

The Ohio State University Chapter



National Society of Black Engineers

Constitution

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Constitutional Authority

The National Society of Black Engineers National Constitution describes the manner in which the national organization shall be governed and structured. The NSBE Chapter Constitution document shall serve as a governing document for The Ohio State University and not supersede or take authority in matters where working rules of NSBE sub bodies do not exist or are in conflict. As such, all working rules of NSBE Chapters shall comply, and be consistent with the National Constitution.

Preamble

The undergraduate and graduate students enrolled at The Ohio State University College of Engineering at the Columbus Campus desire to combine our efforts and interests for the purpose of:

- A. Promoting cooperation between the College of Engineering and undergraduate engineering students.
- B. Improving the retention and graduation of African-American undergraduate engineering students.
- C. Provide general counseling to all members.
- D. Increasing the enrollment of African-American students in the College of Engineering.
- E. Promoting the engineering profession in Ohio's primary and secondary schools.
- F. Strengthen relations between professional industry and the black community
- G. Promoting unity between African-American undergraduate and graduate engineering students.

Do ordain and hereby establish this Constitution.

Article I - Name and Type

Section 1. Chapter Name

The name and type of this organization shall be: *The National Society of Black Engineers at The Ohio State University*, a nonprofit student run organization.

Section 2. Objectives

- A. The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the NSBE.
- B. The objectives shall include: conducting programs that serve to stimulate and develop student interest in engineering, striving to promote participation at all levels of responsibility in the field of engineering by the



black communities, and endeavoring in the advancement of black professional engineers within the individual engineering disciplines.

Article II - Mission Statement and Vision

Section 1. Mission

The mission of the National Society of Black Engineers is “to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community.”

Section 2. Vision

We envision a world in which engineering is a mainstream word in homes and communities of color and all Black students can envision themselves as engineers. In this world, Blacks supercede parity in entering engineering fields, earning degrees, and succeeding professionally.

Article III - Chapter Governments

Section 1. Governing Laws

- A. This organization shall be governed by the Constitution, By-Laws and all amendments to the Constitution and By-Laws of this organization.
- B. The Constitution and the By-Laws of this organization shall be within the boundaries of the Constitution, By-Laws and Rules for the Government of Chapters of the National Society.

Section 2. Final Approach

- A. The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive board of the National Society.
- B. The laws that govern this Chapter shall be in effect only after approval from the Executive Board of the National Society has been granted.
- C. No laws of this Chapter shall be retroactive.

Article IV - Membership

Section 1. Membership

- A. Membership and participation in this organization shall be free from discrimination of the basis of sexes, race, religion, ethnic group or national origin.
- B. All students attending The Ohio State University within the stated boundaries, who prescribe to the purpose of the National Society of Black Engineers, as stated in the Preamble, shall be eligible to become members of this organization.



- C. Membership in this Chapter shall be designated as Affiliate Member
- D. The definition of each type of membership shall be defined as stated in the National Constitution and By-Laws.
- E. Qualifications for an active member include paying chapter dues, as stated in *Section 3*, coming to general body meetings and supporting/volunteering at NSBE events.

Section 2. Voting

- A. Each member who has fulfilled the requirements for chapter membership, as stated in Article IV - Section 1, shall be entitled to vote.
- B. Each Affiliate Member in good standing is entitled to one vote at all meetings
- C. Two-thirds of the Executive Committee (elected officers) and 50 percent of the paid members, not including officers of the Council, shall constitute a quorum for the transaction of any legal business.

Section 3. Dues

- A. Annual membership fees shall be reviewed annually by the Executive Board. These fees shall include annual dues both to the national level, (\$15) and chapter level, (\$15). The Executive Board is not excused from chapter dues nor receives a discount. This fee can only be changed by a 2/3rds vote of the quorum.
- B. A plan of payment can be made with the treasurer concerning payment of Chapter dues prior to the third regular meeting of each semester concerning that quarter's dues.

Section 4. Loss of Membership

- A. A complaint made about a member must be stated at an executive board meeting. A majority vote of the Executive Committee will be required to raise the complaint at the next general body meeting. A 2/3rds vote of the quorum will be required to impeach and consequently remove the member without reimbursement of dues.

Article V- Meetings

Section 1. First Meeting

- A. The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year by the President.

Section 2. Regularity

- A. Regular meetings shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the members present at the first meeting of the academic year.



- B. The President may call an unscheduled meeting when necessary provided that every member receives a notification at least 24 hours prior to the meeting.

Article VI - Officers and Duties

Section 1. Positions

- A. The Executive Committee (Elected Officers) members of the Chapter shall be the President, Vice President, Secretary, Treasurer, two Senators, Parliamentarian and any other officers the chapter deems necessary. See Article VIII on how to create new elected positions.
- B. The appointed officers of the Chapter shall be: Programs Chair, Academic Excellence Chair, Telecommunications, Pre-Collegiate Initiative (PCI) Chair, Community Service Chair, Conference Planning Chair (CPC), Freshmen Retention Program (FRP) Chair, Technical Outreach Community Help (TORCH) Chair. See Article VIII on how to add new appointed positions.
- C. The Executive Board consists of all members within the Executive committee and appointed officers.
- D. The chapter shall have a minimum of one advisor responsible for informing other faculty of the activities of this chapter.
- E. No person who resigns from this position shall be allowed to return to that position during the same academic year.

Section 2. Electing New Officers

- A. Eligibility to run
 - 1. In good standing with The Ohio State University
 - 2. Paid National and Chapter dues
 - 3. Must be active, as determined by the Executive Committee
- B. Election dates, nomination dates and requirements
 - 1. Elections should take place before the end of Spring Semester, such that the newly elected board may formally be transitioned into their roles at a meeting with the outgoing Executive board.
 - 2. Nominations for elected positions should take place at the general body nomination meeting date picked by the executive board (not before or after).
 - 3. For a member to be officially nominated for an elected position: one chapter member must nominate another member, at the respective general body meeting, followed by at least one other member seconding the aforementioned nomination.
- C. Officiating over elections
 - 1. The Parliamentarian or the President shall officiate over elections.
- D. Voting



1. All active members as defined in Article IV are eligible to vote. If a member does not vote directly after the election meeting they will be given up to 72 hours (3 days). After this time voting is complete.
2. New officers for the Executive Board shall be announced at the proceeding general body meeting.

Section 3. Duties of Executive Committee (Elected Officers)

A. President

1. Shall preside over all general meetings of the National Society of Black Engineers.
2. Shall schedule all meetings.
3. Shall be responsible for implementing all decisions of the Council.
4. Shall initialize all solicitation letters.
5. Shall appoint all committee chairpersons with the approval of the Vice President.
6. Shall recommend replacements of officers and chairpersons for approval by the Executive Board.
7. Shall appoint and remove all chairpersons and members of all committees, except where otherwise provided for in this document, with the advice and consent of the Executive Committee.
8. Shall oversee all zones. (Programs, Communication, Finance, Representative, and Membership).
9. Shall communicate with counterparts at other schools in the region.

B. Vice - President

1. Perform all duties of the President in his/her absence, or at the request of that officer.
2. If the office of President should fall vacant, the Vice - President shall assume the office of President (look at *Section 6* for details on how to proceed).
3. Shall create all executive board meeting agendas and lead the executive board meetings.
4. Oversee all zones alongside the President.
5. Shall communicate with counterparts at other schools in the region.

C. Treasurer

1. Shall maintain all finances of the organization, according to University policy.
2. Shall maintain a membership roll and collect all dues of the Chapter members.
3. Shall be responsible for obtaining and/or maintaining a bank account in the name of this Chapter.



4. All monies received by the Treasurer shall be deposited in the Chapter's bank account, within five business days after such receipt, by the Treasurer.
5. Shall keep an accurate record of the organizations financial status at all times.
6. Shall submit an annual report to the Executive Board of the National Society before February 1st of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
7. Shall maintain a current balance report, monthly report, and annual report of receipts and disbursements to the Executive Committee
8. Shall oversee the Finance Zone.
9. Shall communicate with counterparts at other schools in the region.

D. Recording Secretary

1. Shall send out a weekly newsletter to all members and those who would like one
2. Shall keep a record of all General Body minutes and attendance.
3. Shall keep a record of all Executive Board minutes and attendance.
4. In the absence of the President and the Vice-president shall preside over the meetings of the Council.
5. Shall oversee the Communication Zone.
6. Shall communicate with counterparts at other schools in the region.
7. Perform all duties of President in the absence of the Vice-President.
8. Shall forward an annual report to the Executive Board of the National Society before February 1st, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.

E. Finance Chair

1. Provide assistance to the Recording Secretary whenever necessary.
2. Shall help plan the Diversity Company Social
3. Shall conduct correspondence of NSBE to companies including:
 - a. Letters, acknowledgments, and proposals.
 - b. Communicating with counterparts at other schools in the region.
 - c. Communicating with companies to establish relationships and to raise money.
4. Acts as an active member of the Finance Zone

F. Parliamentarian/Historian

1. Shall ensure that all meetings are conducted with the proper decorum.
2. Shall implement Robert's Rules of Order, revised at all times.



3. Shall communicate with counterparts at other schools in the region.
5. Shall count amendment votes and all other votes including election votes.
6. Shall insure that all amendments shall be relayed to the general body as well as the E-board.
7. Shall oversee the Representative Zone

G. Membership Chair

1. Shall be responsible for making initial contact with incoming freshmen (through participation in orientation activities, summer letters, and talking to Preface Students).
2. Shall be responsible for renewing charter on an annual basis.
3. Shall keep membership informed at all times of all relevant activities/information.
4. Shall plan at least 3 social activities each semester for the membership
5. Shall oversee the Membership Zone
6. Shall communicate with other schools in the region.

H. Senators

1. There shall be two people hold senator positions
2. Will attend E-Council and USG Meetings
3. Will present constituency report to Executive Committee.
4. Shall ensure that the chapter votes are cast during Regional and National Business.
5. Mandatory attendance at Regional Conference and National Convention.
6. Shall communicate with other schools in the region.
7. The senators are apart of the Representative zone, of which the chair is the Parliamentarian

Section 4. Duties of Appointed Positions

A. Programs

1. Oversee the Program Zone which contains the Academic Excellence, Community Service, TORCH, and Pre College Initiative (PCI) Chairs
2. Put together and organize the Institute for Chapter Development (ICD)
3. Conduct one social event per semester
4. Present updates on National and Regional programs to the Eboard
5. Work with neighboring chapters on joint events

B. Academic Excellence Chair

1. Conduct academic empowerment programs



2. Create ways to increase overall chapter GPA
 3. Work with other MEP organizations to organize study tables/other academic related events/initiatives
 4. Work with MEP on getting all of our chapters' GPAs confirmed
 5. Promote and educate the chapter on NSBE scholarships
 6. Manage and co-head Technical Research Expedition (TRE), Academic Technical Bowl (ATB), Debaters, and Elevator Pitch competitions for the chapter
 7. Create, manage, and promote the NSBE test bank
 8. Acts as an active member of the Programs Zone
- C. Pre-College Initiative (PCI)
1. Monitor over STEM schools initiatives
 2. Monitor & help coordinate tutoring sessions for middle and high schools in Columbus
 3. Organize and manage shadow day events
 4. Work with the NSBE advisor and MEP on PCI
 5. Manage the scholarship documents
 6. Acts as an active member of the Programs Zone
- D. Community Service
1. Coordinate community service events for the chapter
 2. Conduct one main community service related event every semester
 3. Track volunteer hours that will be used as a part of tiers for conferences
 4. Organize and plan a NSBE Buckeyethon team
 5. Acts as an active member of the Programs Zone
- E. Conference Planning Chair (CPC)
1. Coordinate and book hotel rooms for all conferences
 2. Coordinate and book transportation for all conferences
 3. Prepare departure presentation about each conference
 4. Promote conferences to the general body and aid with conference registrations and tiers with the treasurer and community service chair
 5. Find additional entertainment at conference (if needed)
 6. Help with the Finance Zone in between conferences
 7. Acts as an active member of the Finance Zone
- F. Freshmen Retention Program (FRP) Chair
1. Coordinate the Mentor-Mentee program
 2. Coordinate academic, professional and social improvement workshops specific to Freshmen and Sophomores
 3. Manage active/inactive FRP participants
 4. Conduct at least one retention event per month
 5. Acts as an active member of the Membership Zone



G. Telecommunications Chair

1. Shall be responsible for communication with other chapters, and the regional and national boards.
2. Shall organize and train others in the use of the website: <https://nsbeosu.wixsite.com/nsbeosu/events-1>.
3. Shall be responsible for social media accounts: Twitter & Instagram (@tOSU_NSBE), and LinkedIn (<https://www.linkedin.com/in/osunsbe/>).

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

1. Responsible for leading a project team that addresses pressing social issues and supports the technical needs and desires of NSBE members.
2. Acts as an active member of the Programs Zone

Section 5. Impeachment of Elected Positions

1. Any board member of The Ohio State University may be impeached and removed from their position in either of the following ways:
 - a. A majority vote of the Chapter members or
 - b. A two-thirds vote of the Chapter Executive Board, not including the officer upon whom the charges have been brought.
2. If a member feels that an officer is not fulfilling their duties, they shall, in writing, submit a request for impeachment to the President. However, if the officer in question is the President, the request shall be submitted to the Chapter Advisor.
3. Impeachment proceedings shall be called by the President, unless the officer in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.
4. An officer shall be required to be in good academic standing with the college or they will be subject to impeachment.

Section 6. Succession of Officers and Vacancies

1. Succession of Executive committee members in descending order: President, Vice President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, Senator I and Senator II.
2. President- if the President should leave office for any reason, the Vice-President will assume the position with all its responsibilities.
3. Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, Senator I and Senator II - If the stated officers should permanently have to leave their position for any reason, and can no longer perform any of their duties, the President will appoint someone to these positions within one week of the resignation of the officer.



- a. An election will be held immediately to elect another officer if needed
 - b. Nominations will be taken one week before elections.
2. Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, Senator I and Senator II - If the stated officers should have to leave their positions for any reason, for a semester or less, and cannot perform their duties to capacity, they are to create a pseudo committee of 1-3 people prior to leaving and serve as a temporary advisor to the committee while away.
 - a. The committee must consist of at least one Executive Board member.
 - b. The committee is to distribute/maintain the roles and duties, (both implicit and explicit) of the leaving position.
 - c. The committee must also be approved by the Executive Board with a majority vote.
3. Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, Senator I and Senator II- if stated officers are gone for longer than a semester, they should be treated as if they are permanently vacating their position (Section 6-3).
4. Appointed Positions - In the vacancy of an appointed officer's positions, chairs shall be appointed by a 50% majority vote of the Executive Committee

Article VII - Budget Adjustments

Section 1. Budgets

1. For adjustments to the budget, a proposal must be sent to the Parliamentarian relaying information about the intended event and the potential budget for the event. This proposal will be passed with a $\frac{2}{3}$ vote of the Executive Committee and then the adjustment will be implemented, given we have enough funds.
2. The President shall opt to petition the Executive Board for increased/negation/reduced payment towards NSBE related activities. This includes, but is not limited to conference registration, membership dues, and other affiliated NSBE events. A $\frac{2}{3}$ vote of the Executive Board will be required to pass.

Article VIII - Zone Breakdown

The following shall be the zones, of this organization, whose purpose is to execute the goals and mission of the organization. Any zones, elected, or appointed positions to be added onto this article must be done by a two-thirds vote of the Executive Committee. If the Executive Committee feels as though an appointed



position should become an elected position for the upcoming year, the same procedure should be done with the approval of an advisor.

Section 1. Administrative

- A. Zone Leader: President
- B. Executive Board Member(s):
 - a. Vice-President
 - b. Secretary
 - c. Treasurer

Section 2. Communication

- A. Zone leader: Secretary
- B. Executive Board Member(s):
 - a. Telecommunications Chair

Section 3. Programs

- C. Zone leader: Programs
- D. Executive Board Member(s):
 - a. Community Service Chair
 - b. TORCH Chair
 - c. Academic Excellence Chair
 - d. PCI Chair

Section 4. Finance

- A. Zone leader: Treasurer
- B. Executive Board Member(s):
 - a. Conference Planning Chair
 - b. Finance Chair

Section 5. Membership

- C. Zone Leader: Membership Chair
- D. Executive Board Member(s):
 - a. Freshmen Retention Chair

Section 6. Representative

- E. Zone Leader: Parliamentarian
- F. Executive Board Member(s):
 - a. Senator I
 - b. Senator II

Article IX - Faculty Advisor

The Advisors of this organization and their duties shall follow respectively:



1. Attend two general body meetings per semester
2. Meet with Executive Committee once a semester and provide semester evaluations of Executive Committee.
3. Attend Annual Convention.
4. Is to count the election votes regarding the following years Executive Board.

Article X - Anti-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article XI - Ratification and Amendments

Section 1. Ratification

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

Section 2. Amendment Proposals

1. All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Representative Zone before the next executive board meeting to be presented and voted on at the upcoming general body meeting.
2. The Parliamentarian shall present all amendments to members at the upcoming general body meeting and shall email the said proposal(s) to all members in the next weekly newsletter.
3. Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership, provided there are at least nine members present at the meeting when it is considered.
4. All amendment adoptions shall be announced at a regular Chapter meeting.

Section 3. Exceptions

1. In matters that are expedient, ratification by a simple majority vote of the Executive Board shall provide an exception to the rules set down by this Constitution.