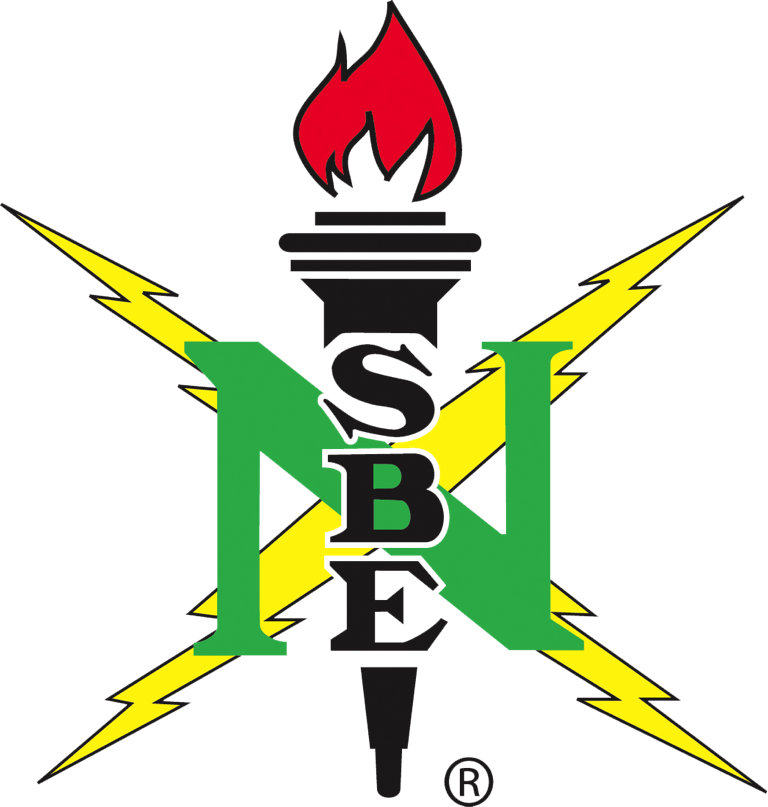
**Chapter Constitution**

**National Society of Black Engineers**

North Carolina Agricultural and Technical State

Chapter 1213



Mission: "to increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community."

**Constitution of the National Society of Black Engineers**

North Carolina Agricultural & Technical State University

**PREAMBLE**

The North Carolina Agricultural and Technical State University chapter of the National Society of Black Engineers does hereby dedicate itself to the development of intensive programs for increasing black and other ethnic minority participation in the field of engineering and engineering technology. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members.

**ARTICLE I - Name and Objectives**

**Section 1- Name**

**1.1** The name and type of this organization shall be the National Society of Black Engineers, a non-profit student run organization; hereafter referred to as the North Carolina Agricultural and Technical State University chapter.

**Section 2- Objectives**

**2.1**The objective of the North Carolina Agricultural and Technical State University Chapter of the National Society shall correspond with the national objectives and missions. As a chapter, our goals would also be to stimulate and develop student interest in engineering at both the undergraduate and graduate levels; and to endeavor in the advancement of the ethnic minority engineer in professional industry.

**2.2-** The Directives of the National Society of Black Engineers (NSBE) is the yearly focus of how the respective Executive Board plans to accomplish the goals of the Strategic Plan and ultimately the Long range Plan. These directives will be established at a regional national and chapter level.

**2.2.1** The North Carolina Agricultural and Technical State University Chapter of the National Society shall also strive to implement the national, regional, and chapter directives each year as laid out by the national and regional executive boards.

**2.2.2** Our chapter shall also strive to implement and fulfill the chapter directives laid out by the administrative zone in order to accomplish the strategic plan for the year as laid out by the chapter president.

**ARTICLE II – Membership and Dues**

**Section 1.**

**1.1** Membership in the North Carolina Agricultural and Technical State University chapter shall be defined at both a chapter and a national level.

**1.1.1** National Members shall be defined as members of the society who are registered national members at North Carolina A&T State University but have not necessarily become chapter members. National Members shall be designated as Collegiate Member, Collegiate Affiliate Members, or Alumni Extension / Technical Professional Member.

**1.1.2** Chapter Membership in the North Carolina Agricultural and Technical State University chapter shall be defined as members who have paid chapter dues but have not necessarily become national members. Chapter members are designated as Member, Affiliate Member, or Honorary Member.

**1.1.3** Though both memberships are not required, both chapter and national membership are strongly encouraged.

**Section 2.**

**2.1 National Members shall be defined as:**

1. Collegiate Member
2. Undergraduate and graduate students majoring in science, technology, engineering, and/or mathematics (STEM) at a collegiate institution,
3. Who have received a registered membership card through the payment of annual national membership fees.
4. Collegiate Affiliate Member
5. If you are a college student but not majoring in any of the above discipline areas, you are eligible to become a Collegiate Affiliate member, if they
6. Have received a registered membership card through the payment of annual national membership fees
7. Alumni Extension / Technical Professional Member
8. Graduate members have the option to register as Technical Professional members if they choose to do so. Qualifications are as outlined on the national website

**2.2 Chapter Members shall be defined as:**

1. Member
2. An undergraduate enrolled in an accredited educational institution or program that offers a degree in the field of engineering and is a candidate for a degree in engineering, engineering technology, applied/physical science, or business,
3. A graduate student who has received an undergraduate degree in engineering, engineering technology, applied / physical science, or business.
4. Affiliate Member
5. A person who is not a student and has received a degree in one of the areas defined in Article II2 Section 2(a), and has registered as a chapter member
6. Honorary Member
7. Honorary member shall be defined as a person who does not meet the definition of member but has contributed through efforts in support of the goals of the National Society and has been nominated by the chapter, region, or the National Executive Board.

**2.2.1 All forms of chapter membership must pay annual chapter dues.**

**Section 3.**

**3.1** Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age, national origin, or major.

**Section 4**

**4.1** Annual membership fees shall be reviewed annually by the National Executive Boards and can be changed only by a two-thirds (2/3) vote of the delegates attending the National Convention upon recommendation of the National Executive Board.

**4.2** Chapter Membership dues and fees shall be reviewed annually by the Chapter Executive Boards and can be changed only by a two-thirds (2/3) vote of the board.

# ARTICLE III - Voting

**Section 1.**

**1.1** The Chapter shall be entitled to two (2) votes during regional conferences and national conventions.

**Section 2.**

**2.1** Each member shall be entitled to one (1) vote in all Chapter general body meetings in which membership is held.

**Section 3.**

**3.1** Mr. and Ms. NSBE shall act as the (2) delegates to represent the chapter in regional and national business as outlined in Article 5 §1.1 (g)

**Section 4.**

**4.1** Affiliate, Alumni, and Honorary members shall not be entitled to vote.

## ARTICLE IV – Administration, Operating Zones, and Committees

**Section 1.**

**1.1** There shall be a Chapter Executive Board of the North Carolina Agricultural and Technical State University Chapter of the National Society of Black Engineers, which shall consist of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Programs Chairperson
6. Parliamentarian
7. Academic Excellence Chairperson
8. Freshman Development Chairperson
9. Membership Chairperson
10. Mr. NSBE
11. Mrs. NSBE
12. Pre-College Initiative Chairperson
13. Publications/Public Relations
14. T.O.R.C.H. Chairperson
15. Telecommunications
16. Conference Planning Chairperson
17. President Emeritus

**Section 2.**

**2.1** The sole purpose of the Chapter Executive Board is the carry out the day-to-day business of the chapter in the best interest of the members.

**2.1.1** All Members of The Chapter Executive Board shall:

1. Determine all questions of policy and shall administer the affairs of the North Carolina Agricultural and Technical State University chapter under the Constitution and By-laws, and general provisions of the law under which it is incorporated.
2. be responsible for their respective duties in the Chapter Constitution and By-laws as well as duties required of their position by their respective Regional or National counterpart.
3. Be subject to the orders of the membership and none of its acts shall conflict with decisions made by the vote of the general body, or the goals and objectives of the organization.
4. Not receive any salary for services.
5. Make recommendations to the North Carolina Agricultural and Technical State University Chapter.
6. Set the hour, agenda and place of all chapter meetings.
7. Coordinate activities at all levels of the Chapter.
8. Complete reports as designated by their regional counterpart and zone leader

**Section 3**

**3.1** The Chapter Executive Board is divided into five operating zones. The purpose of the division of the chapter into zones is to increase operating efficiency of the chapter. The zones shall be designated as the Administrative Zone, The Communications Zone, The Finance Zone, and the Programs Zone. The work of each zone shall be coordinated by a member of the administrative zone, with the Chapter Vice-President ensuring that all zones run smoothly.

**3.1.1** The Administrative Zone shall be led by the Chapter President and act as the overseers of the Chapter Executive Board. This zone shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Programs Chairperson
6. Parliamentarian
7. President-Emeritus

**3.1.2** The Communications Zone shall be led by the Chapter Secretary and provide the zone members with all the resources and information they need in order to function effectively. This zone shall consist of:

1. Secretary
2. Publications/Public Relations Chairperson
3. Telecommunication Chairperson(s)

**3.1.3** The Finance Zone shall be led by the Chapter Treasurer and handle all of the monetary issues of the chapter as well as professional relationships and conferences. This zone shall consist of:

1. Treasurer
2. Finance Chairperson
3. Conference Planning Chairperson

**3.1.4** The Programs Zone shall be led by the Chapter Programs chair and shall handle the planning, coordinating and hosting of programs and events held by the chapter. . This zone shall consist of:

1. Programs Chairperson
2. Membership Chairperson
3. Pre-College Initiative Chairperson(s)
4. Academic Excellence Chairperson
5. Freshman Development Chairperson
6. T.O.R.C.H. Chairperson
7. Mr. NSBE
8. Ms. NSBE

**Section 4**

**4.1** Each Member of the Chapter Executive Board that is not a member of the administrative zone has the right to appoint a committee to assist them in achieving the goals and shall serve as the head of that committee given the approval of the president and vice president

**4.1** The Chapter President, with the consent of the CEB, will create and appoint chairs for any special committee(s), as necessary.

# ARTICLE V - Offices

**Section 1.**

All officers whether elected or appointed to the chapter executive board should meet the following qualifications:

1. Has a minimum cumulative grade point average of 2.5/4.0, and has completed a minimum twelve hours at NCA&T State University
2. Is classified as a full-time student prior to the beginning of the elected term and must be present and maintain that status throughout his/her elected term
3. Have participated in a satisfactory percentage of NC A&T State University Chapter sponsored events (i.e. General Body, Committee Meeting, Social events, etc.) which should be determined by the CEB in office at that time
4. Graduate students who have fulfilled member status must remain a full-time student throughout the elected term
5. All E-Board members must pay membership dues for the for their appointed term and dues must be paid by the transition meeting in April
6. Executive board members who are appointed after the transition meeting will be allocated additional time to pay dues as decided by the administrative zone
7. All E-Board members must attend all Chapter Leadership Retreats as well as the Regional Leadership Conference, Fall Regional Conference, and National Convention.

**Section 2.**

**2.1** The elected offices of the North Carolina Agricultural and Technical State University, Chapter Executive Board are:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Programs Chair
6. Mr. NSBE
7. Ms. NSBE

**Section 3.**

The Appointed officers of the Chapter Executive Board shall be:

1. Parliamentarian
2. President Emeritus
3. Academic Excellence Chairperson
4. T.O.R.C.H. Chairperson
5. Freshman Development Chairperson
6. Membership Chairperson
7. Pre-College Initiative Chairperson
8. Publications/Public Relations Chairperson
9. Telecommunications Chairperson
10. Conference Planning Chairperson
11. Finance Chairperson

**Section 4.**

The Chapter Executive Board-elect shall take office thirty (30) days following the election and shall serve a one-year term.

**Section 5.**

Should a vacancy occur in the office of the President, the Vice-President shall fill the expected term. Should a vacancy occur in an office other than the President, the position shall be filled by appointment by the Chapter President and approved by the Chapter Executive Board.

**Section 6.**

Chapter Officers and their duties shall be defined by the Chapter Constitution in accordance with all regulations of the North Carolina Agricultural and Technical State University Chapter.

**Section 7.**

The previous Chapter President shall serve as President-Emeritus, or the President-elect may appoint someone with the approval of the CEB-elect.

**Section 8.**

There shall be a Chapter Parliamentarian appointed by the Chapter President and approved by the Chapter Executive Board.

# ARTICLE VI - Duties of Officers

**Section 1.**

**1.1** The duties of the elected offices are:

1. **Chapter President:**
2. Shall preside over all official meetings of the Chapter.
3. Shall come up with the strategic plan that forms the basis of the annual chapter directives
4. Shall serve as the head of the Administrative Zone
5. Shall serve as the representative of the Chapter.
6. Shall appoint members of all standing, and special committees with the advice and consent of the Chapter Executive Board, except where otherwise provided for in this document.
7. **Chapter Vice-President:**
8. Shall preside in the absence or the inability of the President.
9. Shall develop programs of interest for the General Body meetings in cooperation with the President.
10. Shall perform any activities, duties, and responsibilities as designated by the President.
11. Shall oversee the activities of all the operating zones in conjunction with the respective Zone Leader.
12. **Chapter Secretary:**
13. Shall serve all notices required by laws or the By-lawsof the North Carolina Agricultural and Technical State University chapter and in case of absence, refusal or inability to act.
14. Shall record the minutes of the Chapter Executive Board meetings and all General Body meetings; also make available the minutes to all members upon request.
15. Shall require from the Chapter Executive Board, standing committees, and special committees of the chapter, a record of the activities of said body.
16. Shall oversee the activities of the Communications Zone therefore acting as its zone leader
17. **Chapter Treasurer:**
18. Shall keep accounts and deposit organizational funds of the Chapter Treasury.
19. Expenditures made for Chapter business shall be in a manner approved by the Chapter Executive Board.
20. Shall maintain the membership roll and collect annual dues of the chapter in a manner developed in conjunction with the Chapter Executive Board.
21. Shall oversee the activities of the Finance Zone therefore acting as its zone leader
22. **Programs Chairperson:**
23. Develop and maintain programs and activities for the benefit of the chapter membership as well as the University and the community in conjunction with the Vice-President.
24. Coordinate activities for the entirety of the programs zone.
25. Support, promote, and ensure the success of all National, Regional, and Chapter Programs.
26. Shall oversee the activities of the Programs Zone therefore acting as its zone leader
27. **Mr. and Ms. NSBE**

Mr. and Ms. NSBE is a dual position held by one male and one female.

1. Work together to achieve the goals of the office
2. Act as our chapter senators/voting delegates
3. Serve as the face of NSBE to the chapter and on campus
4. Act as the liaison between the general body and the Executive Board
5. Plan social events in conjunction with membership chair to enhance membership benefits

**Section 2**

**2.1** Duties of appointed officers are:

1. **Academic Excellence Chairperson:**
2. Coordinate interaction with other technical and professional organizations
3. Develop and implement ideas that reward who excel and improve academically
4. Sponsor different workshops and other activities that will help students academically excel
5. Support and promote all National, Regional, and Chapter Academic Excellence programs.
6. Manage the retention program
7. **Finance Chairperson:**
8. Shall act as the main corporate liaison between the Chapter and corporate affiliates
9. Shall be responsible for corporate solicitation activities for the chapter.
10. Shall compile and distribute a chapter Resume Book.
11. Shall keep all records and information on all current and potential corporate sponsors.
12. Coordinate all chapter fundraising activities
13. Help the chapter to become more self-sufficient
14. **Freshman Development Chairperson:**
15. Serve as a liaison between the freshman membership and the Chapter Executive Board.
16. Establish a Big Brother/Big Sister Network between the upperclassmen and freshman
17. Organize workshops that are specifically designed to help freshman transition to college life
18. Work in conjunction with the membership chair to increase and enhance freshmen membership
19. Work in conjunction with the academic excellence chair to increase freshmen retention
20. **Membership Chairperson:**
21. Work to increase chapter membership
22. Distribute membership information
23. Collect membership dues
24. Compile membership statistics and make them available.
25. Plan and implement social activities that will help NSBE members to network with one another
26. **Pre-College Initiative Chairperson:**

**Can be a dual position determined as needed by the President and Vice President.**

1. Create and maintain a database of PCI students and high school counselors in the Greensboro area
2. Maintain a strong relationship between the chapter and area high schools
3. Develop a mentor program with PCI students and NSBE membership
4. Organize financial aid and college selection workshops
5. **Publications/Public Relations Chairperson:**
6. Publish Chapter newsletters.
7. Develop and produce a Chapter brochure.
8. Develop a mechanism for establishing and sustaining new chapter publications.
9. Keep the membership informed of all NSBE functions.
10. Inform the community of NSBE events.
11. Assist the Finance Chairperson in his/her duties.
12. **T.O.R.C.H. Chairperson:**
13. Coordinate all chapter service projects and events
14. Plan and carry out activities that will have a positive impact on the community
15. Plan and carry out activities that will increase awareness of NSBE in the surrounding community
16. Work toward the approval of community service hours by the university
17. Build and maintain a relationship with all members of the community with whom we work
18. **Telecommunications Chairperson:**

**Can be a dual position determined as needed by the President and Vice President**

1. Supply computer and web support for the Chapter
2. Maintain and update the chapter website
3. Utilize innovative ways to relay information to the membership
4. Relay all technological benefits to NSBE membership
5. **Conference Chair:**
6. Handle the travel and housing arrangements for fall and regional conference, and national convention

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1. Present the chapter with conference information and agendas
2. Responsible for the planning of any other trips the chapter my take throughout the year

(iv) Register members for Regionals and Nationals

(v) Relay all information from all Regional & National Leadership with regards conferences and zone summit

1. **Parliamentarian**
2. Shall serve as an advisory member of the board and shall not vote
3. Shall serve as a resource on parliamentary procedure and expert on Robert’s Rules of order as modified by NSBE.
4. President-Emeritus
5. Shall not serve as an official member of the board but shall act as an advisor for the president and board and shall not vote

**Section 3**

**3.1** Each member of the executive board is to fill out reports of their work and progress.

**3.1.1** Each Chapter Executive board member with a regional counterpart should fill out and submit a report to their counterpart, with frequency and format to be decided by the Regional Executive Board

**3.1.2** All Chapter Executive Board Members must submit reports to their zone leaders as well as the chapter president and Vice-President. The format and frequency of the reports are to be decided by the zone leader and agreed upon by the chapter Vice-President

**ARTICLE VII- Elections**

**Section 1.**

**1.1** Elections to Chapter Offices:

1. Elections of Chapter Officers will take place in the general body meeting one week prior to the annual National Convention.
2. The position shall be decided through majority vote ; each member of the chapter is entitled to one vote.
3. The CEB shall serve as the elections committee to compile and disseminate document procedures to members seeking offices. The Chapter Parliamentarian shall coordinate elections.
4. For any elected position, if there is less than simple majority (50% plus one vote) there will be a run off election the following general body meeting.
   1. Appointed Offices:
5. The parliamentarian shall be appointed by the president and approved by the Chapter Executive board
6. The Application process is open to any qualified members and the application and interview process is to be decided upon and conducted by the Administration Zone elects.

# ARTICLE VIII - Meetings

**Section 1.**

**1.1** Chapter General Body meetings shall be held every other Thursday of each month. These meetings shall:

1. Serve as the main form of communication between the Chapter Executive Board and the General Body
2. Serve as a means to incorporate business and professional growth
3. Inform the general body of upcoming programs and events
4. Allow for chapter focus and networking
5. Have at least fifteen (15) members per general body meeting
   * 1. All business to be covered by the Chapter Executive board shall be decided at the Chapter Executive Board meetings and all materials that need to be presented should be submitted to the chapter Secretary with a reasonable deadline decided by the secretary and approved by the chapter Vice-President

**Section 2**

**2.1** Chapter Executive Board Meetings are to be generally held on the Thursdays in which general body meetings do not take place. These Meeting Shall:

1. Be run by the chapter president
2. Advised by the chapter parliamentarian.
3. Serve as the hub of chapter operations. The Chapter Executive board meetings are the location where chapter operations are planned, reviewed, and critiqued.

**2.2** Additional meetings may be called by the Chapter President or chapter Vice-President **or at least five (5) CEB..**

**Section 3**

**3.1** A zone leader has the ability to call a zone meeting in which members of the leader’s respective zone may meet and discuss the operations of the zone

# **ARTICLEVII**I**- Impeachment**/ Termination

**Section 1**

* 1. The reason for impeachment is an officer's inadequacy in the performance of his or her duties of the position held as stated in Article VIII.

**Section 2**

**2.1** Impeachment may be proposed by any member of North Carolina A&T Chapter of NSBE as long as the proposal includes the following:

1. A written proposal available in hard copy to be submitted to the Chapter Executive board
2. A petition signed by 2/3 of the general body

**2.2** Upon the proper proposal for the termination of an officer, a three-fourths vote (closed ballot) of the CEB is required to remove an executive board member. A hearing will be held in a general body meeting, where both the Executive board member in question and member who proposed impeachment are given an opportunity to speak with an objective moderator.

**Section 3**

**3.1** The Chapter Vice-President is to come up with an annual point system to be agreed upon by the administrative zone. Too many violations of the point system is cause for evaluation of an Executive board member.

1. Each Member of the chapter executive board must sign the point contract showing agreement and understanding
2. Any concerns with the point system may be addressed in an Executive Board meeting prior to the signing of the contract
3. When a member exceeds the number of excused violations as stated in the contract, the member in question will stand in front of the administrative zone.
4. In this meeting the administrative zone will vote to decide upon a possible termination;
5. failure to show up ON TIME will result in automatic termination.
6. The member in question will speak before the voting
7. An updated point calculation will be available at a minimum of every other e-board meeting.

**Section 4**

**4.1** In the case that the president is removed the Vice President will take his place. However if it is any other executive board member is removed then the position shall be filled by appointment by the Chapter President and approved by the Chapter Executive Board..

# ARTICLE IX - By-laws

**Section 1.**

**1.1** Amendments to this Constitution may be proposed by:

1. A two-thirds (2/3) vote of the Chapter Executive Board.
2. One-third (1/3) of the voting members, through chapter referendum.
3. Two-thirds (2/3) of the members at general body meeting.

**Section 2.**

**2.1** Proposed amendments must be submitted in written form to the Chapter Executive Board to be reviewed. The proposal must be clearly stated and justified.

**Section 3.**

**3.1** Ratification of any amendments to this constitution shall be subject to a three-fourths (3/4) affirmative vote of the members present at a scheduled general body meeting.