

THE UNIVERSITY OF
ALABAMA[®]



National Society of Black Engineers

Chapter Constitution



CONSTITUTIONAL AUTHORITY

The University of Alabama chapter of the National Society of Black Engineers Constitution describes the manner in which the organization shall be governed and structured. The University of Alabama chapter of the National Society of Black Engineers shall comply and be consistent with the Constitution and Bylaws of the Region and the National Society. The University of Alabama Student Organization Manual and code of conduct shall take precedence in the absence of authority and direction from the chapter constitution, Regional and National bylaws and constitution.

PREAMBLE

As a collegiate organization, The University of Alabama chapter of the National Society of Black Engineers does hereby dedicate itself to the development of intensive programs for increasing minority participation in fields of all majors. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the African-American community. Members of this organization are encouraged to join and participate in their individual professional societies.

ARTICLE I. NAME

Section A.

- 1) The official name of this nonprofit membership organization at the University of Alabama shall be the National Society of Black Engineers.
- 2) This organization will use the name its acronym, NSBE, in all publicity materials and correspondence.
- 3) This organization may also be referred to as UA NSBE or Bama NSBE.

ARTICLE II. OBJECTIVES

Section A.

- 1) The objectives of NSBE are to expand the recruitment, retention, and graduation of more minority students with technical degrees and to stimulate endeavors in the advancement of ethnic minority engineering in professional industry.
- 2) The mission of this organization shall be "to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community."

ARTICLE II. MEMBERSHIP

Section A. REQUIREMENTS

- 1) A member shall be defined as all currently enrolled students, both undergraduate and graduate at the University of Alabama-Tuscaloosa who has paid chapter dues, are eligible to be voting members.



- 2) All members are required to demonstrate support for the mission, purpose, and standards of this organization.
- 3) All members are required to pay an annual membership fee prior to taking part in any organization activity.
- 4) This registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, national origin, color, age disability, gender identity or expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

Section B. RIGHTS

- 1) There shall be no maximum number of members of NSBE.
- 2) Attendance to chapter meetings is not mandatory to maintain membership.
- 3) All due paying members are eligible to attend all meetings and events of this organization.
- 4) If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section C. WITHDRAWAL OF MEMBERSHIP

- 1) Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above, violation of the UA student code of conduct which reflects negatively on the organization, or failure to pay dues.
- 2) Should a member voluntarily seek to withdraw membership, they are encouraged to submit written documentation to the Chapter Membership Chair. Members may also express their decision to withdraw by excuses themselves from all chapter communication, i.e. Groupme, Email server, Facebook, etc.

Section D. VOTING

- 1) All active dues paying members are entitled to one vote at all meetings of the chapter.
- 2) A **3/4 vote** of the quorum of membership at a regular or special meeting shall be sufficient to remove an officer from an executive board position.
- 3) A **simple majority vote** quorum at an election meeting shall be sufficient to elect members of the Executive Board.
- 4) If electronic voting is conducted outside of a meeting, the polls should be open for 24 hours from time of the voting announcement.
- 5) Members shall only be allowed to vote once unless a run-off election is held.
- 6) Proxy voting shall be permissible by a non-voting individual. Members should notify the chapter secretary of their absence and who will be there proxy.

ARTICLE III-DUES

Section A. CHAPTER DUES



- 1) The pricing of yearly chapter dues shall be determined annually by the Executive Board.
- 2) Due payment shall be required for events as defined by the Executive Board.
- 3) In the event of withdrawal from the organization, dues shall not be refundable.

Section B. NATIONAL DUES

- 1) The pricing of national dues is to be established annually by NSBE Nationals.
- 2) Members are encouraged to become national members, but this is *not required* to be a member of the chapter, as long as chapter dues are paid.
- 3) Students must be national members to participate in *official* NSBE activities, conferences, and programs.

ARTICLE IV- ADMINISTRATION

Section A. STRUCTURE

There shall be an Executive Board of NSBE which shall consist of the elected officers and committee chairpersons.

Section B. THE EXECUTIVE BOARD

- 1) Shall determine all questions of policy and shall administer the affairs of NSBE under this constitution.
- 2) Shall direct the investment and the care of the funds of NSBE and shall make appropriations for specific purposes.
- 3) Shall make and change regulations not consistent with this Constitution, for the management of the business and affairs of NSBE.

Section C. COMMITTEES

- 1) There shall be standing committees of NSBE
- 2) The chairpersons of the standing committees will be elected annually by the members.
- 3) The committee chairpersons will report directly to the Vice-president.
- 4) The Executive Board will appoint committee chairpersons for a special committee(s) and replace committee chairpersons should the positions become vacant or the chairpersons fail to fulfill their responsibilities.
- 5) Committee chairpersons are expected to submit monthly reports in accordance with regional expectations

Section D. OFFICERS

- 1) All elected positions will be held by members as defined In Article IV, Section A.
- 2) The elected positions of NSBE are President, Vice-President, Secretary, Treasurer, Parliamentarian, and standing committee chairpersons, and Senators.
- 3) Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice- President



- 4) Should a vacancy occur in any of the remaining elected positions the unexpired term shall be filled through the following process:
 - a) Submittal of notification of candidacy to the Executive Board
 - b) Review of candidates by the Executive Board
 - c) Selection of replacement by simple majority vote of the Executive Board with the president having voting power only in case of a tie.
 - d) The chain of leadership of this process shall be extended to: Secretary, Treasurer, Parliamentarian, Programs Chair, Membership Chair.
- 5) Election of officers and committee chairpersons shall be held annually during the spring semester according to Robert's Rules of Order.

ARTICLE V - DUTIES OF OFFICERS

Section A. Duties of elected officers are:

- 1) President
 - a) Shall preside over all official meetings of NSBE
 - b) Shall serve as the official representative of NSBE.
 - c) Shall appoint members of all standing, and special committees, with advice and consent of the Executive Board, except where otherwise provided for in this document.
 - e) Shall oversee responsibilities of chapter officers.
- 2) Vice President
 - a) Shall preside in the absence or the inability of the president
 - b) Shall perform any activities, duties, and responsibilities as designated by the president.
 - c) Shall oversee the activities of the standing committees.
- 3) Secretary
 - a) Shall serve all notices required by law of NSBE and in case of absence, during any meeting, the duties of the secretary may be performed by any person whom the Executive Board may direct.
 - b) Shall record accurately the minutes of the Executive Board Meetings and general membership meetings and make available the minutes to all members upon request
 - c) Shall report the minutes of the previous meeting at the present meeting of the Executive Board or general membership meeting.
 - d) Shall approve outgoing messages to the general body.
- 4) Treasurer:
 - a) Shall keep accounts and deposit organization funds of the NSBE treasury.
 - b) Shall make expenditures for business in a manner approved by the Executive Board.
 - c) Shall maintain the membership roll and collect yearly dues of NSBE in a manner developed along with the Executive Board.



- d) Shall have a record of financial transactions prepared for every meeting.
- 5) Parliamentarian:
 - a) Shall be familiar with Robert's Rules of Order.
 - b) Shall govern the procedure and conduct of business of the NSBE.
- 6) Telecommunications Chair:
 - a) Shall coordinate Web communications and social media.
 - b) Shall compile chapter mailing list.
 - c) Maintain a detailed record of all NSBE events with creative freedom. This includes scrapbooking, videos, pictures, etc.
 - d) Shall prepare and review material for the official NSBE website as needed.
 - e) Shall develop Communications Policies/Programs.
 - f) Shall produce an official transition report at the close of the term of office.
 - g) Shall be familiar with Robert's Rules of Order.
- 7) Publications Chair:
 - a) Shall be responsible for all national publications, not specifically assigned to other CEB committees.
 - b) Shall manage and maintain the organization website
 - c) Shall evaluate, approve, and finalize the general content of the UA-NSBE newsletter.
 - d) Shall maintain regional publications liaisons.
 - e) Shall serve as Chairperson of the Publications Committee.
 - f) Shall prepare and submit articles affecting the public image of NSBE to other publications.
 - g) Shall design and distribute brochures containing information about NSBE to NSBE chapters, other organizations, corporations, and the general public.
 - h) 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.
 - i) Shall be responsible for monitoring and preserving the official NSBE logo.
 - j) Shall be responsible for documenting and distributing the history of the National Society of Black Engineers
 - k) Shall be familiar with Robert's Rules of Order.
- 8) Academic Excellence Chair:
 - a) Shall manage and coordinate the activities of the Academic Excellence Committee
 - b) Shall oversee the research, development, and implementation of academic excellence programs that meet the membership's needs.
 - c) Shall report chapter GPA to Nationals.
 - d) Shall be familiar with Robert's Rules of Order.



- 9) Programs Chair
 - a) Shall develop uniform programs in keeping with the goals of the Society.
 - b) Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
 - c) Shall be responsible for the implementation of Chapter projects and programs.
 - d) Shall be familiar with Robert's Rules of Order

- 10) Conference Planning Chair
 - a) Shall ensure successful and productive Conventions on an annual basis.
 - b) Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
 - c) Shall be familiar with Robert's Rules of Order.

- 11) Membership
 - a) Shall compile membership statistics and make them available to the CEB.
 - b) Shall coordinate chapter charter renewals.
 - c) Shall maintain updated rosters of members.
 - d) Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
 - e) Shall be familiar with Robert's Rules of Order.

- 12) Pre-College Initiative
 - a) Shall manage and coordinate the activities of the Pre-College Initiative
 - b) Shall compile a brief synopsis of his/her yearly activities for the NSBE Annual Report.
 - c) Shall be familiar with Robert's Rules of Order.

- 13) Senators
 - a) Shall be the official chapter representative at the national convention.
 - b) Votes for national NSBE legislation on behalf of the chapter.
 - c) Maintain up to date on changes in national policies and procedures.
 - d) Serve as needed for the chapter.

ARTICLE VI - AMENDMENTS

Section A.

- 1) Amendments to this constitution may be proposed by:
 - a) A two-thirds vote of the Executive Board, or
 - b) Simple majority of the membership present.
- 2) The amendment must be submitted in a written proposal to the Executive Board to be reviewed. The proposal must be clearly stated.



- 3) Ratification of any amendment to this constitution shall be subject to a three-fourths vote of the paid members of NSBE.

ARTICLE VII - ADVISOR

Section A.

- 1) As defined by the Source (Office of Student Involvement) the officers of this organization possess the right to select, remove, or change its advisor(s). As an independent student organization, there is no designated faculty members assign to this organization. Should this organization become funded by a university department, it is permissible that the role of advisor be appointment by the administration.

ARTICLE XII - FINANCES

Section A. PROCESSES

- 1) NSBE is required to have an account established by the Alabama Credit Union.
- 2) This organization shall be recognized as a 501(3)c non-profit organization.
- 3) In the event that NSBE goes defunct, terminated with the SOURCE or unchartered with UA, all funds shall be allocated towards a scholarship administered by the Minority Engineering Program to an African-American student studying engineering.