

# **National Society Of Black Engineers**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

National Society Of Black Engineers

### **ARTICLE II. ORGANIZATION PURPOSE**

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

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

National Society Of Black Engineers *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

National Society Of Black Engineers *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

National Society Of Black Engineers *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be*

*consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

All students at The Ohio State University are able to become members.

### **Section B. Member Selection**

- A. Qualifications for becoming an active member include paying chapter dues, coming to general body meetings, and supporting/ volunteering at NSBE events.

### **Section C. Membership Timeline**

Students are able to become members year round.

### **Section D. Member Removal**

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 2/3<sup>rd</sup>s vote of the quorum will be required to impeach and consequently remove the member without reimbursement of dues.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

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

1. Attend two general body meetings per semester.
2. Regularly attend Executive Board meetings.
3. Attend Annual Convention.
4. Is to count the election votes regarding the following years Executive Board.

### **Section B. Advisor Term**

The advisor shall serve a minimum term lasting one academic year. Number of terms an advisor can serve is not limited.

### **Section C. Advisor Selection**

Advisor should be a College of Engineering Faculty Member. The advisor shall be voted on by the executive board each academic year. A majority vote is needed to appoint an advisor.

## **Section D. Advisor Replacement**

A desire to replace the advisor 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 2/3<sup>rd</sup> vote of the quorum will be required to impeach and consequently remove the advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

#### **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 executive board.
4. Shall appoint all committee chairpersons with the approval of the Vice President.
5. Shall recommend replacements of officers and chairpersons for approval by the Executive Board.
6. 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.
7. Shall communicate with other schools in the region and regional executive board.
8. Shall update the transition report for respective positions at the end of their term.

#### **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.
5. Shall communicate with other schools in the region and regional executive board.
6. Shall update the transition report for respective positions at the end of their term.

#### **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. 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.
4. Shall keep an accurate record of the organizations financial status at all times.
5. Shall submit an annual report to the Executive Board of the National Society before February 1<sup>st</sup> of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
6. Shall maintain a current balance report, monthly report, and annual report of receipts and disbursements to the Executive Committee
7. Shall oversee the Finance Zone.
8. Shall communicate with other schools in the region and regional executive board.

9. Shall update the transition report for respective positions at the end of their term.

#### 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 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 executive board.
5. Shall oversee the Communication Zone.
6. Perform all duties of President in the absence of the Vice-President.
7. Shall communicate with other schools in the region and regional executive board
8. Shall update the transition report for respective positions at the end of their term.

#### E. Finance Chair

1. Provide assistance to the Treasurer whenever necessary.
2. Shall help plan the Diversity Company Social.
3. Shall initialize all solicitation letters.
4. 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.
5. Acts as an active member of the Finance Zone.
6. Shall communicate with other schools in the region and regional executive board
7. Shall update the transition report for respective positions at the end of their term.

#### F. Parliamentarian/Historian

1. Shall ensure that all meetings are conducted with the proper decorum.
2. Shall implement Robert's Rules of Order, revised.
3. Shall count amendment votes and all other votes including election votes.
4. Shall insure that all amendments shall be relayed to the general body as well as the E-board.
5. Shall keep an accurate record of the chapter's history.
5. Shall oversee the Representative Zone
6. Shall communicate with other schools in the region and regional executive board
7. Shall update the transition report for respective positions at the end of their term.

#### 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. Provide assistance to the Recording Secretary whenever necessary.
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 and regional executive board
7. Shall update the transition report for respective positions at the end of their term.

#### H. Senators

1. There shall be two people hold senator positions.
2. Will attend E-Council meetings.
3. Will keep the general body informed with what is being voted on within the national and

regional NSBE organization..

4. Shall ensure that the chapter votes are cast during Regional and National Business.
5. Mandatory attendance at Regional Conference and National Convention.
6. The senators that receives the most votes shall be senator 1. If resulted in a tie, senator 1 shall be the oldest senator by birthdate.
7. The senators are a part of the Representative zone, of which the chair is the Parliamentarian.
8. Shall communicate with other schools in the region and regional executive board
9. Shall update the transition report for respective positions at the end of their term.

### ***Appointed Positions:***

#### **A. Programs**

1. Oversee the Program Zone which contains the Academic Excellence, Community Service, TORCH, and Pre College Initiative (PCI) Chairs.
2. Keep record of all programming and summarize chapter activities to the regional board when requested.
3. Conduct one 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. Work with the NSBE advisor and MEP on PCI.
4. Manage any PCI scholarship documents distributed by the chapter.
5. 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. 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.
- F. Acts as an active member of the Finance Zone. 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 two retention event per semester.
  5. Acts as an active member of the Membership Zone.
- G. Telecommunications Chair
1. Shall assist the recording secretary in distributing communication of chapter events.
  2. Shall organize and train others in the use of the website: nsbeosu.org.
  3. Shall be responsible for social media accounts: Twitter & Instagram (@tOSU\_NSBE), and LinkedIn (<https://www.linkedin.com/in/osunsbe/>).
  4. Shall be responsible for taking or obtaining pictures from our events to post on our social medias.
- 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 B. Officer Eligibility**

- A. Eligibility to run
1. In good standing with The Ohio State University.
  2. Paid Chapter dues.
  3. Be an active chapter member
  4. President and Vice President require one previous year on the Executive Board to be eligible to run

## **Section C. Officer Selection Process**

- 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. All active members as defined in Article VI Section B 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.
  4. New officers for the Executive Board shall be announced at the proceeding general body meeting.

## **Section D. Officer Removal**

### **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.

An officer shall be required to be in good academic standing with the college or they will be subject to impeachment.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

If 2/3 of positions go unfilled after the most recent election cycle, the organization shall be dissolved.

### **Section B. Dissolution Procedures, including Assets and Debts**

1. We will use all of our liquid assets to pay any outstanding debts
2. Any other assets shall be liquidated by any means necessary and donated to the National Soociety of Black Engineers (National Organization)
3. In the event that there are more debts than assets, The Executive Board will be in charge of handling any remaining debts
4. Debts will never be left to The Ohio State University

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Representative Zone (see bylaws for zone breakdown) before the next executive board meeting to be presented and voted on at the upcoming general body meeting.

1. 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.

2. 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.
3. All amendment adoptions shall be announced at a regular Chapter meeting.