

National Society of Black Engineers Texas A&M University Chapter Constitution

Preamble

The National Society of Black Engineers, as a student based national professional organization, does hereby dedicate itself in the development of programs for increasing Black and other minority participation in the fields of engineering, engineering technology, and science. These programs, initiated inside and outside the university, will also serve to strengthen relations between the professional industry and the Black community. This organization will endeavor to provide counseling to all of its members.

Article I - Name

Section 1.

This organization shall be known as the Texas A&M University Chapter of the National Society of Black Engineers, hereafter referred to as NSBE.

Article II - Objectives

Section 1.

The objective of NSBE shall be to stimulate and develop student interest in engineering, to strive to increase the number of students studying engineering at all levels of engineering by both the Black and other minority communities, and to endeavor in the advancement for the Black engineer within the individual engineering disciplines.

Article III - Membership

Section 1.

Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, national origin, disability, sexual orientation, or veteran status.

Section 2.

Membership Description

Member - an undergraduate student who is enrolled in an accredited educational institution or program, including but not limited to those that offer a degree in the field of engineering, is a candidate for a degree, including but not limited to one in engineering, pre-engineering, engineering technology, or applied physical sciences (or is a graduate student who has received an undergraduate degree in such a program), and has received a registered membership ID and receipt. It is mandatory that to be considered a member of our chapter, local chapter dues and national dues must be paid and will be verified.”

Alumni Member- a person who has received a BS or advanced degree, including but not limited to one in engineering, engineering technology, or applied science, and has received a registered membership ID and receipt through the payment of annual membership fees.

Affiliate Member - a person who does not meet the definition of a member but who supports the goals of NSBE, does not have an official power, and has received a registered membership card through the payment of annual membership fees.

Section 3.

Payment of dues, or membership will be revoked.

Section 4.

Active Membership

An active member is defined as a paid member whose point value is at least $\frac{1}{4}$ of the point value of the total amount of points available. Active membership will change as the total amount of points changes. A member can become active based on their point total, and then lose that distinction as the highest point total increases throughout the school year.

Section 5.

Disciplinary Action

A member/officer will attend a hearing before the Executive Officers, in which they are allowed to appeal their case so that they might maintain their status as a member, should they violate guidelines stated in the University Student Rules or engage in inappropriate behavior at a conference or NSBE function, including:

- (a.) supplying a minor or high school student with alcohol
- (b.) sexual activity with a high school student
- (c.) alcohol consumption at the conference site or the hotel room
- (d.) fighting, possession of a weapon, or violation of any laws
- (e.) any other action deemed detrimental to the wellbeing of the member or organization by the advisor or executive board

A member shall be removed if the Executive Board votes in $\frac{2}{3}$ majority for the member's removal. Prior to the removal, the member will also receive a detailed notice of why they are being removed, either via email or other written notice. They will also be given a notice to share his/her perspective of the matter at hand.

Article IV – Election Process

Section 1.-Executive Officers

Executive Officers must be

- nominated by a member, or officer,
- academically eligible
- if running for Vice Chair and Chair, be on CEB or FEB for at least one year (Should be implemented)
- must fulfill all requirements for positions

Section 2.

Executive Officers will convene and make applications for the collegiate board executive board as well as the freshman executive board.

Section 3.-Voting, At Time of Election

- Must have 2/3 of NSBE Members
- Each member has one vote
- Votes are given to Advisor
- CEB and FEB are selected by Top 5 via application
- Elections can take place prior to Nationals which has historically fallen on the 3rd week of March.

Article V - Dues

Section 1.

The amount of the annual dues shall be reviewed yearly by the executive board and be subject to approval of two-thirds of the eligible delegates attending a regular meeting of NSBE. (This has not been implemented, CEB needs to pay)

Section 2.

All officers shall have their dues paid by the third regular meeting of the Fall semester after their election in the Spring or face removal unless extenuating circumstances are shown. (this should be implemented, or at least a meeting with top 5 with Advisors)

Article VI - Administration

Section 1.

There shall be an Executive Board of NSBE, which shall consist of President, Vice - President, Treasurer, Secretary, and Programming Chair.

Section 2.

The Executive Board:

- (a) Shall determine all questions of policy and administer the affairs of NSBE under provisions of the law by which it is approved.
- (b) Shall direct investment and care of funds of NSBE and make appropriations for specific purposes.
- (c) Shall make regulations for NSBE consistent with the by-laws for management of affairs.
- (d) Shall not receive any stated salary for their services as a member of the board, but by resolution of the President and Executive Board, expenses of attendance may be allowed for attending Regional and National conferences.
- (e) Shall approve of all speakers to speak at their regular meetings. There will be at minimum, one speaker per month and regular members may offer recommendations to interests and companies to the Executive Board

Section 3.

There shall be a Chair Emeritus

- (a) After one term of office as President, he/she serves as Chair Emeritus.
- (b) Chair Emeritus assists the Executive Board upon request and updates the Constitution every two years.
- (c) The President reserves the right to appoint someone to the chair position if it becomes vacant or the previous President graduates.
- (d) The President may appoint the Chair Emeritus to the position of Parliamentarian if no one else is appointed.

Section 4.

There shall be one or more advisors to NSBE:

- (a) The advisor(s) shall be a Texas A & M University employee as defined by the Human Resources Department. The advisor shall be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the organization.
- (b) The advisor will regularly attend executive and general meetings when available. They will be available for consultation outside of these meetings.
- (c) The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the

organization with event planning and facilitation. When necessary, the advisor will be willing to attend events when necessary as identified through the planning process.

(d) The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.

(e) If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, they will formally communicate this to the student organization and the Department of Student Activities in writing. The organization will then determine the appropriate course of action for replacing the advisor.

Article VII – Chapter Executive Board

Section 1.

The elected positions of NSBE are as follows:

- (a) President
- (b) Vice- President
- (c) Treasurer
- (d) Secretary
- (e) Programs Chair

Section 2.

Duties of executive officers are as follows:

- a) **President**
 - i) Presides over all official meetings of NSBE.
 - ii) Serves as the representative of NSBE.
 - iii) Appoints members to head up the standing committees as listed in Article VII Section 1 with advice and consent of the Executive Board.
 - iv) With advice of standing NSBE advisors, advise NSBE in order to achieve all short term and long range goals.
- b) **Vice-President**
 - i) Presides over CEB meetings with the president.
 - ii) Presides in the absence or inability of the President.
 - iii) Presides over the Membership Zone.
 - iv) Implements any activities, duties, and responsibilities as designated by the President.
 - v) Submit a **monthly** report to Regionals on the progress of the chapter.
- c) **Treasurer**

- i) Presides over the Finance Zone.
 - ii) Keep accounts and deposits NSBE funds, maintain the paid membership roll, and collect annual dues of NSBE in a manner approved by the Executive Board.
 - iii) Responsible for the organization of the NSBE finance box in the Student Organization Financial Center.
- d) **Secretary**
- i) Presides over the Communications Zone.
 - ii) Documents minutes of all official executive meetings
 - iii) Responsible for all incoming and outgoing mail, and reserving rooms for meetings.
- e) **Programming**
- i) Presides over the Programs Zone
 - ii) Provides an ideal educational and social climate among members.
 - iii) Promotes and stimulates interest in the various engineering disciplines at TAMU while exposing undergraduate students to different aspects of professional engineering.

Section 1.

The following is a list of the standing collegiate executive board members of NSBE at TAMU:

1. Academic Excellence
2. Conference Planning (x2)
3. Finance Chair
4. Graduate Chair
5. Membership (x2)
6. Public Relations
7. Senator/Student Engineers' Council Representative
8. Senator/Access and Inclusion Liaison
9. Technical Outreach Community Help
10. Telecommunications

Section 2.

These board members shall have the following duties:

1. Academic Excellence

- Provide assistance to the membership in their pursuit of academic excellence

- Develops academically related programs focused on enhancing the retention rates among students.

2. **Community Service Chair**

- Organizes and is responsible for community service programs/activities.
- Hosts NSBE Holiday Social, A Walk for Education and Big Event.
- Promotes and encourages participation in NSBE programs.

3. **Conference Planning**

- Responsible for the selection of rates and discounts while pursuing the best economical arrangements of travel and large activities that require the reservation of local accommodations.
- Maintains communication with the Conference Planning Chairs for Fall, Spring, and National conferences.

4. **Finance Chair**

- Responsible for the financial growth of the organization
- Creates, plans, and executes activities to acquire funds, thereby, ensuring quality programs offered by the organization.
- Manages the sales of NSBE paraphernalia.
- Provides advice for financial spending and ensures that all spending is within the budget.

5. **Graduate Chair**

- In charge of communicating with Graduate students and planning graduate events
- Will represent the graduate student body to the Chapter Executive Board
- Responsible for working with the Professional Executive Board to bring opportunities to graduate students

6. **Membership**

- Accumulate all names, addresses, etc. of the entire NSBE chapter, then is responsible for submitting a chapter directory for all members to use for their benefit.
- Responsible for the organization of membership recruitment tables and move toward the enhancement of NSBE members.

7. **Public Relations**

- Maintains communication between the executive board and the members, the chapter, and local community.
- Responsible for a bi-weekly newsletter that is for the benefit of the membership.
- Responsible for posting flyers 5 days in advance to all activities

- Responsible for maintaining organization's social media platforms such as twitter, Instagram, etc.

8. Senators

- Responsible for attending senator workshops, national conference calls, and report back to chapter for voting purposes.
- Responsible for casting votes on behalf of the Chapter in Regional and National elections.
- Responsible for having thorough knowledge of the chapter and national constitution.

9. Student Engineers' Council Representative

- Serve as a liaison between the Student Engineers' Council and NSBE
- Updates and maintains resource material of sufficient quantity and quality.

10. Technical Outreach

- Responsible for supervising, advising, and assisting in the coordination of the activities of the TORCH- general meeting.
- Responsible for ensuring the implementation of TORCH programs to provide an ideal educational and social atmosphere that focuses on:
 - i. Hands on STEM activities
 - ii. Implement critical thinking skills through activities
 - iii. Understanding of the importance of the activity and it's final outcome for the students
- Provides an ideal educational and social atmosphere for K-12 students.
- Coordinates programs and activities emphasizing college aspects.
- Serves as the NSBE Jr. Coordinator, in which shall coordinate programs and activities emphasizing:
 - (i) Adjustments to college
 - (ii) Problem solving
 - (iii) Scholarships

11. Telecommunications

- Responsible for utilizing the information superhighway and serve as a link between the chapter, region, and the nation.
- Assist all members by saving their email into our email list, signing into the meetings, and linking said email to the newsletter.
- Promotes chapter to chapter interaction.
- Responsible for maintaining and updating the NSBE TAMU Home Page on the Web.

Section 3.

Officers other than the President cannot enter into any contract that is legal and binding concerning NSBE unless an offer is given prior approval by the President and advisor.

Section 4.

All committee positions are appointed by the executive officers and will be for members that express an interest in that office during elections via application process.

Section 5.

All committee chairs must meet the academic requirements stated in Article VIII Section 2 of TAMU Rules and Regulations Manual.

Section 6.

The term of office is one year for all officers and committee chairs. All reports of duties, responsibilities, accomplishments, and hardships shall be turned over to the incoming officer by a Transition Report.

Section 7.

The following is a list of officers that are to be referred to as the Freshman Executive Board.

- Freshman Representative 1- (Chair)
- Freshman Representative 2- (Vice Chair)
- Freshman Representative 3- (Treasurer)
- Freshman Representative 4- (Secretary)
- Freshman Representative 5- (Programs)

Section 8.

Each freshman representative shall have the following duties and responsibilities

- a) Shadow the executive officer listed by the each freshman representative
- b) Work as a unit to complete an event, from planning to finish, assigned by the executive board
- c) Be an undergraduate freshman engineering student at Texas A&M University
- d) Be assigned tasks by any executive board officer
- e) Fulfill Article VIII Section 2

Article VIII - Requirements for Officers

Section 1.

Each officer must be elected by majority vote of eligible voters present at the election and must meet Texas A&M University Regulations.

Section 2.

Minimum requirements selected as officers of officially recognized student organizations and clubs including classes shall be as follows:

- (a) Undergraduate students must have at least a 2.0 grade point ratio at the time of election or elections and at least a 2.0 grade point ratio for the preceding semester or the two preceding summer terms, at the time of election or elections and term of office and be registered for at least six hours during the semesters in question, unless fewer credits are required for graduation in the spring or fall semester.
- (b) For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50, at the time of election or elections and term of office and be registered for at least four hours during the semesters in question, unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement.
- (c) May not be on any scholastic probation during the time of office.
- (d) Be in good standing with the university and enrolled:
 - i) At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and
 - ii) At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

Section 3.

Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Article IX – Officers

Section 1.

All elected officers will be held as members as defined in Article III Section 2 and must adhere to the same behavioral guidelines.

Section 2.

The elected positions of NSBE are as follows:

- (f) President
- (g) Vice- President
- (h) Treasurer
- (i) Secretary
- (j) Programs Chair

Section 3.

Any member is eligible for a NSBE elected position who:

- (a) Has a minimum classification of a sophomore (or will be a sophomore the semester following election), undergraduate status or the equivalent for the election year.
- (b) Is a full time student and not graduating during the middle of his/her term in office.
- (c) Has been on the Chapter Executive Board for one full year. (Only required for Chair and Vice Chair positions)

Section 4.

Officers shall take office at the last regular meeting after they are elected to office, and the term shall be for one year.

Section 5.

Officers and Committee Chairs may be considered for removal from office if:

- (a.) They do not meet the academic standards outlined in Article VIII Section 2 and a conference with the Top Executive Officers results in a declining of the appeal from the person under review.
- (b.) They are inadequately performing required duties or membership behavioral guidelines as stated in Article III Section 5, a conference with the Top Executive Officers is held to discuss their case; in this instance, a 2/3 majority vote will decide the outcome of the officer's status after hearing their appeal.

Section 6

A two-week notice must be given of intent to remove the officer before any of these above actions are to be taken.

Section 7.

Should a vacancy occur in the office of the President, the Vice-President shall fill his or her term, and the Executive Board shall fill the vacancy of any other position.

Section 8.

The election should occur at least one regular meeting before the National Convention. The number of active members (as defined in Article III, Section 5) yields the number of paid members needed to vote. You must be an Active member to vote, to vote for NSBE elected positions

It takes a majority vote of the eligible voters to elect an officer. Active membership at elections is determined by the highest point total on the day of elections. (In the event that there are not enough active members to achieve $\frac{2}{3}$ majority vote, alternate voting will go into effect until $\frac{2}{3}$ majority vote from active members is received and will be at the designation of the current board.)

Article X - Meetings

Section 1.

Regular meetings of NSBE shall be held bi-weekly, chapter executive board meetings will be held bi-weekly, and per Chair's request chapter executive board meetings shall be held when necessary. The President and Vice-President have the right to call a special meeting for emergency purposes two days in advance.

Section 2.

The program at regular meetings will be dictated by Chair and Vice- Chair.

Article XII - Money

Section 1.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

Article XIII - Appeal Process

<http://studentlife.tamu.edu/sco.appeals.file>

Article XIII - Amendments

Section 1.

Amendments to their Constitution may be proposed by:

- (a) Two-thirds vote of the Executive Board or a vote by 20% of the total membership at a regular meeting of NSBE, subject to the approval of the Director of Student Activities.

Section 2.

Ratification of any amendment to this Constitution shall be subject to a two-thirds vote of the members present at regular meetings. At least 27% of the paid members must be present to ratify an amendment.

Section 3.

The Amendment must be submitted in a written proposal to the Executive Board to be reviewed. The proposal must be clearly stated and justified.

Section 4.

This document must be reviewed every year and resubmitted to the Department of Student Activities by the Chair and Senators.

Submitted May 12th, 2023

Dr. Michael Johnson
Advisor

Chandler R. Richmond
President Emeritus

Oyindamola Aje
President