**CONSTITUTION**

**of the**

**NATIONAL ORGANIZATION FOR THE**

**PROFESSIONAL ADVANCEMENT OF**

**BLACK CHEMISTS AND CHEMICAL ENGINEERS at the Ohio State University**

**Adopted October 1 2009**

**ARTICLE I**

**Name and Objectives**

**Section 1**

The name of the Chapter shall be the “National Organization for the Professional Advancement of Black Chemists and Chemical Engineers at the Ohio State University”. The shortened form shall be the “National Organization of Black Chemists and Chemical Engineers,” also known as “NOBCChE” and referred to hereafter in this document as the “Chapter”. This organization is affiliated with the international organization “ National Organization for the Professional Advancement of Black Chemists and Chemical Engineers” as a student chapter.

**Section 2**

The National Organization of Black Chemists and Chemical Engineers at The Ohio State University shall be established to develop programs to assist Blacks in realizing their full professional potential in chemistry, chemical engineering, and related disciplines at the Ohio State University. This Chapter will promote within and assess for the Black community at large the impact of new developments in science and technology.

**Section 3**

This Chapter 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 II**

**Memberships**

**Section 1**

Membership in the Chapter is open to any person who supports and is willing to work to attain the objectives of Article I.

#### Section 2

# Student Member

A person who is enrolled at The Ohio State University as an undergraduate or graduate student, pursuing a course of study in chemistry, chemical engineering, or related fields of concentration, and pays the required dues, shall be a Student Member and is permitted to vote.

# Non Student Member

A person who is not enrolled as a student at The Ohio state university as a student such as faculty, staff, alumni and professionals, and pays the required dues, shall be a non Student Member and are not permitted to vote.

**Removal of Membership**

Membership may be removed by a ½ vote of the Executive Board if actions are deemed inappropriate by the membership. The member is permitted to speak before the Executive Board about the charges made concerning his/her actions during which time the member shall be on probation until a decision is made.

**ARTICLE III**

## **Executive Board and Duties**

**Section 1**

The Executive Board shall consist of four Committee Members, The President Vice President, Treasurer and Secretary Executive Board is responsible to the Chapter.

**Section 2**

1. The Executive Committee shall guide the direction of the Chapter and provide for continuity in objectives and practices. The Administrative Officers of the Chapter shall be the President, Vice-President, Secretary, and Treasurer. These Officers shall be elected for a one year term by the regular membership by a ballot for each office. The results of the election will be announced at the same Meeting. The majority vote wins unless a tie occurs in which case a re-vote shall be held.

**Section 3 Administrative Officers Duties**

The duties of the annually elected and appointed Administrative Officers and biannually elected Regional Chairpersons shall be to implement the programs of the Chapter.

1. **President**
	1. Act as primary contact for organization
	2. Plan out meeting agendas
	3. Preside over executive board and general body meetings (as well as any special meetings)
	4. Complete all necessary training needed to maintain organization’s active status
	5. Maintain contact/update advisor(s)
	6. Assist with appointment of and transition of next year’s executive board members
2. **Vice-President.**
	1. Act as secondary contact for organization
	2. Take over duties of (including presiding over meetings for any executive board, general body, and event planning meetings) the president, in the event that the president is unable to serve in this capacity
	3. Assist (alongside president) with other executive members
	4. Assist in supervising event planning, fundraising, and other activities
	5. Assist in new member recruitment
	6. Assist in social media advertising (in absence of social media manager/president)
	7. Assist in transition of next term’s executive board members
3. **Secretary**
	1. Take minutes (notes) at every organization meeting (executive and general)
	2. Email executive meeting notes to executive board members and advisors after each meeting
	3. Send out general body meeting notes to listserv (including flyers, presentations, updates, and any important information for community) after meeting/event
	4. Assist in maintain and organizing the organization information/history files and records (via organization OneDrive folder (shared))
	5. Keep up-to-date list of membership, including names and emails
4. **Treasurer**
	1. Prepare (general) annual budget
	2. Monitor student organization’s budget/funds
	3. Maintain an account of the organization’s financial status including income/funding and expenses
	4. Collaborate with president to prepare and submit funding requests to CSA Funding by required deadlines using correctly allocated funds (operating and programming)
	5. Submit audit for operating/programming funds by required deadlines (work with president on this)
	6. Collect any funds and deposit into organization’s account
5. **Chemistry Undergraduate Representative**
	1. Serve as liaison between organization and undergraduates within organization as well as other outside organizations (such as MUSE) – resource for fellow undergraduates
	2. Elicit any feedback from students about questions or ideas for the organization
	3. Participate in executive board and general body meetings
	4. Participate in event planning and provide updates and ideas for engagement with undergraduate community
6. **Social Media Manager**
	1. Maintain active social media postings across organization website, X, and Instagram
	2. Assist president in updating and maintain organization’s website
	3. Assist in creating flyers and posters for social events and symposium
	4. Timely posting for events to increase engagement
7. **Outreach Chair**
	1. Serve as resource for students to engage in different volunteer opportunities
	2. Send emails to listserv of upcoming opportunities to maintain engagement
	3. Collaborate with on and off campus organizations for volunteer opportunities (once a semester)
	4. Maintain document of past and present volunteer opportunities – including collaborative organization’s name, name of the volunteer event, and the name(s) and email(s) of main point(s) of contact
	5. Maintain sufficient number of volunteers for events via sign up sheets
8. **Symposium Planning Chair**
	1. Act as the main point of contact for all things related to the annual symposium
	2. Work with the president to plan out symposium planning timeline and agenda – which will include
		1. Keep executive board members and advisors up-to-date with any symposium plans/updates
		2. Creation of necessary sub-committees to help perform symposium planning duties including the following:
			1. Creation and distribution of abstract guidelines and submission form
			2. Collaborate with social media manager to create a promotional flyers for abstract submission, guest speaker seminar and pamphlet
			3. Collaborate with president/vice president(s) for any food-related planning for symposium
			4. Collaborate with president/treasurer to maintain timely submission of any necessary funding forms/departmental funding for symposium event

**Section 4 Officer Eligibility**

Members interested in becoming an officer must meet the following academic requirements to hold an officer position:

1. Have a minimum cumulative grade point average (GPA) of 2.00 (undergraduate) or 3.00 (graduate) and meet that immediately prior to the election/appointment, the quarter or semester of election/appointment and quarters or semesters during the term of office.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate) during the term of office, and at least half time (five or more credit hours), if a graduate level student (unless fewer credits are required in the final stages of their degree) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section 5 Removal of an Officer**

If an officer becomes ineligible he/she will be removed from the position during the remainder of their term. If the member becomes eligible before the following term he/she will be eligible to run for a position as an officer. Officers may be removed from office by a ½ vote of the other officers and ¾ of the general memberships if actions are deemed inappropriate by the membership.

**ARTICLE IV**

**Adviser**

**Section 1**

Each Student Chapter is required to have an advisor who is a regular member of the National Organization. The advisor should be an individual who maintains close contact with the Chapter in order to monitor activities. The Advisor of this Chapter must be a full time member of the Ohio State University Faculty or Administrative and Professional Staff.

**Section 2 Adviser Duties**

The Advisors role is to guide the students in running the Chapter. In drafting official and unofficial documents for the Chapter and in keeping with the constitution of the national chapter of which this is a student chapter

**ARTICLE V**

**Meetings**

**Section 1**

There shall be a minimum of one meeting held during a semester, at which the membership shall conduct business and conduct elections.

**Section 2**

The Executive Board shall meet at least twice annually, but as often as necessary to properly govern the Chapter.

**ARTICLE VI**

**Dues**

**Section 1**

The Executive Board shall establish the annual dues for each class of membership in the Chapter.

**Section 2**

The annual dues shall apply for the fiscal year in which it was paid.

**ARTICLE VI**

**Amendments**

**Section 1**

Amendments to this Constitution may be effected by a three-fourths majority vote of the regular membership. The proposed amendment shall be presented for adoption at any meeting of the Chapter, or at any special election called by the President, but requires at least two months’ prior notices in writing to the regular membership.

**Section 2**

The Executive Committee is empowered to propose amendments to the Constitution by a simple majority vote of all Executive Committee members. The proposed amendments may be presented for adoption at any Meeting of the Chapter, or at any special election called by the President, but requires as least two months prior notice in writing to the membership.

**Section 3 Statutes**

Statutes are policies, rules, and /or procedures enacted by the Executive Board. Statutes may be proposed by any Executive Committee member and shall be enacted after receiving a majority vote of the Executive Committee. The Chapter’s Secretary has the responsibility to ensure that proposed statutes are not in conflict with the Constitution.

**Section 4**

a. An initiative is the power of the membership to propose amendments to the Constitution, Statutes, and/or Bylaws, and to adopt or reject them.

b. An initiative measure may be proposed by presenting to the Secretary a petition that sets forth the text of the proposed amendment to the Constitution, Statutes, or Bylaws, and is certified by the Treasurer to have been signed by Regular Members equal in number to eight percent, but not less than ten members in the case of an amendment to the Constitution, and five percent of the votes for all candidates for President at the last national election in the case of an amendment to the Statutes and/or Bylaws.

c. The Secretary shall then submit the measure atthe next national election held at least sixty days after it qualifies and has been presented to the general membership (i.e., valid signatures; not in conflict with the Constitution). The Chairperson of the Executive Board may call a special national election for the measure, if deemed appropriate.

d. An initiative measure embracing more than one subject may not be submitted to the membership or have any effect.

**Section 5**

a. A referendum is the power of the membership to approve or reject statutes or parts of statutes, except statutes calling elections, and statutes providing for dues, levies or appropriations for usual current expenses of the Chapter.

b. A referendum measure may be proposed by presenting to the Secretary within ninety days after the enactment date of the statute, a petition certified to have

been signed by members equal in number to five percent of the votes for all candidates for President at the last presidential election, asking that the statute or part of it be submitted to the membership for adoption or rejection.

c. Elections Committee chairman shall then submit the measure at the next general election held at least thirty-one days after it qualifies, or at a special election called by the Chairperson of the Executive Board, if deemed appropriate.

**ARTICLE IX**

**Bylaws**

**Section 1**

Bylaws not in conflict with the Constitution, and necessary or beneficial to the proper government of the Chapter, may be presented for adoption at any Meeting or general election of the Chapter by an initiative measure (see Article VIII, Section 4), but requires certification and presentation to the general membership at least sixty days prior to the Meeting or special election.

**Section 2**

The Bylaws may be amended by a two-thirds majority of the regular membership. Bylaws shall be operative when so approved, unless a later date is specified.

**BYLAW 1**

**Chapters**

**Section 9**

Each Student Chapter is required to have an advisor who is a regular member of the National Organization. The advisor is not required to be located on the same campus as the Student Chapter, but should be an individual who maintains close contact with the Chapter in order to monitor activities.

**STATUTE 2 Fund Raising**

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) authorizes fund raising activities in the name of the National Organization according to the following guidelines:

1. Only the National Executive Board, Regional Chairpersons, and/or Chapters may initiate fund raising activities in the name of NOBCChE. Individual members are explicitly denied permission to use the Organization’s name to raise or solicit funds, unless approval is granted by the respective regional chairperson.

A geographical region or a local chapter can sponsor a fundraiser, if they follow the appropriate guidelines. This activity must be approved by the Executive Board to document activities for taxing purposes.