NATIONAL SOCIETY OF BLACK ENGINEERS

National Society of Black Engineers
National Verification Policy

Version 5.0

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I. Purpose

The National Constitution of the National Society of Black Engineers requires all leaders of the organization to be members in good standing throughout their entire term of office. In order to confirm a member is in good standing and eligible for leadership, the following policy will ensure a consistent process is utilized to verify the status of leaders in the society.

II. Verification Basis

The Verification policy follows the good standing and membership protocol indicated in the following documents:

A. National Constitution Article XII – Offices, Section 1

B. National Constitution Article III – Membership , Section 3

C. National Constitution Article XII – Offices, Section 4

D. National Bylaws Article XI – Elections, Section 3 (F)

III. Verification Timeline and Requirements

The National Society of Black Engineers conducts verification for all National and Regional elected and appointed officers and candidates. Leadership Verification shall occur twice throughout the year. The first is for New Leaders Verification and the second is for fall verification. The following sections will detail the timeline and requirements for each.

A. New Leaders Verification

1. New Leader Verification shall occur during National and Regional elections and appointments.
2. The Regional and National Parliamentarian must confirm all candidate's verification prior to National Convention unless they are running from the floor.
3. Running from the floor is not allowed for the National Executive Board or National Professional Board. Regions can allow candidates to run from the floor if they choose to, but it is not required.
4. Regions allowing candidates to run from the floor must submit the candidate's leadership verification documents to the National and Regional Parliamentarians 24 hours before National and Regional voting commences at the Annual Convention.
5. A notice that indicates candidate eligibility status shall be sent to candidates before National, and Regional voting commences.
6. After National Convention appointments for vacant positions are allowed to occur on an ongoing basis until all board positions are filled, however the board Parliamentarian must complete all verifications

7. If the board does not have a parliamentarian, the National Parliamentarian must complete the verification before the candidate can be appointed to leadership.

B. *Fall Verification*

1. Fall Verification is required for board members currently enrolled in an undergraduate or graduate program and serve in an elected or appointed position on the board.
2. All required verifications documents must have a printed date of no earlier than August 1st and be submitted to the verification team via verification@nsbe.org.
3. Board members who are professionals and serve in appointed positions on the NEB/REB or leaders on the PEB/RPEB, are not enrolled in a graduate program, and were previously verified are exempt from submitting verification documentation for Fall Verification as approved by the National Parliamentarian. Said board members must have professional membership dues paid by August 15th to fulfill Fall Verification requirement.
4. The Fall Verification period will remain open for a period of no less than thirty (30) days.

IV. Verification Requirements

In the Section III of the policy, it is indicated that verification will occur twice throughout the year. Each leader must provide the correct verification documents based on the type of leader they are during the time period. The self-serve form will be made available to leaders by the National Parliamentarian for faster verification. Leaders can also email documentation to verification@nsbe.org. All documentation is subject to verification by the National Parliamentarian and should have the University Letterhead or Seal or Registrar Office Information

A. *Undergraduate Student Leaders*

The following section list the requirements for verification:
1. Must be a paid NSBE Collegiate Member.
2. Must submit a transcript (official or unofficial) to WHQ via the Verification UserForm.
    ● The document must contain: University Name, Full Name, Major, Class Standing, and Grade Point Average (GPA).
    ● Transcript Submissions are used to verify your enrollment status for the upcoming semester. All fall classes must be documented on your transcript.

B. *Cooperative Education/ Intern Student Leaders*

The following section list the requirements for verification:
1. Must be a paid NSBE Collegiate Member.
2. Must submit a transcript (official or unofficial) to WHQ via the Verification UserForm.

3. Must submit a letter from your employer indicating your cooperative education term of employment (3 month, 6 month etc.) on official company letterhead.

C. *Graduate Student Leaders*

The following section list the requirements for verification:

1. <u>First Year Graduate Student</u>
   - Must be a paid NSBE Collegiate Member.
   - Must submit an official acceptance letter from your university on the Verification UserForm.
   - Submit a screenshot of the university online system to show registration for fall classes (blackboard etc.) via the Verification UserForm.
   - Submit a transcript (official or unofficial) from the previous degree granting university demonstrating degree conferral.

2. <u>Second year (and beyond) Graduate Student</u>
   - Must be a paid NSBE Collegiate Member.
   - Must submit a transcript (official or unofficial) to WHQ via the Verification UserForm.

D. *Transfer Student Leaders*

The following section list the requirements for verification:

1. Must be a paid NSBE Collegiate or Professional Member.
2. Must submit an official acceptance letter from your university on the Verification UserForm.
3. If applying to the NEB: Must provide proof that you will transfer in as at least a Junior using a letter from advisor or registrar office via the Verification UserForm or email verification@nsbe.org.

E. *Professional Leaders*

As a Professional Leader, there are two steps to complete verification. The leader must be a paid NSBE Member and submit a transcript or photocopy of their degree to prove they have graduated from an approved NSBE Major. This degree/transcript submission is required for New Leader Verification only.

The following section list the requirements for verification:

1. Must be a paid NSBE Professional Member.
2. Submit an electronic unofficial transcript demonstrating degree conferral or a photocopy of their degree via the Verification UserForm.

V. Approved Degree Programs for National and Regional Officers

The following list includes the degree programs that are approved under the National Constitution Article III, Section 3 (A) (1 & 2) (per guidance from the National Science Foundation's list defining degrees in engineering, engineering technology, and applied/physical sciences).

A. Approved Programs

1. Aeronautical and Astronautical Engineering
2. Applied Chemistry
3. Applied Earth Sciences
4. Applied Mathematics
5. Astronomy
6. Biomedical Engineering
7. Chemical Engineering
8. Civil Engineering
9. Computer Science and Engineering (within a College of Engineering or Computer Science)
10. Electrical and Computer Engineering
11. Engineering Physics
12. Engineering Technology
13. Environmental Engineering
14. Food, Agricultural, and Biological Engineering
15. Industrial and Systems Engineering
16. Materials Science and Engineering
17. Mechanical Engineering
18. Nuclear Engineering
19. Petroleum Engineering
20. Welding Engineering

B. Degree Program Not Listed Under Approved Programs

In the event that a candidate and/or board member has a major that is not included in the aforementioned list and they believe the major is a program in either engineering, engineering technology or applied/physical science the following actions can be taken:

1. Check the Accreditation Board for Engineering and Technology, Inc (ABET) webpage to verify if the major is listed for your university. The link can be found here: http://main.abet.org/aps/accreditedprogramsearch.aspx
2. If it is listed on the ABET Site, please include a screenshot of the page on the Academic Verification Form.
3. If the major is not found on the ABET site, the leader can contact the National Parliamentarian.
4. A formal memo will be sent to the membership committee for cases requiring a review for determination of an individual's class of membership as outlined in the National Bylaws (Article III, Section 2.B).

VI. Verification Process Notification and Compliance

As part of the verification process, all National and Regional Leaders will be notified via email of their verification status. In addition to notifying leaders of their verification status, all collegiate and professional leaders are expected to be compliant and remain compliant throughout the elected or appointed term of office.

A. Notification

1. Leaders will be notified at least three (3) days before the verification deadline informing them of their status.
2. Those documents received as part of the verification process will not be returned to the leader.

B. Compliance with Verification

Failure to submit verification materials by the dates specified in the verification timeline will result in a number of follow up actions:

1. If the leader has not submitted verification materials by the deadline, the leader and the responsible vice chairperson or chair elect will be notified that the leader will be suspended if verification materials are not received within seven (7) days following the date of communication.
2. If the leader has not submitted verification by the outlined date, all NSBE accounts will be suspended and a formal complaint will be submitted to the Standards and Ethics Committee to vacate the position. The leader and the

responsible vice chairperson or chair elect will be notified.

3. In the event a board member is suspended or removed from the board, the responsible vice chairperson or chair elect will be contacted to determine proper reassignment of the board member's current account and responsibilities. At this point, the board member in question should cease conducting any NSBE business until a final review and determination of verification status is completed.

4. In the event a board member is suspended or removed from the board due to noncompliance, the board member will be ineligible to receive any financial assistance from NSBE as outlined in Section VI of the National Financial Policy.

C. Reinstatement

If a member has been suspended from their position on the board and seeks reinstatement, they must draft an email to the Standards and Ethics Committee including:

- Reason why verification was not completed
- All missing documentation required to complete verification

If the SEC determines that a member has satisfied the requirements for reinstatement, the member and the responsible vice chairperson or chair elect will be notified, and the member will be reinstated within seven (7) days.

If the SEC upholds the decision for removal, the board member in question must follow the procedure to overturn an SEC decision outlined in the National Bylaws (Article X, Section 2.C.4).