

**NATIONAL SOCIETY OF BLACK ENGINEERS  
BYLAWS**

*Approved March 30, 1991  
Revised March 28, 2007*

**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 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**

The name of the organization is the National Society of Black Engineers, hereafter called the National Society.

**ARTICLE II -OBJECTIVE**

The National Society shall promote the public awareness of engineering and the opportunities it affords in the professional industry and academia; to stimulate and develop student interest in engineering; to strive in promoting participation at all levels of responsibility in the field of engineering by the Black and ethnic minority communities; and to endeavor in the advancement of the black professional engineer within the individual engineering disciplines.

**ARTICLE III -MEMBERSHIP**

**Section 1. Applications**

- A. Each application for membership in the National Society as Affiliate, Honorary, Alumni, or Member, shall be in writing, in such form and in such detail as required by the Executive Board of the National Society, and shall be signed by the applicant. Such an application shall be presented either to the Executive Committee of the National Society Chapter, hereafter called the Chapter, within which the applicant desires to affiliate or to the National Society Membership Committee.
- B. The Executive Committee of the Chapter or the Executive Board of the National Society, or their duly authorized representatives shall consider such application for membership. When accepted, the applicant shall so be notified.

- C. All applicants presented to the Executive Committee of the Chapter shall be so acted upon promptly and upon written approval transmitted immediately to the National Society Membership committee.
- D. All applicants mailed directly to the National Society Membership committee shall be forwarded, after approval, to the appropriate Chapter for its approval, unless the applicant resides where there is no geographically available chapter.

## **Section 2.**

Any member who desires a change in class of general membership shall apply in writing to the Executive Committee of the Chapter with which he is affiliated or to the National Society Membership Committee. If he is not affiliated with a Chapter, such application shall be considered and acted on in the same manner as an application for membership and the same notification is to be sent to the Membership committee.

## **Section 3.**

Any member who changes geographic location shall be affiliated with the nearest Chapter geographically convenient to the new location, and shall be so notified by the National Society Membership committee. This is subject to the provision that either the member of the Chapter or both may request a change in the new affiliation by writing to the National Society Membership committee.

## **Section 4. Termination**

- A. Any member may indicate an intention to relinquish his membership by filling a written resignation with the Executive Committee, or if affiliated with no Chapter, with the National Society Membership Committee. All such resignations shall be transmitted immediately to the Executive Board. In case of resignation no fees covering the remainder of the year in which the resignation is processed shall be remitted to the re-signer.
- B. Any member whose fees to the National Society remains unpaid for a period of one (1) calendar month after the final bill for the same has been mailed to the Affiliate, Alumni, or Member directed to the mailing address shown on the official records of the National Society for the member in question shall automatically cease to be a member.
- C. Any member who resigns or is dropped for nonpayment of fees shall have the privilege of resuming membership without penalty or loss of continuity by making his fee payment at any time within six (6) calendar months after the resignation of the final bill as described above.

## **Section 5. Dues**

Fees of the National Society shall be assessed in accordance to Article VI of the National Constitution and shall be directed to the National Executive Board.

### **Section 6. Committee Membership**

1. Standing committees shall consist of the NEB Representative (who shall serve as the Chairperson of the Committee), the Alumni Extension Representative, the Six Regional Committee Representatives and additional positions as defined in the NSBE Bylaws, and any additional members recommended by the committee Chairperson and approved by the NEB.
2. Each standing committee shall have a National Advisor and World Headquarters staff member assigned to assist the committee carry out its duties.
3. All positions on national and regional standing and ad-hoc committees shall be held by members in good standing.

## **ARTICLE IV -CHAPTERS**

### **Section 1.**

Charter organizations of the National Society shall be known as: "(name of said organization) Chapter of the National Society of Black Engineers."

### **Section 2.**

Any organization, association, or other group, may obtain and retain Charter status by an affirmative vote of no less than nine (9) members of the Executive board of the National Society, and is governed in accordance with the following provisions:

- A. Shall total no less than ten (10) persons eligible to vote on the ballots of the National Society.
- B. Shall elect a President, Vice-President, Secretary, and Treasurer, on an annual basis (at least).
- C. Shall submit on each academic year a written report, the Chapter Development Program in accordance with the guidelines of the program that must contain:
  1. A synopsis of the activities of the Chapters for the terminating year; and,
  2. A statement of receipts and expenditures, and balance sheets of assets and liabilities of the Chapter.

### **Section 3. Chapter Designation**

(name of the said organization) Chapter of the National Society of Black Engineers shall be defined as:

- A. Having all elected officers entitled to cast votes in the meetings of the National Society.
- B. Having received said status, is subject to the rights granted and restrictions imposed by law, by the Article of Incorporation, by the Constitution, by the Rules for the Government of Chapters, and these Bylaws.

## **ARTICLE V -REGIONS**

Each Regional Executive Board shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Programs Chair on an annual basis. Every region's working rules shall also provide for any other elected positions which are also to be elected on an annual basis.

## **ARTICLE VI -NATIONAL EXECUTIVE BOARD**

### **Section 1. Qualifications for Candidacy**

- A. All elected positions will be held by members as currently defined by the NSBE Constitution.
- B. In addition, the NSBE World Headquarters shall send a form to all newly-elected National Executive Board members and their respective universities requesting verification of the individual's good standing. A response to this form must be received no later than thirty (30) days after the postmark of the form. If no response is received, the office of that individual shall be considered vacant until such a time as a new board member can be appointed.

### **Section 2. The Zone Structure**

- A. **Administrative Zone:** The Administrative Zone shall consist of the National Chairperson, Vice-Chairperson, Secretary, Treasurer and Programs Chairperson. The Parliamentarian, Chair-Emeritus and Advisory Board Chair shall also work with this zone as advisory members. Members of this zone shall oversee all other zones. The National Chairperson shall coordinate the work of this zone.
- B. **Membership Zone:** The Membership Zone shall consist of the National Vice-Chairperson, the National Membership Chairperson, the International Committee Chairperson the Regional Chairpersons and the Alumni Extension Chairperson. The Vice-Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the National Chairperson.
- C. **Communications Zone:** The Communications Zone shall consist of the National

Secretary, the Publications Chairperson, Public Relations Chairperson, Communications Chairperson, and the Telecommunications Chair. The National Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the National Chairperson.

- D. Finance Zone: The Finance Zone shall consist of the National Treasurer, the Finance Chairperson, Assistant Treasurer(s), and Convention Planning Committee Chairperson. The National Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the National Chairperson.
- E. Programs Zone: The Programs Zone shall consist of the National Programs Chairperson, the Pre-College Initiative Chairperson, the Academic Excellence Committee Chairperson, the National Leadership Institute Chairperson and the Business Diversity Chairperson. The National Programs Chairperson shall manage the work of the zone and provide zone members with support they need in order to function effectively. She/He shall also present regular reports of zone activities to the National Chairperson.

### **Section 3. Duties**

#### **A. National Chairperson**

1. Shall coordinate the activities of the National Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplication of effort.
2. Shall chair the Administrative Zone which coordinates the other four zones.
3. Shall produce a quarterly report to be distributed to the National Executive Board this is based upon zone reports and details the status of the organization.
4. Shall present ideas and propose directions for the organization.
5. Shall attend regional conferences as the National Executive Board representative whenever financially and logistically feasible.
6. Shall make verbal and written statements to the public concerning NSBE policy, goals, and objectives.
7. Shall appoint members of special committees on an as-needed basis.
8. Shall appoint new board members to vacant board positions with the consent of the

remaining board members.

9. Shall appoint the National Parliamentarian for a one-year term with the consent of the board.
10. Shall communicate with the Advisory Board Chairperson on an as-needed basis.
11. Shall in conjunction with the National Public Relations Chairperson produce an Annual Report to the NSBE membership and corporate supporters.
12. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
13. Shall develop the national programs & objectives, the national directives of the society and recommend national projects & programs and monitor their development.
14. Shall be notified in advance of all events involving NSBE, its name, and/or membership and, upon receiving such information, will then communicate the information to the NEB prior to the occurrence of the event.
15. Shall produce an official transition report at the close of the term of office.

**B. National Vice-Chairperson**

1. Shall preside over the National Executive Board meetings and other appropriate functions in the absence of the National Chairperson.
2. Shall chair the Membership Zone and present periodic zone reports to the National Chairperson.
3. Shall develop and evaluate national projects and programs along with the Programs Chairperson.
4. Shall ensure the annual regional Convention strategy reflects the national focus.
5. Shall attend regional conferences as the NEB representative whenever financially and logistically feasible.
6. Shall develop and finalize the National Executive Board meeting agenda.
7. Shall coordinate and evaluate the intra-board communications.
8. Shall monitor, update, and report to the Society the progress in meeting the strategies as outlined in the Long Range Strategic Plan.
9. Shall produce an official transition report at the close of the term of office.

C. National Treasurer

1. Shall maintain the organization's financial accounts.
2. Shall work directly with NSBE's management firm and/or legal counsel, when necessary.
3. Shall determine, together with the other national officers, the allocation of NSBE financial resources to allow for steady cash flow.
4. Shall design, implement, and monitor a financial policy related to expenditures and cash flow for the board for the coming year with the approval of the National Executive Board.
5. Shall design an annual National Budget.
6. Shall provide quarterly financial reports at National Executive Board meetings.
7. Shall chair the Finance Zone and present periodic reports to the National Chair.
8. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
9. Shall produce an official transition report at the close of the term of office.

D. National Secretary

1. Shall record and produce detailed minutes of all NEB and NEO meetings and distribute these minutes to all executive and advisory board members.
2. Shall chair the Communications zone and present periodic reports to the National Chair.
3. Shall develop an operational calendar of National events.
4. Shall ensure the adequate distribution of official NEB stationary to all executive and advisory board members.
5. Shall be responsible for the safekeeping of the corporate seal of the National Society.
6. Shall produce an official transition report at the close of the term of office.

E. National Publications Chairperson

1. Shall be responsible for all national publications, not specifically assigned to other

NEB committees.

2. Shall evaluate, approve, and finalize the general content of the NSBE magazine with the assistance of the Editor.
3. Shall evaluate publication alternatives.
4. Shall maintain regional publications liaisons.
5. Shall serve as Chairperson of the Publications Committee.
6. Shall finalize the content and distribute bi-monthly bulletins to chapters concerning national and regional affairs.
7. Shall produce an official transition report at the close of the term of office.

F. National Communications Chairperson

1. Shall finalize the content and distribute the Communications Evaluations and Guidelines.
2. Shall coordinate Web communications.
3. Shall coordinate all Beta Site programs.
4. Shall compile regional and national list serves.
5. Shall coordinate chapter mail outs.
6. Shall serve as communications Administrator of NSBE list serves.
7. Shall develop Communications Policies/Programs.
8. Shall produce an official transition report at the close of the term of office.

G. National Public Relations Chairperson

1. Shall prepare and submit articles affecting the public image of NSBE to other publications.
2. Shall design and distribute brochures containing information about NSBE to NSBE chapters, other organizations, corporations, and the general public.
3. Shall make official statements for the organization with the approval of the National Chair.

4. Shall design and publish informational brochures, (i.e. Engineering Disciplines, about NSBE etc.), all carrying the NSBE logo and name, to be distributed to NSBE chapter, high schools and the general public.
5. Shall identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
6. Shall prepare and review material for the official NSBE website as needed.
7. Shall be responsible for monitoring and preserving the official NSBE logo.
8. Shall be responsible for documenting and distributing the history of the National Society of Black Engineers.
9. Shall produce an official transition report at the close of the term of office.

#### H. National Finance Chairperson

1. Shall identify and contact national funding sources.
2. Shall prepare and finalize solicitation packets for submission to corporations and foundations on behalf of NSBE.
3. Shall assist regional finance chairs in developing regional solicitation strategies.
4. Shall serve as the Society liaison for the Board of Corporate Affiliates.
5. Shall produce an official transition report at the close of the term of office.

#### I. National Membership Chairperson

1. Shall distribute information regarding the chartering process to potential chapters.
2. Shall distribute membership information on an 'as needed' basis; otherwise, membership information shall be distributed by World Headquarters.
3. Shall compile membership statistics and make them available to the NEB.
4. Shall coordinate chapter charter renewals.
5. Shall maintain updated rosters of members and chartered chapters.
6. Shall encourage the creation of new NSBE chapters.
7. Shall serve as Chairperson of the Community College Initiative (CCI) Committee
8. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual

Report.

9. Shall manage activities concerning Regional Membership Chairpersons.
10. Shall produce an official transition report at the close of the term of office.

J. National Programs Chairperson

1. Shall work with the Regional Chairperson in order to develop uniform programs in keeping with the goals of the Society.
2. Shall coordinate national program activities for the National Convention with the Convention Planning Committee.
3. Shall design and implement methods by which chapters may learn how to create and maintain programs.
4. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
5. Shall be responsible for the implementation of national projects and programs.
6. Shall appoint and chair the National Awards Committee on an annual basis with the consent of the NEB.
7. Shall manage the activities of the National Programs Zone.
8. Shall produce an official transition report at the close of the term of office.

K. Regional Chairpersons

1. Shall develop resources within the regions in order to carry out regional programs.
2. Shall coordinate the activities of the regional executive boards.
3. Shall work with regional advisory boards.
4. Shall make public statements concerning the regions.
5. Shall coordinate regional conferences with sponsoring chapters and regional conference planning committees.
6. Shall generate funds from the National Executive Board and/or other sources in order to finance regional programs and operations.

7. Shall see that all chapters in the region receive the information and materials they need in order to function efficiently.
8. Shall see that all chapters within the region submit required documents in a timely manner.
9. Shall identify potential chapters to charter within the region.
10. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
11. Shall produce an official transition report at the close of the term of office.

L. Alumni Extension Chairperson

1. Shall oversee all activities of the Alumni Extension.
2. Shall serve as a member of the NEB and Membership Zone, and as representative of the NSBE Alumni Extension.
3. Shall coordinate the activities of the Alumni Extension's Executive Board.
4. Shall approve, in advance, all official communications sent out in the name of NSBE Alumni Extension.
5. Shall make public statements concerning the Alumni Extension.
6. Shall compile yearly Alumni Extension report.
7. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
8. Shall ensure Alumni Extension activities are consistent with the approved Alumni Interface Guidelines, Alumni Operating Guidelines and NSBE Constitution.
9. Shall develop resources in order to finance Alumni Extension's programs and operations.

M. National Academic Excellence Committee Chairperson

1. Shall manage and coordinate the activities of the Academic Excellence Committee and Regional and Alumni Academic Excellence Chairs.
2. Shall oversee the research, development, and implementation of academic excellence programs that meet the membership's needs.

3. Shall produce and official transition report at the close of the term of office.

N. Pre-College Initiative Committee Chairperson

1. Shall manage and coordinate the activities of the Pre-College Initiative Committee and Regional and Alumni Pre-College Initiative Chairs.
2. Shall with the concurrence of the Publications Committee Chairperson select the *NSBE Bridge* Editor. This appointment shall be confirmed by the National Executive Board.
3. Shall appoint the PCI Academic Development Coordinator, Technical Development Coordinator, and Leadership Development Coordinator with the approval of the National Executive Board.
4. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
5. Shall produce an official transition report at the close of the term of office.

**Section 4. Appointed Positions**

- A. The term of office shall end for each appointed position (except the CPC Chairperson) either when a successor is chosen or one year from the date of appointment, whichever comes first.
- B. Any appointed member of the National Executive Board may be removed from office in either of the following ways:
  1. A majority vote of the National Executive Board upon the recommendation of the National Chairperson; or
  2. A two-thirds vote of the National Executive Board without the recommendation of the National Chairperson.

C. Duties -Ad Hoc National Executive Board Members

1. National Assistant Treasurer of Financial Control
  - a. Shall monitor the financial policies and procedures as set by the National Executive Board or the National Treasurer as they pertain to the Regions and the Alumni Extension.
  - b. Shall approve specific expenditures of the Regions and Alumni Extension consistent with the National Budget.

- c. Shall approve budget modifications for the regional and alumni budgets subject to the constraint that the National budget expense bottom line is not changed.
  - d. Shall assist the Regional and Alumni Treasurers in the performance of their duties on an as-needed basis.
  - e. Shall perform other tasks as assigned by the National Treasurer.
  - f. Shall produce an official transition report at the close of the term of office.
2. National Assistant Treasurer of Special Projects
- a. Shall research grant proposals that include need assessments and statistical analyses for the organization.
  - b. Shall serve as the National Finance Zone liaison that will develop, monitor, and maintain the budget for assigned national taskforces.
  - c. Shall prepare proposals and cost estimates of National Executive Board special projects for organizational financial advancement.
  - d. Shall investigate and report on the feasibility of proposed programs.
  - e. Shall perform other tasks as assigned by the National Treasurer.
  - f. Shall produce an official transition report at the close of the term of office.
3. National Leadership Institute Chairperson
- a. Shall coordinate the activities of the National Leadership Conference Planning Committee.
  - b. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
  - c. Shall produce an official transition report at the close of the term of office.
  - d. Shall coordinate the program activities of the National Leadership Institute.
  - e. Shall manage the activities of the National Leadership Team.
4. National Convention Planning Committee Chairperson
- a. Shall ensure a successful and productive National Convention on an annual basis.

- b. Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
  - c. Shall produce an official transition report at the close of the term of office.
5. National Telecommunications Chairperson
- a. Shall coordinate/develop NSBE Web.
  - b. Shall coordinate NSBE Web Team.
  - c. Shall serve as administrator of all NSBE list serves.
  - d. Shall coordinate National Convention Web casts.
  - e. Shall develop Telecommunications Policies/Programs.
  - f. Shall develop Web Communications Policies with Communications Chairperson.
  - g. Shall produce an official transition report at the close of the term of office.
6. National Parliamentarian
- a. Shall serve as a resource on the governing documents of the National Society.
  - b. Shall serve as a resource on proper parliamentary procedure.
  - c. Shall coordinate national election procedures at the National Convention.
  - d. Shall produce an official transition report at the close of the term of office.
7. International Committee Chair
- a. Shall coordinate the activities of the International Committee.
  - b. Shall coordinate international conferences with sponsoring international countries, chapters, and international conference planning committees.
  - c. Shall identify potential chapters to charter internationally.
  - d. Shall see that all international chapters receive the information and materials they need in order to function properly.
  - e. Shall produce an official transition report at the close of the term of office.

**ARTICLE VII -TERMINATION OF BOARD MEMBERS**

Any board member or member of the Advisory Board of the National Society may be impeached and removed from said position by the affirmative vote of:

- A. No less than two-thirds of the members in good standing; or
- B. All remaining officers of the Executive Board of the National Society.

## **ARTICLE VIII -MEETINGS**

### **Section 1.**

At each annual meeting of the National Society, there shall be elected an Executive Board of the National Society for the ensuing year and at which meeting such other business may be transacted as may be found, from time to time, necessary, desirable or useful.

### **Section 2.**

Notice of the annual meeting of the National Society shall be given in writing to all members in good standing in no less than thirty (30) days prior to said meeting.

### **Section 3.**

A quorum for all transaction of business at the annual meeting of the National Society shall be:

- A. No less than three (3) National Officers; and,
- B. No less than five (5) Regional Chairpersons; and,
- C. No less than two (2) members in good standing from any one (1) region of the National Society.

### **Section 4.**

A quorum for the transaction of all business at National Executive Board Meetings shall be ten voting members of the Executive Board. The quorum must include:

- A. No less than two National Executive Officer; and,
- B. No less than two National Standing Committee Chairs; and
- C. No less than three Regional Chairs.

### **Section 5.**

The National Convention shall be conducted in accordance with the NSBE Constitution, these Bylaws, and any resolution approved by the National Executive Board.

**Section 6.**

The Convention rotation shall be as follows:

- A. Region I
- B. Region V
- C. Region II
- D. Region IV
- E. Region III
- F. Region VI

**Section 7.**

The Convention city shall be approved by the National Executive board at least two years prior to the Convention, based upon the following criteria:

- A. Recommendation of the hosting region;
- B. The city's ability to accommodate the Convention;
- C. The relative cost to the membership and to the society;
- D. The availability of desirable dates;
- E. Any other considerations deemed appropriate by the National Executive Board.

**Section 8.**

The Convention Planning Committee Task Force shall consist of the National Treasurer, the National Finance Committee Chairperson, the Convention Planning Committee Chairperson for the current Convention, the Chairperson of the region of the current Convention, the Chairperson of the region of the site under consideration, a member of the National Advisory Board selected by the Advisory Board Chairperson, one additional member of the National Executive Board selected by the National Chairperson and a World Headquarters' Staff member selected by the National Executive Director. The National Treasurer shall serve as Chairperson of the Task Force.

**Section 9.**

The Convention Planning Committee Task Force (CPC Task Force) will have the following responsibilities:

- A. To oversee the Convention Planning process to insure that all the interests of the Society are balanced as pertains to the Convention.

- B. To make recommendations to the National Executive Board concerning Convention registration fees for the membership and corporations. These fees shall be approved at the NEB meeting at which the National Budget is approved.
- C. To review the proposals of the host region for the Convention as to the host city and make a recommendation to the National Executive Board concerning the location.
- D. To periodically review the Convention plans to insure that adequate progress is made.
- E. To oversee the entire Convention planning process and recommend changes as may from time to time be necessary.
- F. To perform other tasks as assigned by the National Chairperson.

### **Section 10.**

The National Convention Planning Committee (CPC) will be responsible for the planning and implementation of the National Convention.

- A. The CPC Chairperson will be approved by the National Executive Board upon the following selection process:
  - 1. All candidates should send a completed position application to the National Parliamentarian and the regional chair of the region that the specific National Convention is taking place in.
  - 2. The Regional Chair in question shall be the chairperson of a regional selection committee that consists of the Regional Advisory Board Chairperson of the region in question, a National Advisory Board member appointed by the National Advisory Board Chairperson, 1 additional member of the Regional Executive Board as appointed by the Regional Chair, 1 chapter president from the region appointed by the Regional Chair, a past CPC Chairperson as appointed by the Regional Chair, and any other individuals as approved by the National Executive Board.
  - 3. After the selection committee has convened and deliberated on candidates, the regional chair on behalf of the regional selection committee shall submit the top candidate to the National Executive Board for position approval.
- B. The CPC will have the following specific responsibilities:
  - 1. To determine a theme for the Convention that should be consistent with the goals and objectives of the Society.
  - 2. To recommend the Convention hotel to the CPC Task Force.
  - 3. To develop a Convention agenda which includes workshops which address issues relevant to the society as expressed by the National Objectives, Regional Concerns, and input from the membership. The workshops should focus on the cultural, technical, academic, professional concerns of the membership and all applicable key business areas of the National Long Range Plan. The agenda should also include ample time for Regional meetings and General Sessions.

4. To conduct the National elections under the supervision of the National Parliamentarian.
5. To perform any other tasks as directed by the National Chairperson or the CPC Task Force.

### **Section 11.**

The Executive board of the National Society shall have no less than two (2) meeting per term of office; and a quorum for transacting business of the National Society shall be no less than ten (10) members of said National Executive Board.

### **Section 12 -National Leadership Conference**

The National Leadership Conference Planning Committee (NLCPC) shall consist of a Chairperson appointed by the National Chairperson and confirmed by the NEB, one representative from each Region, a representative from the alumni extension, a representative from World Headquarters designated by the Executive Director, and a member of the Advisory Board designated by the National Advisory Board Chairperson.

A. The National Leadership Conference will have the following purposes:

1. To teach participants the leadership skills necessary for the development of their positions and their personal development.
2. To alert participants of specific problems relevant to the operation of the Society.
3. To train participants in problem solving techniques.
4. To give participants input into the planning process for the upcoming year.
5. To transition the National Executive Board.

B. The NLCPC will have the following responsibilities:

1. To recommend to the NEB the site for National Leadership Conference.
2. To organize cost efficient travel and accommodations for all participants.
3. To develop the Institute program under the direction of the National Programs Chairperson.
4. Other responsibilities as assigned by the National Chairperson.

C. The participants of the National Leadership Conference shall include, but need not be limited to, the following:

1. The past National Executive Board members approved by the National Executive Officers and the current National Executive Board.
2. The four officers of each region and the regional representatives to the each of the National Standing Committees.
3. The officers, regional chairs, and committee representatives to the National Standing Committees of the Alumni Extension.
4. Other people as approved by the National Executive Officers.

### **Section 13 – NSBE International Conference**

The NSBE International Conference Planning Committee (NICPC) shall be headed by a Chairperson recommended by the National Chairperson and approved by the NEB. The planning committee shall be advised by a member of the Advisory Board designated by the National Advisory Board Chairperson.

A. NSBE International Conferences will have the following purposes in order of priority.

1. Recruit and charter International chapters.
2. Support existing International chapters.
3. Enhance public relations for NSBE.
4. Share the NSBE Vision with stakeholders in other countries.
5. Expose membership to other cultures, ideas, technology, and experience.
6. Establish contact with parties to strengthen the organization and the community.

B. The NICPC shall have the following responsibilities:

1. To organize cost efficient travel and accommodations for all participants.
2. To develop the conference program under the direction of the National Programs Chairperson
3. Other responsibilities as assigned by the National Chairperson.

### **Section 14 – Regional Conferences**

Regional Conferences shall be conducted in accordance with the NSBE Constitution, these Bylaws, and any resolution approved by the National Executive Board.

A. Regional Conference shall occur during the following general timeframe:

Regional Leadership Conference (RLC) –July, Aug, Sept

Fall Regional Conference (FRC) – Oct, Nov

Spring Regional Conference (SRC) – Jan, Feb

B. The conference site shall be selected based upon the following criteria:

1. Recommendation of the region;
2. The city’s ability to accommodate the conference;
3. The relative cost to the membership and to the society;
4. The availability of desirable dates;
5. A vote of the Regional Executive Board;
6. Any other considerations deemed appropriate by the National Executive Board.

C. The Regional Conference site selection timeline shall be as follows:

Conference	Site Selection Deadline	Signed Contract Deadline
RLC	April 30 <sup>th</sup> 2 years prior	Aug 31, 2 years prior
FRC	September 30 <sup>th</sup> 2 years prior	Nov 30, 2 years prior
SRC	December 30 <sup>th</sup> 2 years prior	April 30, 2 years prior

D. The regional executive board shall select a site for a conference by the deadline date in line with regional operations and finances.

E. The regional executive board will work with Convention and Meeting Services to secure a contract by the deadline.

F. A chapter may bid to host the conference up to the time of the conference the year prior.

G. If no chapter bids are received and approved by the regional executive board by the close of the conference the year prior a conference planning chair will be appointed from the region at large by the regional chair. The regional conference planning chair will then form a conference planning committee.

## **ARTICLE IX -FINANCES**

### **Section 1. General**

No funds shall be expended, encumbered, or otherwise disbursed by NSBE other than in accordance with the procedure for the authorization of expenditures or investments in these Bylaws.

## **Section 2. Budget Process and Timetable**

- A. The Operating Budget shall be presented by the Treasurer to the NEB for its modification and approval no later than the last NEB meeting prior to the beginning of the new fiscal year.
- B. The Operating Budget shall be approved by the National Executive Board by a two-thirds vote. The approved budget must be balanced.

## **Section 3. Budgetary Authority**

Once the Operating Budget has been approved, the Treasurer shall be authorized to approve specific expenditures of funds in accordance with it, subject to the provisions of the Constitution and these Bylaws and to the following requirements:

- A. The treasurer shall report to the NEB on actual expenditures from each Operating Budget line-item according to the following schedule:
  - 1. No later than the fifteenth day after the end of each quarter, on the actual expenditures as of the end of previous quarter.
  - 2. Whenever the actual expenditures for a given detailed line-term (or a line-term, where no detail was approved) have exceeded the budgeted amount, or appear likely to exceed the budgeted amount before the next regularly scheduled report.
- B. The Treasurer shall report to the NEB on any changes in circumstances which would cause total income to be less than budgeted, as soon as such changes come to his/her attention, and shall suggest corrective action as may be required for the fiscal soundness of NSBE.
- C. The NEB may modify the Operating Budget by a two-thirds vote.
- D. The Treasurer shall not approve any expenditure which would result in a detailed line-item (or a line item, where no detail was approved) being overspent by \$200.00 or 10% of the authorized amount, whichever is greater, unless and until the appropriate budget modification has been approved by the NEB, except under the provisions listed in Section 3.E.
- E. If, in the opinion of the National Chairperson, a situation arises in which funds must be expended in order to maintain the financial stability and / or integrity of the Society and it is not feasible to conduct a meeting of the Executive Board, then the Chairperson with the concurrence of the Treasurer and a member of the Advisory

Board designated by the Chairperson of the Advisory Board may incur such expenses as are warranted, (the Executive Board will be notified of any such action as soon as possible).

- F. The National Convention portion of the budget can be modified by the National Treasurer with the concurrence of the CPC Task Force subject to the constraint that the net income of the Convention is not changed.
- G. A region may modify its portion of the budget in a manner defined within its working rules with the concurrence of the National Treasurer subject to the constraint that the net income is not changed.
- H. No funds from the Special Programs portion of the budget shall be expended unless and until the corresponding revenues are raised from external sources or funds are reallocated from internal sources subject to the constraints placed upon each internal source.
- I. The *NSBE Journal* portion of the budget may be modified by the National Treasurer with the concurrence of the Publications Task Force subject to the constraint that the net income of the *NSBE Journal* is not changed.
- J. The National Office portion of the budget can be modified by the National Treasurer with the concurrence of the Executive Director subject to the constraint that the total National Office expenses are not changed.

#### **Section 4. Reserve Funds**

- A. General Reserve – except as otherwise provided in these Bylaws, any excess of Operating Budget Income over expenditures shall be credited to, or any excess of expenditures over income shall be charged to, the General Reserve Fund of NSBE at the end of each fiscal year.
- B. Capital Reserve -NSBE shall have a Capital Reserve in which funds are placed to provide for purchase of property and/or capital equipment. Expenditures from the Capital Reserve greater than \$500.00 shall require the approval of the Executive Board.

#### **Section 5. Financial Policy and Investments**

- A. The Program Fund line-item shall be allocated by either of the methods listed below:
  - 1. A vote of the Executive Board, or
  - 2. A vote of a committee composed of the Treasurer, Vice-Chairperson and Programs Committee Chairperson.

- B. Loans may be authorized to individual regions by a committee composed of the Treasurer, Finance Committee Chairperson, and a member of the Advisory Board designated by the Chair of the Advisory Board under the following conditions:
1. That expenses covered by the loan are within the region's approved budget.
  2. No region will be allowed to incur outstanding loans totaling more than \$2,000.00.
  3. The total amount of funds on loan shall not exceed 40% of the General Reserve Fund.
- C. Signature Power -Within the limitations of these Bylaws the Treasurer shall have the authority to establish and close deposit accounts, to withdraw funds from such accounts, and to purchase and sell financial instruments, in the name of NSBE. The Treasurer may delegate this authority, but shall continue to be responsible to the NEB for its exercise. The Treasurer shall report to the NEB once a year on all such delegations in effect and shall report any changes in such delegations on a timely basis.
- D. Reporting -the Treasurer shall report to the NEB on the investments of NSBE on a quarterly basis.
- E. Borrowing -All borrowing by NSBE must be approved in advance by the NEB, except for normal short-term trade credit extended by vendors.
- F. Funds Management -the Funds Management Committee shall consist of the National Treasurer, National Finance Committee Chairperson, the National Treasurer Emeritus, and the Director of Accounting and Finance who shall all serve as an *ex officio* member without vote, and two members of the National Advisory Board recommended by the National Advisory Board Chairperson and appointed by the National Chairperson. Appointed Fund Management Committee members must be selected by the first meeting after the Chairperson takes office. The National Treasurer shall serve as Chairperson of the committee. The Funds Management Committee shall have the following responsibilities:
1. It shall oversee investment of all NSBE funds in a manner consistent with these Bylaws and any acts of the NEB. The Committee may not invest fund directly, but instead must contract with a professional financial advisor. Funds may only be invested in mutual funds, money market funds or risk free financial instruments such as certificates of deposits or treasury bills.
  2. It shall draft the necessary request for proposals and select a financial advisor to invest NSBE's endowment, restricted funds and excess funds available from cash flow only.

3. It shall report to the NEB on a quarterly basis the performance of all funds under its control. It shall review the annual performance of each NSBE investment. This evaluation must take place prior to the submission of the budget for the following fiscal year.
4. It shall recommend to the National Executive Board for its approval an investment strategy for NSBE.
5. It shall research and compile data necessary to make decisions included among its responsibilities.
6. Consider names proposed for honorary naming opportunities and apprise interested parties of the policy for the selection of names;
  - a. Act as the formal conduit for names to be submitted, researched, and forwarded for recommendation;
  - b. (May) recommend a specific name in response to a naming opportunity;
  - c. Maintain records of approved dedications and building names;
  - d. Receive and maintain brief biographical data and a statement as to why the person named is so honored; and
  - e. Notify the requester of the dedication of the approval status once the National Executive Board has acted upon the request
- G. Any contributions to the Society which are restricted to a specific purpose may only be expended in a manner consistent with the original grant. Any changes to the restrictions must be agreed on by the contributor, the intended recipient, and the National Executive Officers prior to the changes becoming effective.
- H. All bank accounts shall require two signatures in order to remove funds. Any accounts opened by any entity of the Society on the National or Regional level shall send the following information to the National Office:
  1. The name of the bank.
  2. The address of the bank.
  3. The bank ABA number.
  4. The people who have signature authority on the account.
  5. A copy of the monthly statement and the originals of all canceled checks.

## **Section 6. Travel Allocations**

Any NEB member may attend regional conferences or any other event as the National

Board representative whenever financially and logistically feasible.

## **Section 7. Chapter Suspension**

Any chapter which has an outstanding financial obligation to the Society will have its registration suspended four weeks after official notification by the National Office. This suspension will remain in effect until the obligation is met or until the National Executive board votes to repeal the suspension.

## **ARTICLE X -ADHOC COMMITTEES**

### **Section 1. Administrative and Personnel Committee**

- A. The Administrative and Personnel Committee shall consist of the National Chairperson, the National Treasurer, one National Executive Officer selected by the National Chairperson, the National Chair Emeritus, two members of the National Advisory Board recommended by the National Advisory Board Chairperson and appointed by the National Chairperson and one individual recommended by any member of the NEB, WHQ management or NAB and appointed by a majority vote of the APC. In the event that the Chair Emeritus is not approved, the National Chairperson can select an additional NEO member. Appointed APC members must be selected by the first meeting after the Chairperson takes office. APC proxy members will not be allowed unless approved unanimously by the existing APC. The APC shall meet prior to every National Executive Board meeting; a quorum for transacting business shall be no less than six (6) members of said committee. The National Chairperson shall serve as the chair of the committee; meeting minutes shall be taken and approved by a quorum of the committee.
- B. The Administrative and Personnel Committee shall be responsible for the following duties:
1. It shall research and compile data necessary to make decisions included among its responsibilities.
  2. It shall recommend to the National Executive Board salaries, raises, and compensation for all Society staff. The salary lines in the National Budget shall be approved by the National Executive Board in aggregate.
  3. It shall review the performance of each of the staff managers of the Society in order to determine the pay for the next fiscal year. This evaluation must take place prior to the submission of the budget for the following fiscal year.
  4. It shall decide on the hiring and termination of NSBE employees in accordance with the Society Budget.

5. It shall develop and sustain a short and long range staffing plan.
6. It shall monitor and document employees concerns and address concerns in accordance with the employee handbook.
7. It shall advise the NEB on the need to alter the number of staff positions by creating new positions or eliminating old staff positions.
8. It shall distribute a meeting schedule and agenda to the NEB prior to each meeting and shall provide a brief synopsis of each meeting to the NEB understanding that any and all sensitive or confidential information may not be disclosed.
9. It shall hear and rule upon any staff grievances which cannot be resolved at the immediate supervisor and next level manager level. APC decisions in these matters are final.

## **Section 2. Standards and Ethics Committee**

- A. The Standards and Ethics Committee shall consist of 5 members of the National Advisory Board as selected by the National Advisory Board Chair; 2 student members of the National Executive Board as selected by the National Chair; and the National Chair Emeritus, the National Parliamentarian, and the Executive Director who shall serve as *ex officio* without vote. The committee shall select its own Chair, which must be one of the National Advisors, who shall be approved at the first meeting of the National Executive Board.
- B. The Standards and Ethics Committee shall be responsible for the following duties:
  1. It shall enforce all policies outlined within the Conflict of interest statement.
  2. It shall enforce all policies concerning Executive Board membership as outlined below.
  3. It shall investigate and rule on any reported violations of the policies listed in subsections 1 and 2 above.
  4. It shall perform other tasks as assigned by the National Executive board.
  5. It shall maintain an appropriate level of confidentiality concerning all issues under its consideration.
  6. It shall notify the National Vice-Chairperson of any rulings of violations of the policies listed in subsections 1 and 2 above or any other reporting of the SEC related to a National Executive Board member.
  7. It shall advise the NEB on the need to alter any of the policies under its purview.

- C. Each elected member of the National and Regional Executive Boards (excluding the Alumni Extension Chairperson), and the National Convention Planning Committee Chairperson must meet the following criteria to remain in office:
1. The individual must be a student member in good standing throughout the term of office. A membership application must be received by the National Office no later than the completion of the National Leadership Institute.
  2. The individual must provide proof of registration each academic term to the Standards and Ethics Committee Chairperson. Proof will consist of an official statement from the college or university. It must be received within thirty days of the beginning of the academic term.
  3. Graduate students must be registered as full-time students throughout their term of office.
  4. If the individual graduates before December 1, a letter showing admission to a graduate program must be submitted to the Standards and Ethics Committee. Said letter must state that the student will begin graduate school within three months.
  5. Students who are on Co-op must obtain an official letter from their college or university stating that they are considered to be registered students.
  6. If a student is not considered to be a registered student by his or her institution, he or she must provide a letter from his or her employer stating that the person is interning and the length of said internship. The length of this internship may not exceed one academic term. This provision does not include a summer job.
- D. Each appointed student member of the National and Regional Executive Boards must meet the following criteria to remain in office:
1. The individual must be a member in good standing throughout the term of office. A membership application must be received by the National Office no later than the completion of the National Leadership Institute.
  2. The individual must provide proof of registration each academic term to the Standards and Ethics Committee Chairperson. Proof will consist of an official statement from the college or university. It must be received within thirty days of the beginning of the academic term.
  3. Students who are on Co-op must obtain an official letter from their college or university stating that they are considered to be registered students.
  4. If a student is not considered to be a registered student by his or her institution, he or she must provide a letter from his or her employer stating that the person is interning and the length of said internship. The length of this internship may not exceed one academic term. This provision does not include a summer job.

E. Each appointed alumni member of the National and Regional Executive Boards and each member of the Alumni Executive Board and the Alumni Regional Executive Boards must meet the following criteria to remain in office:

- The individual must be a member in good standing throughout the term of office. A membership application must be received by the National Office no later than October 31.

F. Disqualifications and Other Penalties

1. Violations of any of the provisions of sub-sections C, D, and E or the policy concerning conflicts of interest are grounds for removal from office. Removal, however, is not automatic, even if a person is found to have committed such an act, the penalty imposed by the Standards and Ethics Committee may be less severe as stated within the penalties listed below.

2. Hearing

- a. All meetings of the Standards and Ethics Committee shall be closed, but an accurate transcript of all transactions shall be kept by a secretary appointed for this purpose by the Committee.
- b. At the hearing, the individual in question may present whatever evidence desired to the Committee.

3. Penalties

- a. If the Standards and Ethics Committee determines that a violation has occurred, it may remove the individual from office or impose another penalty as is appropriate. Other penalties which may be imposed are reprimand, censure, or suspension for a specified time not to exceed three months.
- b. Any penalty imposed by the Standards and Ethics Committee may be overturned by a three-fourths vote of the voting members of the National Executive Board.
- c. The minutes of all hearings pertaining to the impositions of penalties shall be made available to the National Executive Board.

### **Section 3. Business Diversity Committee**

The Business Diversity Committee shall consist of a Chairperson appointed by the National Chairperson and confirmed by the NEB, six (6) Regional representatives (one representative from each Region), a representative from the Alumni Extension, National Business Diversity Chair Emeritus, a member of the Advisory Board designated by the National Advisory Board Chairperson, and any consultants the National Chair deems necessary and is approved by the National Executive Board.

A. The Business Diversity Chair shall have the following objectives:

1. To create a formal vehicle to support the development of members in their pursuit to become entrepreneurs.
2. To serve as a support mechanism for businesses owned by NSBE members.
3. To promote the utilization of African-American Owned Businesses (AAOB) by members and also the National organization for all budgetary expenditures.

B. The Business Diversity Chair will have the following responsibilities:

1. Provide a listing of AAOBs to be utilized for all National expenditures.
2. Facilitate the participation of AAOBs at NSBE career fairs and other activities.
3. Attend Business and Entrepreneurial expos to build knowledge of enterprise.
4. Identify NSBE business owners and maintain a listing on the NSBE Web.
5. Submit articles concerning entrepreneurs and AAOB spotlight for NSBE publications.
6. To serve as a resource for identifying workshop speakers for the Business and Entrepreneurial track.
7. Facilitate the Business Plan Writing Series.
8. Identify revenue sources for funding Business Diversity Committee activities.
9. Match potential NSBE business owners with others who share the same interest.
10. Serve as liaison between current business owners and potential business owners in NSBE.

#### **Section 4. Awards Committee**

The Awards Committee shall be responsible for the oversight, administration and judging of all National awards programs. The Committee will consist of two sub-committees.

- A. Guidelines and Policy Sub-Committee shall be composed of the National Executive Officers, the Executive Director, and a member of the National Advisory Board selected by the NAB Chairperson and confirmed by the NEB. The National Programs Chairperson shall serve as chair. The Guidelines and Policy Sub-Committee shall have the following responsibilities:
1. To establish and modify awards criteria.
  2. To establish and modify judging procedures and guidelines.
  3. To establish and modify application and nominations materials and procedures.
  4. To review and approve new awards.
  5. To perform other tasks as assigned by the National Chairperson
- B. The Judging Sub-Committee shall be composed of the National Programs Chairperson who shall serve as chair, three members of the National Executive Board nominated by the National Programs Chairperson and approved by the NEB, two members of the Board of Corporate Affiliates selected by the National Programs Chairperson, an Alumni Representative nominated by the Alumni Extension Chairperson and approved by the NEB, and one member of the National Advisory Board nominated by the Advisory Board Chairperson and approved by the NEB. The Judging Sub-Committee shall be responsible for the judging of all awards designated by the Guidelines and Policy Sub-Committee. The Judging Sub-Committee may select additional people to assist in the judging process; however, it will retain responsibility for all decisions.
- C. The decisions of the Awards Committee shall be consistent with the following policies.
1. No member of the Society may receive more than one NSBE Fellow Award with the exception that a recipient of the NSBE Fellow Award may be considered in a subsequent year for the NSBE Outstanding Fellow Award.
  2. The Leroy Callendar Award shall be awarded to one male and one female high school student who resides in the region hosting the National Convention.
  3. No member of the NEB shall be allowed to receive an award.

## **Section 5. Academic Excellence Committee**

- A. The Academic Excellence Committee (AEC) shall consist of a Chairperson appointed by the National Chairperson and confirmed by the NEB, one representative from each Region, a representative from the Alumni Extension, a member of the National Advisory Board selected by the Advisory Board Chairperson and other members appointed by the National Academic Excellence Chairperson.
- B. The Academic Excellence Committee shall be responsible for the following duties:
1. It shall research, develop, and implement academic excellence programs meeting the membership's needs.
  2. It shall provide academic support service to the members.
  3. It shall coordinate the Academic Technical Bowl.
  4. It shall evaluate the effectiveness of the various academic excellence programs.
  5. It shall encourage members to consider graduate studies.
  6. It shall assist in matriculating into successful professional and academic careers.
  7. It shall contribute articles on Academic Excellence for the NSBE publications.

## **Section 6. Community College Initiative Committee**

- A. The Community College Initiative Committee shall be chaired by the National Membership Chairperson, and shall consist of the National Programs Chairperson, National Academic Excellence Chairperson, National Alumni Pre-College / College Initiative Chairperson, National MSP Director, and a representative of the National Advisory Board.
- B. The Community College Initiative Committee shall have the following duties:
1. It shall promote the matriculation of math and science-based Community College students in four-year Engineering or Applied Science programs.
  2. It shall provide financial aid information, admissions information, and other pertinent information for Community College students interested in enrolling in a four-year Engineering or Applied Science program.
  3. It shall track the progress of Community College students through four-year programs and beyond.
  4. It shall develop implementation and measurement strategies for the program on the Chapter, Regional, and National level.

5. It shall compile a listing of potential Community College chapters for NSBE chapters to work with.

## **Section 7. Telecommunications Committee**

The Telecommunications committee shall be chaired by the National Telecommunications Chair, and consist of the National Communications Chair, the National Public Relations Chair, the Director of Communication and New Media, a Technical Development Coordinator assigned by the Telecommunications Chair, a member of the advisory board as assigned by the chair of the National Advisory Board, and the twelve Regional Telecommunications Chairs.

- A. The Telecommunications Committee shall have the following objectives:
  1. To increase and maintain a high level of technical excellence within the organization, that is current with the latest technological advancements.
  2. To assess and unify the technical talents of the organization, to better serve NSBE.
  3. To research, develop, and/or implement new tools to provide technical solutions that support the organization's needs.
  4. To train the membership on the latest technological advances that will support the organization's Seven Key Business Areas.
- B. The Telecommunications Committee shall have the following responsibilities:
  1. To provide online access to all NSBE Documents.
  2. To maintain all NSBE Internet communication tools.
  3. To manage and maintain the *Techie Realm*, a technical helpdesk and online development platform.
  4. To coordinate Chapter, Regional, National, and International Telecommunications/Technical activities and up-to-date training.
  5. To plan and coordinate technical training for the membership and the community.
  6. To research new technologies, evaluate, and recommend new tools to help the organization better serve the membership.

### C. Technical Development Coordinator

The Technical Development Coordinate shall coordinate special projects, research, and development efforts for the *Techie Realm* and the NSBE Net Gurus, as directed by the National Telecommunications Chair, along with the Telecommunications Committee.

### Section 8. Document Review Committee

- A. The Document Review Committee shall consist of the National Parliamentarian who shall serve as chair, National Secretary, one additional member of the NEB recommended by the National Chairperson and approved by the NEB, a member of the AEB selected by the Alumni Chair and approved by the NEB, two members of the National Advisory Board selected by the advisory board chairperson and approved by the NEB, the National Executive Director who shall serve *ex officio* without vote.
- B. The Document Review Committee shall have the following responsibilities:
1. Review all proposals to amend the Constitution and By-laws to see what effect proposals will have on all aspects of NSBE's governing documents.
  2. Review all proposals to amend Regional working rules to insure that the proposed changes do not conflict with the Constitution and By-laws.
  3. Review all proposals to amend the Alumni Operating and Interface Guidelines to insure that the proposed changes do not conflict with the Constitution and By-laws.
  4. Recommend changes to the Constitution and By-laws based on changes in NSBE operating procedures.
  5. Review proposals to amend the Constitution that are passed by any region.
  6. Review proposals to amend the By-laws that are submitted by any delegate for approval at any National Meeting.
  7. Shall publish by May 1<sup>st</sup> of each year a list and explanation of any NEB policies and standing rules which are currently in effect and are not included in the national documents.
  8. Shall perform other tasks as assigned by the National Executive Board.
- C. After review the committee shall make recommendations to the NEB or to the Society as appropriate. Recommendations may include, but need not be limited to, any conflicts that the amendments may cause within NSBE's governing documents, the appropriateness for inclusion of the proposed amendment to the particular

governing document, and any violations of the Constitution caused by proposed amendments to the By-laws.

## **ARTICLE XI -ELECTIONS**

### **Section 1. General**

#### **A. Types of Elections**

1. General elections are those in which all student chapters of the Society are eligible to cast two votes.
2. Regional elections are those in which all student chapters in a particular Region are eligible to cast two votes.
3. Alumni elections are those in which all alumni chapters are eligible to cast two votes.
4. Alumni Regional elections are those in which all alumni chapters in a particular Region are eligible to cast two votes.

#### **B. Times of Elections**

1. Except as otherwise provided herein, all General Elections shall be held at the Annual Convention and Meeting.
2. All Regional, Alumni, and Alumni Regional elections may either be held at the Annual Convention and Meeting or a meeting of said body which occurs prior to the Annual Convention and Meeting.

#### **C. Election Timetable**

The National Parliamentarian shall present to the National Executive Board for its information a timetable specifying completion dates for all aspects of an election at least three months prior to the Annual Convention and Meeting. The timetable shall include, but need not be limited to, the dates of all General, Regional, Alumni, and Alumni Regional elections; the timeline for the production of the Elections Handbook; and any other information as assigned by the National Executive Board or National Chairperson.

### **Section 2. General**

- A. A Society member shall seek election to a national position by filing a declaration of intent by a date specified in the Elections timetable.
- B. The National Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements

include, but need not be limited to, all requirements as specified in the Constitution and Bylaws.

- C. No candidate shall be elected to office unless an approved declaration of intent is on file with the National Parliamentarian.
- D. No candidate shall run for more the one position on the National Executive Board in a given election.

### **Section 3. Candidate Qualifications**

Each candidate shall have to meet the following qualifications in order to be placed on the ballot for National or Regional positions.

- A. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is registered as a full-time student and the degree program for which the student is enrolled.
- B. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is a student in good standing with the university.
- C. Each candidate for national office shall submit a letter from the Registrar or appropriate university official which states the students class standing. Each candidate for national office shall have a minimum classification of junior undergraduate status or the equivalent for the elected term.
- D. Each candidate must state his/her expected graduation date. If the candidate expects to graduate before September 15, he/she is not eligible to run for office unless he/she will be enrolled in graduate school full-time for the elected term of office.
- E. If the candidate expects to graduate before September 15, but has a letter of acceptance for enrollment in a graduate school full-time by January 1, he/she shall be eligible to run.
- F. Candidates must be members in good standing.
- G. Candidates who are currently co-op students must meet all of the above requirements.
- H. The declaration of intent and the official letter from the Registrar or appropriate university official must be received by the National Parliamentarian by the second day of the National Convention.

### **Section 4. Campaign Regulations**

This section only applies to General Elections.

#### A. Campaign Practices Code

1. The Campaign Practices Code (referred to in this section as "the Code") shall be a concise and complete specification of all election guidelines pertaining to the expected conduct of members of the Society as outlined in the Constitution and these Bylaws.
2. The Code shall be compiled by the National Parliamentarian and shall be published by the National Office.
3. The code shall be made available to each candidate, National Executive Board member and any member of the Society who requests it.

#### B. Rulings of the Elections Committee

1. The Elections Committee shall be empowered to issue supplemental rulings elaborating or clarifying the election guidelines as specified in the Code.
2. All rulings shall be posted in a public place by the National Parliamentarian. Each candidate shall be notified as to where these ruling shall be posted. All candidates shall be assumed to have read the ruling within twenty-four hours after its posting.
3. The National Parliamentarian shall be the only official of the Society empowered to offer official advice to candidates on matters pertaining to the Code.

#### C. Campaign Conduct

1. Campaigning shall be defined as the dissemination of printed material, commercial ads, and public speeches and displays regarding any candidate or ballot measure. The actions of any office holder of the Society, done in the course of discharging his/her duties, shall not be considered campaigning.
2. No candidate shall use any Society resources for campaigning purposes unless all candidates have equal access to these resources and such access is announced in the Code or by a ruling of the Elections Committee. Failure to obey this provision shall be grounds for disqualification.
3. All campaign materials shall bear the name of the candidate who has published it. Failure to obey this provision shall be grounds for disqualification.
4. Campaigning on Election Days
  - a. Prior to the opening of the polls, the poll watchers shall remove all campaign materials from within the polling room.

- b. Any campaigning within the polling room while the polls are open shall be grounds for disqualification.
5. Any attempt by a candidate to subvert or unethically influence the election shall be grounds for disqualification.
6. Any actions of candidates that impede an election official in the discharge of his/her duties shall be grounds for disqualification.
7. Any deliberate violation of any ruling of the Elections Committee shall be grounds for disqualification.
8. A plea of ignorance shall not be considered a valid defense to an infraction of any ruling as specified in the Code or as a ruling of the Elections Committee.
9. Disqualifications shall only be based on rules specified in the Code or on rulings of the Elections Committee.

#### D. Financial Disclosure

1. A financial disclosure statement shall be an accurate and complete accounting of all campaign expenses and campaign income (including the sources of any income) of any candidate.
2. Each candidate must file with the National Parliamentarian a financial disclosure statement prior to the close of the closing session. Candidates incurring no election expenses must still file a financial disclosure statement.

#### E. Disqualifications and Other Penalties

##### 1. General

- a. No candidate may be subjected to a hearing twice for a violation stemming from the same act.
- b. The term "grounds for disqualification" shall mean that the Elections Committee may use the act or acts so specified as reasons for disqualification, but they shall have the discretion to decide whether to initiate or continue disqualification proceedings. Specification of an act as grounds for disqualification does not mean that disqualification is automatic, even if a candidate is found to have committed such an act, nor shall any elections officer be required to recommend disqualification in such a case.

## 2. Hearing

- a. All meetings of the Elections Committee shall be closed to the public, but an accurate transcript of all transactions shall be kept by a secretary appointed for this purpose by the Elections Committee, except that the candidate being discussed can attend the meeting.
- b. At the hearing, the candidate may present whatever evidence desired to the Elections Committee.

## 3. Recommendation of Disqualifications

- a. If the Elections Committee determines that an election violation has occurred, it may disqualify the candidate or impose another penalty as is appropriate. Other penalties which may be imposed are reprimand, censure, or suspension for a specified period of time.
- b. Any penalty imposed by the hearing committee may be overturned by a two-thirds vote of the membership of the National Executive Board.
- c. The minutes of all hearings pertaining to the impositions of penalties shall be made available to the National Executive Board.

## **Section 5. Elections Handbook**

### A. General

1. The National Parliamentarian shall serve as the editor of the Elections Handbook.
2. The Elections Handbook shall contain information on the issues to be decided during the appropriate general election. No candidate for national office shall appear in the Elections Handbook unless the appropriate declaration of intent has been filed and the appropriate material for the Handbook submitted to the Editor by a date specified in the Elections Timetable. The National Parliamentarian shall have the authority to extend the deadline.

### B. Contents

1. The time and place of the election.
2. A complete and concise set of voting instructions, including appropriate notices with respect to delegate qualifications.
3. Statement by each candidate. Statements shall consist of the following information:
  - a. The name of the candidate.

- b. The candidate's University, major, class, department and degree program.
  - c. All offices of the Society held.
  - d. A position statement submitted by the candidate.
4. Distribution
- a. The Elections Handbook shall be distributed during registration at the Annual Convention and Meeting.
  - b. Enough copies of the Elections Handbook shall be distributed to ensure that every delegate receives a copy.

## **Section 6. Voting**

### **A. Voter Qualifications**

- 1. Only delegates from registered chapters shall cast votes.
- 2. All delegates shall register as delegates using a process designed by the National Parliamentarian and described in the Campaign Practices Code.
- 3. A list of all delegates qualified to vote shall be maintained at the polls.

### **B. Absentee ballots shall not be allowed.**

### **C. Counting of the votes**

- 1. The National Parliamentarian, the CPC Elections Committee Chairperson and two members of the National Advisory Board shall oversee the counting of the ballots immediately following the voting procedure.
- 2. All ballots shall be maintained in the National Office for a period of one year.
- 3. If a position is not filled at the National Convention, the National Chairperson-elect shall appoint someone to fill the position. Said appointment shall be confirmed by the National Executive Board-elect. If the appointment is made more than thirty days after the close of the National Convention, it shall be made by the National Chairperson and confirmed by the National Executive Board.

## **Section 7. Elections Committee**

### **A. Composition of the Committee**

The Elections Committee shall consist of the National Parliamentarian, one representative from each Region nominated by the appropriate Regional Chair and confirmed by the National Executive Board, and two National Advisory Board members appointed by the National Advisory Board Chairperson and confirmed by the National Executive Board. The National Parliamentarian shall chair the committee and shall vote only in case of a tie.

### **B. Meetings of the Committee**

1. Meetings shall be called by the chair of the Committee or any three members of the Committee.
2. All members of the Committee shall receive prior notification of these meetings, which shall normally be closed to the public.
3. Minutes taken at these meetings shall be filed with the World Headquarters in a timely manner.

### **C. Duties**

1. The Committee shall assist the National Parliamentarian in the running of the election.
2. The Committee shall decide whether any candidates have violated any election rules or rulings as described above.
3. The Committee shall decide on the appropriate penalties for candidates who have performed acts which are ground for disqualification subject to the review by the National Executive Board as described previously.
4. The Committee shall recommend changes as needed to improve the elections process.

### **D. Removal from Office**

- A member of the Elections Committee can be removed from office by a two thirds vote of the National Executive Board.

## **Section 8. Election Results**

### **A. Voting Results**

1. If more than one candidate runs for an elected office, the winner will be the candidate who received the plurality of the votes cast.
2. In the event that a candidate is unopposed, the candidate must have received a majority of the votes cast.
3. In the event of a tie, the National Executive Board shall select the winner.

B. The results shall only be announced at the Annual Banquet or at another time approved by the National Executive Board. At this time, the newly elected National Executive Board will be given the oath of office by the National Parliamentarian.

## **Section 9. Inability of the Parliamentarian to Act**

In the event that the National Parliamentarian is unable to fulfill his/her responsibilities or is running for an elected position, the Chair Emeritus will assume his/her responsibilities.

## **Section 10. Conflict of Interest**

If any member of the Elections Committee has a conflict of interest concerning an issue before the committee, he/she shall not participate in any of the discussion or voting concerning the issue.

### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of the New Robert's Rules of Order shall govern the National Society in all parliamentary situations that are not provided for in the law or the national constitution, bylaws, or any special rules of order the National Society may adopt.

### **ARTICLE XIII - NSBE POLICIES & PROCEDURES**

#### **Section I. General**

- A. NSBE policies and procedures serve as official specifications for standard procedures of the organization. All policy serves as official governance of the organization.

#### **Section II. Management**

- A. NSBE policy and procedures shall be established and documented in formal, dated, and numbered publications signed by the National Chairperson.

- B. Memoranda for NSBE policy and procedures shall be processed through the National Secretary and the National Parliamentarian.
- C. NSBE policies and procedures shall be archived by the National Parliamentarian and shall only be accessible to members of the organization.

### **Section III. Publishing**

- A. The formal publishing process, as outlined in Memorandum of Policy and Procedures - NSBE-MEMO-AN-001, shall be the only authorized and enforceable vehicle for the development and promulgation of official policy within NSBE.
- B. NSBE policy and procedures shall be broad in scope and include all NSBE entities to ensure uniformity and to reduce administrative burdens on all entities.
- C. Policy and procedure publications may include assignment of responsibilities and authorities, courses of action to implement the policy, and any other information needed for effective administration and operation.
- D. Signed NSBE policy and procedure memoranda will be distributed (at a minimum) to each national, regional and alumni executive board and copied to World Headquarters and the National Advisory Board. In addition, approved policy will be made available via NSBE online resources.

### **ARTICLE XIV – PUBLICATIONS COMMITTEE**

- A. The National Publications Committee shall be responsible for the oversight and administration of all national publications. It shall be chaired by the National Publications Chairperson.
- B. The National Publications Committee shall have three sub-committees, the Editorial Board, the Policy Board, and *The NSBE Bridge* Editorial Board which shall each have the following responsibilities:
  - 1. The Editorial Board shall:
    - a. Be composed of the National Publications Chairperson, the National PCI Publications Chairperson, the Alumni Extension Publications Chairperson, an Advisory Board member designated by the National Advisory Board Chairperson, and three Members-At-Large designated by the National Publications Chairperson to be approved by the National Executive Board; the Editor, the Publisher, and the Executive Director who shall serve as *ex officio* members without vote.

- b. Review and approve the editorial calendar for each publication prior to the submission of the calendars to the National Executive Board for final approval.
  - c. Develop and oversee all policies concerning editorial content for all Society national publications.
2. The Policy Board shall:
- a. Be composed of the National Publications Chairperson, the National Treasurer, and an Advisory Board member designated by the National Advisory Board Chairperson and approved by the National Executive Board, the National PCI Publications Chairperson, the Alumni Extension Publications Chairperson; the Publisher, and the Executive Director who shall all serve as *ex officio* members without vote.
  - b. Set overall policies of a non-editorial nature. These responsibilities shall include, but not be limited to, the recommendation to the National Executive Board of the budget, advertising rates, personnel requirements and other administrative issues.
3. *The NSBE Bridge* Editorial Board shall:
- a. Be composed of the National PCI Publications Chairperson, the PCI Chairperson, the National Publications Chairperson, the Alumni Extension PCI Chairperson, two high school students appointed by the National PCI Publications Chairperson and approved by the National Executive Board, and two professional educators appointed by the National PCI Publications Chairperson and approved by the National Executive Board and the *NSBE Bridge* Editor who shall serve as an *ex officio* member without vote. The Board shall be chaired by the National PCI Publications Chairperson.
  - b. Review and approve the editorial calendar for the *NSBE Bridge* prior to the submission of the calendar to the National Executive Board for final approval.
  - c. Develop and oversee all policies concerning editorial content for *The NSBE Bridge*.

#### **ARTICLE XV – PRE-COLLEGE INITIATIVE COMMITTEE**

The Pre-College Initiative (PCI) Committee shall be chair by the Pre-College Initiative Chairperson and consist of one representative from each Region, a representative from the alumni extension, a member of the Advisory Board designated by the National Advisory Board Chairperson, the Academic Development Coordinator, Technical Development Coordinator, Leadership Development Coordinator, and the National PCI Publications Chairperson.

A. The Pre-College Initiative Committee shall have the following objectives:

1. To encourage Black and ethnic minority pre-college students to enter the fields of science and technology.
2. To encourage Black and ethnic minority pre-college students to attend college.
3. To assist Black and ethnic minority pre-college students by providing tutoring, counseling and other support services.
4. To raise the level of consciousness of Black and ethnic minority pre-college students.

B. The Pre-College Initiative Committee shall have the following responsibilities:

1. To produce with the Publications Committee *The NSBE Bridge*, a pre-college magazine.
2. To coordinate and implement the NSBE Jr. Program and other National PCI programs on the national, regional and local levels.
3. To coordinate Alumni Extension, Regional, and local chapter pre-college activities.
4. To evaluate on annual basis the effectiveness of the National PCI programs and various other PCI activities.
5. To develop and manage a tracking system to monitor Black and ethnic minority students progress through the PCI programs.
6. To coordinate with the CPC to plan activities and programs of the annual National PCI Mini-Conference.
7. Other responsibilities as assigned by the National Chairperson.

C. *The NSBE Bridge*

1. *The NSBE Bridge* shall be a magazine produced by NSBE Publications under the direction of National Publications Chairperson and the National PCI Publications Chairperson. The magazine shall encourage academic excellence, help to instill self-pride, and encourage pre-college students to attend college.
2. The National PCI Publications Chairperson shall have the following responsibilities:
  - a. To provide direction on editorial content for *The NSBE Bridge* with the consultation of the PCI Chairperson, the Publications Chairperson and *The NSBE Bridge* Editor.

- b. To evaluate, approve, and finalize the content of *The NSBE Bridge* with the assistance of The *NSBE Bridge* Editor.
- c. To produce an official transition report at the close of the term of office.

D. NSBE Jr.

1. NSBE Jr. is a pre-college program which shall focus on the academic development, technical development, and leadership development of pre-college students. It shall maintain chapters at high schools and junior high schools under the oversight of local NSBE chapters. The program shall have the following objectives:
  - a. To stimulate enthusiasm about science and engineering;
  - b. To encourage students to study and excel in science and math;
  - c. To develop a support network for Black and ethnic minority pre-college students;
  - d. To provide financial aid and college admissions information;
  - e. To involve parents/guardians, counselors, teachers and administrators in the consciousness as well as academic, leadership, and technical development of Black and ethnic minority pre-college students.
2. The PCI Leadership Development Coordinator shall have the following responsibilities concerning NSBE Jr. specifically:
  - a. Shall manage and coordinate the chartering and renewal of NSBE Jr. chapters.
  - b. Shall maintain and distribute the NSBE Jr. Toolkit and NSBE Jr. Chartering Packet for Implementation. These documents shall contain the necessary information for the development and operation of a NSBE Jr. chapter.
  - c. Shall coordinate NSBE Jr. efforts of the regional PCI representatives.
  - d. Shall develop and maintain a database tracking system of the influence and effectiveness of the NSBE Jr. Program on pre-college students.
  - e. Shall perform other tasks as assigned by the PCI chairperson.
  - f. Shall produce an official transition report at the close of the term of office.

E. PCI Academic Development Coordinator

1. The PCI Academic Development Coordinator shall coordinate all programs established within the PCI Academic Development Track under the management and direction of both the PCI Chairperson and Alumni PCI Chairperson
2. The PCI Academic Development Coordinator shall have the following responsibilities:
  - a. Plan and facilitate National Try-Math-A-Lon Competition to include development and distribution of local, regional, and national competition and practice questions.
  - b. Develop and modify judging criteria for PCI scholarships and awards.
  - c. Advise and inform regional representatives of SAT/ACT testing dates, deadlines, and testing strategies, in order that information may be disseminated to pre-college students.
  - d. Establish and maintain tracking database which monitors student participation within Academic Development.
  - e. Distribute other pertinent information to Regional representatives as it pertains to Academic Development Track of PCI.
  - f. Produce an official transition report at the close of the term of office.

F. PCI Technical Development Coordinator

1. The PCI Technical Development Coordinator shall coordinate all programs established within the PCI Technical and Development Track under the management and direction of both the PCI Chairperson and Alumni PCI Chairperson.
  - a. Shall plan and facilitate National Scientific Design Competition.
  - b. Shall coordinate standard regional science and design competitions for conferences.
  - c. Shall develop schedule and suggested topics for AE Lecture Series.
  - d. Shall coordinate and monitor annual PCI Web Hunt Competition.
  - e. Shall establish and maintain tracking database which monitors student participation within Technical Development.

- f. Shall distribute other pertinent information to Regional representatives as it pertains to Technical Development Track of PCI.

**G. PCI Leadership Development Coordinator**

1. The PCI Leadership Development Coordinator shall coordinate all programs established within the PCI Leadership Development Track under the management and direction of both the PCI Chairperson and Alumni PCI Chairperson.
  - a. Shall develop standard procedures and guidelines for mentoring and/or tutoring programs of pre-college students.
  - b. Shall coordinate and manage the implementation of Regional Camping Conferences.
  - c. Shall manage the NSBE Jr. program as specified in ARTICLE X. Section IV entitled -D. NSBE Jr.
  - d. Shall establish and maintain tracking database which monitors student participation within Leadership Development.
  - e. Shall distribute other pertinent information to Regional representatives as it pertains to Leadership Development Track of PCI.
  - f. Shall produce an official transition report at the close of the term of office.

**ARTICLE XVI -NSBE Senate**

- A. Per the national constitution each chartered chapter shall select two delegates to represent the chapter in regional and national business. These delegates will be known as Senators and the legislative body in which they will participate will be known as the National Society of Black Engineers Senate and hereafter called the NSBE Senate.
- B. The National Parliamentarian shall coordinate the activities of the NSBE Senate with the assistance of the six regional parliamentarians.
- C. The NSBE Senate is hereby designed to make informed decisions on behalf of the Membership of the National Society of Black Engineers.
  1. Senators should make decisions with the consent of the chapter in which they represent.
  2. Senators should communicate with their respective chapters before making decisions on behalf of the chapters.

#### D. Senator Selection

1. Chapter Senators shall be selected by the Chapters they represent.
2. Senators must be members in good standing.
3. Affiliate members may not serve in the position of senator per Article III Section 2b of the constitution of the National Society.
4. Chapter senators should be selected at the time new officers are elected at the chapter in order to serve the entire term.
5. Chapters will be responsible for submitting Senator names prior to Regional Leadership Conference.

#### E. Senate Meetings

##### **Section 1 -Regional Conferences**

Senate meetings will be held at Regional Conferences at a time and place determined by the Regional Executive Board. Senators will be provided with the following prior to regional senate meetings:

1. All changes to National Society Governing Documents since the previous Senate meeting.
  - Governing Documents include: Constitution, Bylaws, Alumni Operating Guidelines, Alumni Interface Guidelines, and Regional Bylaws and working rules for that particular region.
2. Any proposals presented by any regional chapter for discussion.
3. Senators shall cast votes in their individual regional meetings on behalf of their chapter

##### **Section 2-National Convention**

NSBE Senators shall have the following responsibilities during the Annual National Convention:

1. Senators should be present at all NSBE General Sessions and will sit in the section designated for chapter senators. Senators shall be given notice of the time of the general sessions prior to National Convention.

2. Senators should be present at all National Forums and will sit in the section designated for chapter senators. Senators shall be given notice of the time of the National Forums prior to National Convention.
3. Senators should be present at all ad-hoc business sessions called by the National Executive Board.
4. The Senators shall cast votes in the national election on behalf of their chapters.
5. The Senators shall cast votes in their individual regional meetings on behalf of their chapter

#### F. Conference Registration

1. Senators shall receive a discounted registration rate for Regional meetings to be determined by the Regional Executive Boards. To receive discounted registration rates senators must be registered with the Regional Parliamentarian by the designated deadline.
2. Senators shall receive a discounted registration rate for the Annual Convention and Meeting to be determined by the National Executive Board. To receive discounted registration rates senators must be registered with the National Parliamentarian by the designated deadline.
3. If there is a proposed Constitution or By-Laws amendment at any National/Regional conference which requires a vote of the senate and a chapter senator attending the conference does not cast a vote accordingly (yes, no, or abstain), that chapter senator will automatically be forfeit from that specific conference discounted registration rate(s). As such, he/she will be billed the exact conference registration discount amount.