the area.
6. Shall expose Collegiate Members to communities and encourage all areas of STEM

Section 4. Elected Officers Requirements

- A.** Only Paid National and Chapter Members can hold elected positions in the Chapter.
- B.** A minimum of two officers must be present at each event held by UA NSBE.
- C.** E-board members must attend at least 3 programs or meetings outside of E-board and general body meetings; committee chairs must attend committee-specific events unless failing to attend is permissible by the President.
- D.** E-board will wear polos together on meeting days and encourage members to wear their NSBE shirts.
- E.** E-board shall not discuss executive matters with non-E-board members. NSBE advisors and unrelated family members or professionals are permissible.

Section 5. Nominations and Elections

- A.** A Nomination Committee shall be appointed by the second regular meeting of the Spring semester by the Chapter President. This committee shall consist of a chairperson and at least two other members.

B. The Nomination Committee shall nominate at least one candidate for each elected position of the Chapter. The nominating committee shall report these nominees to the Chapter before the first regular meeting in March.

B. The Nominations Committee shall present a slate containing the names of all the nominees they have for each elected position to each voting member on the day of the elections.

C. Elections shall take place at the first regular meeting in April. General body members cannot run for an elected position unless they have served as a general body member for a year. Cabinet positions require a full term on the Executive Board.

D. Newly elected officers shall assume their positions at the third meeting in May and serve a one-year term. An absolute majority vote is required for election, and any vacancies shall be filled by a simple majority vote at a meeting designated by the President

ARTICLE VI -COMMITTEES

The purpose of committees is to give the general body the power and mobility to be effective within the organization. Committees should host meetings and bond well to deliver the needed outputs. Committee leads must host at least two meetings per month. Committee leads have the discretion of deciding those times and places. Typical committees are divided into various focuses within the focus of the committee. Committees are also a great way to learn E-board positions and step into leadership. Develop your committees well for the future success of the organization.

Section 1. Constitution

A. The Committee shall make recommendations to the Chapter with respect to all proposed amendments to the Constitution and By-Laws that may properly be referred to it for consideration

B. The Committee reserves the right to make changes for the clarity of the Constitution.

Section 2. Fundraising

A. This committee shall be run by the Fundraising Chair.

B. The Committee shall make recommendations to the Chapter concerning which activities to plan for fundraising.

Section 3. Communications

- A.** This committee shall be run by the Secretary
- B.** The Committee shall be responsible for submitting all articles for publication in any news source
- C.** The Committee shall be responsible for informing members of any designated meetings that may from time to time occur, through phone or letter.
- D.** The Committee shall post announcements containing the time, place, and date of all regular meetings at least two days before the meeting.

Section 4. Academic Excellence

- A.** This committee shall be ran by the Academic Excellence Chair
- B.** Shall aid the Academic Excellence Chair in attending and maintaining academic sessions and study hall. The chairperson of this committee is the Academic excellence chair.

Section 5. Community Service

- A.** Shall aid the T.O.R.C.H Chair in creating and executing community service events. The T.O.R.C.H. chair shall serve as the chairperson of this committee.

Section 6. Membership

- A.** This committee shall be run by the Membership Chair
- B.** Shall aid the membership chair concerning the implementation of various recruitment retention techniques and the compilation and interpretation of the chapter statistics.

Section 7. NSBE Junior

- A.** Shall aid the Pre-College initiative chair in creating and executing events concerning NSBE Junior and the general pre-college initiative.

Section 8. Conference Planning

- A.** This committee shall be led by the Conference Planning Chair
- B.** Shall aid the Conference Planning chairs in the planning and execution of conferences per discussion and assigned tasks.

Section 9. Nominations

- A.** The Committee shall be responsible for making nominations for all elected positions.
- B.** The Committee shall set the criteria for which a person must meet to run for any elected position. The criteria shall be required to be passed by the Executive Committee.
- C.** The names of all persons wishing to run for office shall be turned in by the Nominations Committee.

Section 10. Executive

- A.** The Committee shall perform all duties assigned to it by the Constitution
- B.** The Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and of all committee chairpersons. The President shall serve as Chairperson of this Committee.
- C.** Officers appointed by the Executive Committee shall serve for the duration of that term, until the return of the elected officer, or until further action by the Committee.

ARTICLE VII -TERMINATION OF BOARD
MEMBERS

Section 1. Impeachment of Officers

A. Any board member of UA NSBE may be impeached and removed from their position in either of the following ways:

- 1.** A majority vote of the Chapter members; or
- 2.** A two-thirds vote of the Chapter Executive Board, not including the officer upon whom the charges have been brought.

B. If a member feels that an officer is not fulfilling her duties, he shall, in writing, submit a request for impeachment to the President; however, if the officer in question is the President, the request shall be submitted to the Chapter Advisor.

C. Impeachment proceedings shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.

D. An officer shall be required to be in good academic standing with the College or they will be subject to impeachment.

ARTICLE VIII -RATIFICATION, AMENDMENTS, EXCEPTIONS

Section 1. Ratification

A. A simple 2-3 majority vote of the chapter members shall be necessary for ratification and establishment of this Constitution

Section 2. Amendment Proposals

A. All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Chairperson of the Constitution Committee not less than two meetings before Chapter consideration.

B. The Chairperson of the Constitution shall distribute copies of all amendments to each member not less than one meeting prior to the meeting in which the proposed amendment is to be considered.

C. Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership provided there are at least nine members present at the meeting when it is considered.

D. All amendment adoptions shall take place at regular Chapter meetings.

Section 2. Exceptions

A. In expedient matters, ratification by a simple majority vote shall provide an exception to the rules set down by this Constitution, provided there are at least ten members present at the meeting.

B. All matters of exceptions to this Constitution shall be presented to the Constitution Committee by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption of the Constitution. All exceptions made shall be subject to annulment at the next regular meeting of the Chapter after the meeting at which the exception was made

ARTICLE VIII – COLLEGIATE AND REGIONAL ADVISORS

Section 1. Selection

A. In the case that our organization is without an advisor, the Administrative Zone shall conduct an extensive search for candidates on campus who are qualified to fit the position.

Section 2. Criteria

A. The basic criteria and information needed from each candidate should consist of their name, position(s) and time spent within the university, their resume, and work with past students, along with why they believe they are qualified. This information can be given in the form of an application on paper or digitally.

Section 3. Decision

A. Once candidates have been selected and applications for criteria have been distributed, the Administrative Zone must release their information to the executive board for preliminary voting. This voting will eliminate all but two candidates. After this process, the two final candidates will be released to the general body for voting and the final candidate will succeed as our organization's advisor.