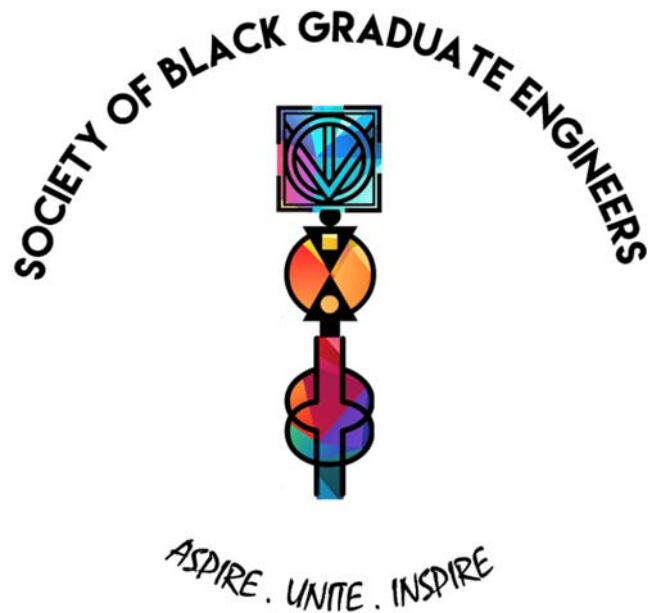


The Ohio State University - College of Engineering

Constitution of the  
Society of Black Graduate Engineers (S.B.G.E.)



The S.B.G.E. logo consists of symbols, of the West African language Yoruba, which loosely translate (from top to bottom) to the following words: Aspire, Unity and Inspire. The interlocked, colorful symbols represent the different spectra of people that will come together to make up this organization.



BOA ME NA ME MMOA WO : Loosely translates to help me and let me help you - **Unity**



NEA OPE SE OBEDI HENE: Loosely translates to he who wants to be king - service/  
leadership – **Aspire**



NYANSAPO: Loosely translates to Wisdom Knot - **Inspire**

## PREAMBLE

We, the Society of Black Graduate Engineers (S.B.G.E.), are an organization committed to providing a space for black graduate students in the OSU College of Engineering to connect and develop mentorial and professional relationships across engineering disciplines. In addition, S.B.G.E. is a representative body that will consolidate and effectively communicate issues affecting black engineering graduate students to department boards. Finally, S.B.G.E. strives to promote student interest in pursuing advanced degrees in STEM fields especially among underrepresented groups by being active in recruitment efforts by the College of Engineering as well as participating in community outreach programs that focus on increasing student interest in STEM disciplines.

### List of organization objectives

1. Provide mentor-mentee relationships to assist new students entering graduate study.
2. Provide opportunities for networking and developing professional relationships by organizing trips to academic conferences and inviting minority professionals or academics to hold seminars.
3. Provide a social space for black graduate students to connect, relax, and study together.
4. Participate in community outreach programs that work to increase student interest in pursuing STEM fields of study.

## ARTICLE I: Name, Purpose, Non-discrimination Policy

### Section I

Name: The name of the organization shall be called the “Society of Black Graduate Engineers,” also known by the acronym S.B.G.E.

### Section II

Purpose: The purpose of the organization is to provide a common and safe space for black graduate students so that there may be support in navigating the experience of graduate school. Finally, this organization will provide an environment that fosters the aspirations of students of color through interaction with each other and the wider community and inspires students to strive for higher education.

### Section III

Non-discrimination Policy: This organization welcomes all students no matter their age, color, race, disability, gender identity, HIV/AIDS status, national origin, religion, sex, sexual orientation, or any other bases under the law to become members and/or participate in SBGE activities. SBGE welcomes all students who are passionate about promoting diversity within The Ohio State College of Engineering Graduate Program as well as at the professional level.

## ARTICLE II: Membership

The Society of Black Graduate Engineers (S.B.G.E.) shall be comprised of engineering graduate students and professional students enrolled at The Ohio State University. This is extended to graduate and professional alumni wishing to maintain membership through the payment of dues.

## ARTICLE III: Authority

### Section I

The authority for the establishment of S.B.G.E is derived from the consent of Black graduate engineering students enrolled in the Graduate School of The Ohio State University.

### Section II

S.B.G.E shall be recognized by The Ohio State University, The Graduate School, the Council of Graduate Students as being the sole representative of black graduate engineering students enrolled in the Graduate School of The Ohio State University.

### Section III

S.B.G.E. reserves the right to sit as an advisory agent on behalf of the Black graduate engineering students in relation to all matters brought before committees or agencies of The Ohio State University involving the interest of black graduate engineering students.

### Section IV

S.B.G.E. shall have the right to plan and implement programs in accordance with its purpose.

### Section V

S.B.G.E., as a registered organization of the University, shall have the right to petition the University for an amount of those activity fees which are earmarked for student organizational usage.

### Section VI

S.B.G.E. shall have the authority to allocate and disburse funds from the treasury of the Caucus and shall have the power to levy fees on the membership of S.B.G.E.

### Section VII

S.B.G.E. shall determine its own rules of procedure, be the judge of the elections and returns, and determine qualifications of its members.

## ARTICLE IV: Elections of Officers; Methods for removal of officers/members

### Section I

Officers (president, vice president, secretary, treasurer) are selected in the month of April to serve a 1 year term. The election is held electronically through a survey, putting forth candidates who nominate themselves or have been nominated by other group members for officer positions. Candidates must fill out an application, which includes discussing their interest, qualifications and commitment in holding an officer position and their previous leadership roles. General members are allowed to join the organization at any time of year so long as they are enrolled graduate students at the Ohio State University in the College of Engineering. General members and elected leaders are expected to meet the standards described in Article II and conduct themselves in a way that reflects well on the organization.

## Section II

The month of April will serve as a Transition Period between the old and new board. The purpose of the Transition Period is to indoctrinate the incoming Executive Committee (EC) to the practices and state of SBGE. At the beginning of the transition period, the outgoing EC will conduct a presentation to the incoming EC on the progress made during the term, any hurdles encountered, how they were overcome, and any other pertinent information to the success of the incoming EC. The President Emeritus shall make themselves available as a resource throughout the following term.

## Section III

1. For the case of removing an officer or member, the President, or Vice President if the President is the person in question, and the Advisor must schedule a meeting with the officer/member in question to try to reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 2.
2. A written notice of action, with the signatures of the rest of the executive committee, must be submitted to the officer/member in question. The notice serves as a formal acknowledgement of the conduct of the member and the failure to resolve the issue, not a vote to remove.
- 4: The officer/member in question has the opportunity to formally plead their case by submitting a statement to the rest of the EC.
- 5: The EC has 1 week to vote on the removal of the officer/member. The officer/member is removed from his or her position by at least 3 of the 4 officers voting for removal with the Advisors consent.

## ARTICLE V: Duties of Officers

Leadership roles in the organization will consist of a President, Vice-President, Secretary and Treasurer. The term of each position will last 1 year (April-April). Candidates are elected by the organization voting membership in the month of April during Spring Semester. Incumbents are allowed to be re-elected without limit.

## Section I

The president must complete prescribed training and fulfill all requirements mandated by the Student Union. The president serves as the primary contact for the organization. Expectations for the president are to represent the organization respectfully and skillfully, conduct meetings, be in consistent communication with our faculty advisor, and create sub-committees when needed.

## Section II

The vice-president is expected to fill the role of president when he/she is absent, keep record of discussion at meetings, manage the organization's technological faces (including the organization's email account and the Facebook page), and communicate with internal and external constituents.

## Section III

The secretary is expected to maintain all organizational meeting minutes, conduct the correspondence of S.B.G.E., maintain all active records, inform all members of regularly scheduled meetings one week prior to the meeting, preside over meetings in the absence of the president and vice-president, and serve as an ex-officio member of a committee assigned by the president.

#### Section IV

The treasurer is expected to fill the role of vice-president when he/she is absent, keep accurate record of received monies and expenditures, communicate with faculty advisor as needed, preside over meetings in the absence of the president, vice-president, and recording secretary, serve as an ex-officio member of a committee as assigned by the president and attend the required annual training for student organizations and maintain the responsibilities outlined in the training.

#### ARTICLE VI: Advisor(s)/Advisory Board

The advisor of the Society of Black Graduate Engineers must be a full-time faculty or staff member at The Ohio State University. The advisor shall be selected based upon their alignment with the purpose of the organization.

#### ARTICLE VII: Meeting and Attendance

General body members and executive body members should attend at least 70% of the meetings in a school year to keep abreast of pertinent issues and maintain membership. Meetings will be held once a month for the general body of the organization and twice a month for the leadership team or as agreed upon. Meeting times will be decided upon at the first general meeting or as otherwise deduced.

#### ARTICLE VIII: Method of Amending Constitution

##### Section I

Proposed amendments should be submitted in writing, read in the general meeting, and may be acted upon in the general meeting in which they are proposed.

##### Section II

Approval of an amendment requires two-thirds of voting members present (quorum present, which is 50% + 1 of total organization members).

##### Section III

The Executive Committee has the authority to call for a constitutional review.

#### ARTICLE IX: Parliamentary Authority

Robert's 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the constitution and By-Laws of S.B.G.E.

### BY LAWS

#### ARTICLE I: Membership

Members of the Society of Black Graduate Engineers must have graduate standing or equivalent in the College of Engineering at The Ohio State University.

#### ARTICLE II: Elections

See Article IV Section I and II.

#### ARTICLE III: Appointments

##### Section I

An executive committee member(s) may be the overseer of a chosen standing committee. In addition, executive committee members may appoint general body members to co-advise specified committees.

##### Section II

If any of the appointees resign, a replacement shall be selected by the same procedures as the original appointment.

#### ARTICLE IV: Committees

##### Section I: Executive Committee

1. The executive committee consists of the following officers: President, Vice President, Secretary, and Treasurer. The executive committee is headed by the President whom may call meetings as he or she deems necessary, but must call a minimum of two meetings per semester. Members of the executive committee are encouraged to serve as advisors to newly appointed officers.
2. The executive committee is responsible for setting the agenda for regularly scheduled meetings.
3. The executive committee may make decisions on special circumstances, which will be disclosed to the general body during scheduled meetings.

##### Section II: Standing Committees

1. The S.B.G.E. standing committees are as follows:
  - a. Social Committee
  - b. Service and Outreach Committee
  - c. Fundraising and Budget Committee
  - d. Professional Networking Committee
2. Each standing committee will have a chairperson that is nominated and subsequently appointed by the executive committee; members that are either volunteers are selected by the executive committee.
3. S.B.G.E. shall create additional standing committees as it deems necessary.
4. The purpose and function of each standing committee are as follows:
  - a. Social Committee  
The social committee shall plan and coordinate social events conducted by SBGE.

b. Service and Outreach Committee

The service and outreach committee shall provide SBGE members with opportunities to work with OSU and/or Columbus community organizations that work in either elementary/high school STEM education (e.g. tutoring initiatives) or other efforts to increase student interest in STEM fields. This committee may also develop outreach initiatives that would be sponsored by SBGE.

c. Fundraising and Budget Committee - headed by Treasurer

The fundraising and budget committee is chaired by the Treasurer. This committee is responsible for organizing fundraising efforts as well as keeping track of and partitioning the SBGE budget.

d. Professional Networking Committee

The professional networking committee shall be responsible for organizing mentorship relationships among new black engineering graduate students and more senior members of SBGE. This committee is also charged with inviting distinguished minority professors or industrial professionals to hold seminars that are sponsored by SBGE. This committee shall also provide SBGE members registration and travel scholarship information for the National Society of Black Engineers (NSBE) Conference as other conferences. This committee shall also work on creating a professional network connecting SBGE students to those currently working in academia or industry.

## ARTICLE V: Meeting Requirements

### Section I: Executive Committee Meetings

1. There are four executive committee members: President, Vice President, Secretary, and Treasurer. For a decision to be placed before the general membership or sub-committees, three of the four executive board members must be voting in favor of the action in question. If the number of executive board members increases, the quorum must increase as decided by the President and Vice President.
2. All executive committee members should be present at approximately 70% of the meetings within a school year. Regular executive committee meetings shall be held as specified by the active executive committee. The President and Vice President have authority to call an executive committee meeting.
3. The President, Vice President, and Secretary have authority to notify executive board members about meetings.

### Section II: General Body Meetings

1. Regular meetings of this organization shall be held monthly or as specified by the active executive board. The President and Vice President have authority to call a general body meeting.
2. The President, Vice President, and Secretary have authority to notify general body members about meetings.

## ARTICLE VI: Method of amending By Laws

To amend the By-Laws of S.B.G.E., the executive board must vote on the amendment with a majority in favor of the amendment.