

# National Society of Black Engineers

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## *NSBE Jr. Toolkit*



*The Mission:*

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community



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**The Mission:**

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## **Introduction**

### **The History of NSBE**

In 1971, two Purdue undergraduate students, Edward Barnetts (now deceased) and Fred Cooper approached the dean of engineering at Purdue University with the concept of starting the Black Society of Engineers (BSE). They wanted to establish a student organization to help improve the recruitment and retention of black engineering students. In the late 1960's, a devastating 80 percent of the black freshmen entering the engineering program dropped out. The dean agreed to the idea and assigned the only black faculty member on staff, Arthur J. Bond, as advisor.

Barnett served as the first president of the BSE. The fledging group gained momentum in 1974, with the direction and encouragement of Bond and the active participation of the young men whose destiny was to become the founders of NSBE. Now known as the "Chicago Six", these men are Anthony Harris, Brian Harris, Stanley L. Kirtley, John W. Logan, Jr., Edward A. Coleman, and George A. Smith.

Encouraged by their on-campus success, Anthony Harris, president of the Purdue chapter, wrote a letter to the presidents and deans of every accredited engineering program in the country (288), explained the Society of Black Engineers (SBE) concept and asked them to identify black student leaders, organizations and faculty members who might support their efforts on a national basis. Approximately 80 schools responded. Many had similar Black student organizations with similar objectives. A date was set for the first national meeting and 48 students representing 32 schools attended the event, held April 10-12, 1975. Harris also changed the organizations' name from the BSE to the Society of Black Engineers (SBE).

It was at that historic meeting through majority vote, that SBE became the National Society of Black Engineers. The familiar NSBE symbol "N" with lightning bolts was chosen and it remains a distinctively recognizable symbol representing the premier technical organization for African American engineering students and professionals. NSBE was eventually incorporated in Texas, in 1976 as a 501 3 nonprofit organization. John Cason, also of Purdue, served as the first elected president of NSBE. As the organization grew, Virginia Booth became the first female National Chairperson and the first to serve two terms 1978-1980.

NSBE has since grown from six to over 35,500 members and the annual meeting has blossomed into the Annual National Convention, hosting over 8,000 attendees. Headquartered in Alexandria, Va., NSBE offers academic excellence programs, scholarships, leadership training, professional development and access to career opportunities for thousands of members annually. With a multitude of elected leadership positions, 12 regional conferences and an annual convention, NSBE provides opportunities for success that remain unmatched by any other organization.

### ***The Future of NSBE***

The future of the National Society of Black Engineers is unlimited. With the continued dedication of the members and supporters, NSBE can and will achieve its full potential. The projects listed above are but a small sample of the infinite possibilities.

#### ***The Mission:***

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community



## ***The Call***

In response to a call for more African American leadership in the technical fields of the nation, the National Society of Black Engineers (NSBE) with more than 35,500 members worldwide gives opportunities of leadership, technical excellence, cultural awareness, and community fellowship to those who have the drive to make a difference through science and technology. A family strong in values and honor, NSBE represents the largest student-managed organization in the country.

## ***The Organization***

NSBE is comprised of more than 270 chapters on college and university campuses, 75 Alumni Extension chapters nationwide and 114 Pre-College chapters. To produce structure within the organization, these chapters are geographically divided into six regions which span the entire USA as well as representing many other nations of the world.

## ***The Mission***

NSBE's mission is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community.

In striving to complete the mission, the members of NSBE set out, each year, in sight of accomplishing the following goals:

- Stimulate and develop student interest in the various engineering disciplines.
- Strive to increase the number of minority students studying engineering at both the undergraduate and graduate levels.
- Encourage members to seek advanced degrees in engineering or related fields and to obtain professional engineering registrations.
- Encourage and advise minority youth in their pursuit of an engineering career.
- Promote public awareness of engineering and the opportunities for Blacks and other minorities in that profession.
- Function as a representative body on issues and developments that affect the careers of Black Engineers.

## **The Symbol**

The NSBE torch symbolizes our everlasting burning desire to achieve success in this competitive society and to affect a positive change on the quality of life for all people. The lightning bolt represents the striking impact that will be felt by the Society and industry due to the contributions and accomplishments made by dedicated members of the National Society of Black Engineers.



**The NSBE Torch**

### ***The Mission:***

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community



## What is PCI?

The National Society of Black Engineers Pre-College Initiative program will lead the world in enhancing the pre-college students' Academic, Technical, and Leadership skills in order to maximize their success in life.

The Pre-College Initiative (PCI) Program is designed to stimulate the interest in science, technology, engineering, and mathematics fields, or STEM. The goal is to encourage students in grades K–12 to attend college and pursue technical degrees. Our PCI program provides activities to help students discover firsthand how engineering and technology relate to the world around them and discover the excitement of academic excellence, leadership, technical development and teamwork. One of our signature programs is Summer Engineering Experience for Kids (SEEK), a free, three-week day camp for students in grades 3-5 and grades 6-8.

## Objectives of PCI

- To help students have a positive attitude toward academic excellence
- To stimulate enthusiasm about science, technology, engineering and mathematics
- To encourage K–12th graders to pursue degrees in engineering and other technical fields
- To increase the number of African Americans attending and graduating from college
- To encourage and support parental commitment to children's education
- To raise cultural awareness among students

## What are the benefits of becoming a NSBE Jr. member?

- **College Admissions Preparation** – Obtain materials to prepare you for the PSAT, SAT, and ACT. Participate in technical competitions such as the Tri-Mathalon, Science Fair, and US First Robotics competition. Receive college application information including how to get into college, financial aid information, etc. (valued at up to \$500)
- **Discounted Kaplan Test Prep services and materials** – You can also receive a chance to win a free test prep class offered by Kaplan.
- **Scholarships and Awards** – Awarded to NSBE Jr. members in high school who have excelled academically and expressed an interest in pursuing a career in engineering and related fields.
- **Subscription to The Bridge** – the NSBE magazine that caters to pre-college students. (a \$15 value)
- **Discount Registrations** for conferences and events including the Annual Convention/PCI Mini Conference held annually in March. Our conferences offer innovative programming designed to expose youth to science, technology, engineering & math (STEM)
- **Leadership Development** – Develop your leadership skills by serving in many chapter and some regional leadership roles
- **Opportunity to meet other NSBE Jr., Collegiate, and Alumni members** from around the world who have walked in the footsteps that you intend to.
- **Opportunities to be mentored** and/or tutored by College Students or Technical Professionals currently working in a STEM field

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## NSBE Leadership

### National Executive Board

The Executive Board of the National Society consists of the following officers:

- |                            |   |
|----------------------------|---|
| a) National Chair          | i) Communications                                       |
| b) National Vice-Chair     | j) Finance  |
| c) National Secretary      | k) Pre-College Initiative                               |
| d) National Treasurer      | l) Publications   |
| e) National Programs Chair | m) Public Relations                                     |
| f) Six (6) Regional Chairs | n) Alumni Chairperson (who serves as non-voting member) |
| g) Academic Excellence     |   |
| h) Charter/Membership      |   |

The Executive Board determines all questions of policy and administers the affairs of the National Society under the Constitution and By-Laws and the general provisions of the law under which it is incorporated.

### World Headquarters

Based in Alexandria, Virginia, the National Society of Black Engineers (NSBE) World Headquarters serves as the focal point for virtually all official NSBE business. It is staffed by NSBE's phenomenal National WHQ staff team that aids and advises NSBE's student leaders as we strive to accomplish the greater work of NSBE.

National Society of Black Engineers World Headquarters  
205 Daingerfield Road  
Alexandria, Virginia 22314  
Phone: (703) 549-2207  
Fax: (703) 683-5312  
Email: [info@nsbe.org](mailto:info@nsbe.org)

### Regional Executive Boards

There are six (6) regional executive boards and each consists of the following officers:

- |                             |                           |
|-----------------------------|---------------------------|
| a) Regional Chairperson     | h) Charter/Membership     |
| b) Regional Vice Chair      | i) Communications         |
| c) Regional Secretary       | j) Finance                |
| d) Regional Treasurer       | k) Pre-College Initiative |
| e) Regional Programs Chair  | l) Publications           |
| f) Regional Parliamentarian | m) Public Relations       |
| g) Academic Excellence      |                           |

The Regional Executive Boards serve as liaisons between its chapters and the National Executive Board and administers the affairs of Region according to the NSBE National Constitution, and By-laws.

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## Membership

### How do I join NSBE?

1. Go to: [https://nsbe.networkats.com/members\\_online/members/menu.asp](https://nsbe.networkats.com/members_online/members/menu.asp) and select **Member Application** from main screen.

2. Input requested information and click continue.

3. Be sure to review membership and payment information on the last screen and click **Continue** to submit your membership application.

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- NSBE Jr. dues are \$5 annually. There may be additional chapter and regional dues that you have to pay to be considered a fully active member.
- If you choose not to be affiliated with a chapter in your local area, you will be considered a "Member At-Large," classified by your geographical region. Members "At-Large" receive the same national benefits as those who belong to a chapter.

## Chapters

### Is there a chapter in my area?

Please check the national website <http://www.nsbe.org/Membership/Chapter-Directory.aspx> for the latest listing of NSBE Jr. chapters.

### What if a chapter DOES NOT exist in my area?

If your city or state doesn't have a chapter, we invite you to start one!

*The following requirements must be met to charter or re-charter a chapter in NSBE:*

1. Each PCI chapter must have at least 5 active members to charter or re-charter a new chapter.
2. Each chapter must update/complete all relevant chapter information.
  - This information includes but is not limited to chapter address, phone number, etc.
3. Each chapter must submit a Chapter Constitution by uploading on line in NSBE IMPAK.
  - Renewing chapters are not required to submit a constitution unless a modification has been made since the previous year.
4. Each chapter must declare their top 4 officers (President, Vice President, Secretary, Treasurer).
5. Each new chapter must be electronically approved by someone from the Membership Team that is a headquarters' staff member.
6. The chartering member must be a NSBE member.

*The instructions below detail how to start a NSBE Jr. chapter:*

1. Go to <https://nsbe.org> and log in using your NSBE IMPAK ID.
  - a. If you are not a member, follow the procedure to [become a member](#). (The person that submits the request to start a chapter must be an At-large member to start a chapter)
2. Once an At-large member, select the following links: Membership | Petition to Start a New Chapter.

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The screenshot shows a user dashboard for Ms. Brittany Williams. At the top left is the NSBE logo. Below it, the user's name is displayed. On the right, there is a 'LOGOUT' link. The dashboard is divided into three main sections: 'MEMBERSHIP INFO', 'ACCOUNT SETTINGS', and 'ACTIONS'. 'MEMBERSHIP INFO' includes links for 'Your Profile', 'Committees you belong to', 'Your Chapter', 'Member application', 'Renew your membership!', and 'Update Documents'. 'ACCOUNT SETTINGS' includes 'Password Change', 'Password Reminder', 'View Invoices', and 'Payment History'. 'ACTIONS' includes 'Register for an Event!', 'Submissions (Scholarships, Applications, etc.)', 'Petition to start a Chapter', 'Contributions – Donate to NSBE!', 'Job Placement Center' (with sub-links for 'Post your resume' and 'Search for and apply for your dream job'), and 'Active surveys'. A 'Return to Menu' link is located at the bottom right of the dashboard area.

3. Select the “NSBE Jr.” chapter type, and press save and continue.

The screenshot shows a form titled 'Petition to Start a Chapter'. It begins with the instruction: 'Please Choose one of the Chapter Types below, then click [Save and Continue](#).' Below this are three paragraphs of text describing different chapter types: 'Alumni chapters', 'Collegiate chapters', and 'NSBE Jr. chapters'. Under the heading 'Submission Type', there are four radio button options: 'Alumni Chapter', 'Collegiate Chapter', 'Community College Chapter', and 'NSBE Jr Chapter'. To the right of these options is a vertical column of radio buttons under the heading 'Select', with the bottom-most radio button (corresponding to 'NSBE Jr Chapter') being selected. At the bottom center of the form is a 'Save and Continue' button.

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4. Complete your chapter's information. (Note: For new chapters, a chapter constitution must be uploaded. An example constitution is provided in the appendix.)

**Petition to Start a Chapter**

**Submission Questions**  
Please provide the following information about your chapter. \* = required field

1. \* Chapter Name:

**Chapter Address**

1. \* Line 1:

2. Line 2:

3. \* City:

4. \* State/Province:

5. \* Zip/Postal Code:

6. \* Country:

**Contact Information**

1. \* Primary Phone #:

2. Phone Type:  Home  Work/Office  Cell

3. Chapter Email Address:

4. Chapter Web Address:

**Advisor Information**

1. \* Advisor Name:

2. \* Advisor Email:

5. Designate a chapter officer or you will not be able to manage the chapter. (Note: All officer designees must be active members for the current year before they can be designated to their position in NSBE IMPAK)
6. Complete all pages of information and your chapter will be active, provided the chapter has met all of the chapter requirements.

If you have any questions regarding the membership process, please contact the **Membership Services Department at NSBE Headquarters:**

National Society of Black Engineers Membership  
205 Daingerfield Road  
Alexandria, Virginia 22314  
Phone: 703-549-2207

## NSBE Regions

NSBE has more than 390 College, Pre-College, and Technical Professional/Alumni chapters in the United States and abroad.

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NSBE Region Map

Region I		Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, East Canada, West Africa
Region II		Pennsylvania, Delaware, Maryland, West Virginia, Washington DC, Virginia, North Carolina, South Carolina
Region III		Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, Caribbean, South Africa
Region IV		Illinois, Indiana, Minnesota, Ohio, Wisconsin, Michigan, Central Canada, Central Africa, East Africa
Region V		Arkansas, Iowa, Kansas, Louisiana, Missouri, North Dakota, Nebraska, Oklahoma, South Dakota, Texas, Mexico, Central America, South Africa
Region VI		Alaska, Arizona, California, Colorado, Hawaii, New Mexico, Nevada, Oregon, Idaho, Montana, Utah, Washington, Wyoming, West Canada, Baha Mexico, Asia, South Pacific, Australia

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## Key Events

### Conferences

#### Regional Leadership Conferences

The Regional Leadership Conference (RLC) is held in each of the six (6) regions annually and gives NSBE leaders on the region and chapter level an opportunity to learn the functional duties of their positions as well as critical team building and project management skills. For more information on Regional Conferences contact Meeting Planning at 703.549.2207 or [meeting@nsbe.org](mailto:meeting@nsbe.org).

#### Fall Regional Conferences

Fall Regional Conferences (FRC) attract between 500 and 1000 pre-college, collegiate and technical professional members per region. Conferences include a career fair (average of 20 companies), general conference with workshops, general sessions and entertainment; a Pre-College Initiative Conference, featuring a science fair, competitions, group projects, and workshops; and a Professional Development Conference featuring networking sessions, career fair, professional development workshops, and entertainment. For more information on Fall Regional Conferences contact Meeting Planning at 703.549.2207 or [meeting@nsbe.org](mailto:meeting@nsbe.org).

#### Professional Development Conference

The Professional Development Conferences (PDC) is a regional conference held in each of the six (6) regions annually. The conference features networking sessions, career fair, professional development workshops, and entertainment. For more information on Regional Conferences contact Meeting Planning at 703.549.2207, or [meeting@nsbe.org](mailto:meeting@nsbe.org)

#### National Leadership Conference

The National Leadership Conference (NLC) is an annual conference that trains incoming regional and national leaders in key areas such as time management, project management and board leadership.

#### National Convention

The National Convention is held annually and is designed to bring together officers, leaders, and members in a centralized location to conduct the business of NSBE. In addition to the business meetings, there are competitions, keynote speakers, banquets and luncheons, entertainment, college test preparation, professional certifications, workshops, and a 2-day career fair.

### Programs

Creative, engaging and interactive programs are the primary vehicles through which NSBE fulfills its mission of creating engineers who excel academically, succeed professionally and positively impact the community. We provide a variety of programs in the following core areas to the Collegiate Membership endeavors: Academic Excellence, Technical Excellence, Leadership Development, Community Impact, College Initiative, Pre-College Initiative and Chapter Development. By participating in any number of our programs each member of NSBE is ensured an opportunity to reach extraordinary heights in their technical, professional and community endeavors. The value of NSBE Programs depends on active participation.

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## Scholarships

NSBE provides various scholarships to our members through our NSBE and Corporate Scholarship Programs. Individual scholarships range in value from \$500 to \$5,000. In 2004, we introduced a new NSBE Scholarship Program that merges our former Member of the Year Program and the Distinguished Fellow Program. This award is the highest honor a NSBE member at the collegiate or graduate level can receive and includes a \$7,500 scholarship. Scholarships promote academic achievement and not all have a GPA requirement, so we strongly encourage all members to review the listing of scholarships available for application below. One copy of your OFFICIAL transcript or a GPA VERIFICATION letter confirming your current cumulative GPA with your registrar's signature is required for all scholarships. If you have questions about a particular scholarship, please email us at [scholarships@nsbe.org](mailto:scholarships@nsbe.org).

### ONLINE APPLICATION SUBMISSION THROUGH NSBE IMPAK SCHOLARSHIP MODULE REQUIRED.

1. Login into your NSBE Account (or Join NSBE, if not a current member)
2. Under ACTIONS, Click on Submissions
3. Click on the scholarship or competition you are applying for
4. Complete the application in its entirety and click Submit/Continue or Save as Draft, if applicable to return and complete your application prior to the listed deadline.

PLEASE MAIL RECOMMENDATION LETTERS TO:

National Society of Black Engineers Scholarship Program  
205 Daingerfield Road  
Alexandria, VA 22314

For more information contact:

Programs Department  
Phone: (703) 549-2207  
Email: [scholarships@nsbe.org](mailto:scholarships@nsbe.org)

## Miscellaneous

### Publications

*NSBE Magazine* reaches more Black engineers than any other minority recruitment magazine. Published four times a year, NSBE Magazine is the direct connection to the 21st century technical professional workforce.

*The Bridge magazine* is the cornerstone publication of the NSBE pre-college initiative. It is published three times a year (winter, summer, and fall) and presents math, science and engineering topics in a lively, engaging editorial style. Getting youngsters involved in math and sciences at an early age is key to society's long-term success. NSBE Bridge addresses this need by introducing pre-college kids to all technology has to offer. Interactive experiments, college information and cultural "stuff" make the NSBE Bridge a must-read!

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**Career Engineer.** Learning doesn't stop once you reach professional status. CE On line offers the latest industry news and cutting-edge information on such topics as leadership and training opportunities, careers, personal finances, and maintaining work-life balance in today's competitive marketplace.

**The NSBE Alumni Arsenal** is an electronic publication which is published on a quarterly basis. The Arsenal is designed to keep the alumni member armed for success. The publication features articles on technical, personal and social topics and well as highlights from each region.

## Sponsors

### Board of Corporate Affiliates

The NSBE Board of Corporate Affiliates (BCA) members are NSBE's corporate and government partners. Each institution has committed a minimum contribution of \$40,000 to the organization. Beyond their financial contribution, they have signed up as a partner to work with NSBE leadership to fulfill the NSBE mission. To view the list of current NSBE sponsors, visit <http://www.nsbe.org/Corporate-Sponsor/Directory-of-Sponsors.aspx/>. Please consider one of these companies as your future employer.

## Acronyms

AE - Alumni Extension	NAB - National Advisory Board
AEB - Alumni Executive Board	NEB - National Executive Board
AEC - Academic Excellence Committee	NEO - National Executive Officers
AEO - Alumni Executive Officers	NEW - National Engineers Week
APC - Administrative and Personnel Committee	NLI - National Leadership Institute
BCA - Board of Corporate Affiliates	PCI - Pre-College Initiative
BD - Business Diversity	PDC - Professional Development Conference
CCI - Community College Initiative	RAB - Regional Advisory Board
CDP - Chapter Development Program	REB - Regional Executive Board
CEB - Chapter Executive Board	REO - Regional Executive Officers
CPC - Conference Planning Committee	RLC - Regional Leadership Conference
FRC - Fall Regional Conference	SRC - Spring Regional Conference
GTA - Golden Torch Awards	TPC - Technical Professional Conference
IC - International Committee	USTR - Undergraduate Students in Technical Research
LRP - Long Range Plan	

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## Example NSBE Jr. Constitution

# NATIONAL SOCIETY OF BLACK ENGINEERS NSBE Jr. CONSTITUTION AND BY-LAWS

### Preamble

The National Society of Black Engineers (NSBE), as a national student and professional based organization, does hereby dedicate itself to develop intensive programs for increasing interest in technical fields such as science, engineering, and math among pre-college students. Through its NSBE Jr. chapters, NSBE aims to help pre-college students explore opportunities in the technical industry. This program also strives to encourage more African American students to attend college and pursue technical degrees. Members of this organization are encouraged to participate in programs that encourage academic excellence, leadership development, and personal growth.

### Article I: Name - Type

The name and type of this National Society of Black Engineers Pre-College Initiative Program shall be the National Society of Black Engineers Jr. Chapter; hereafter referred to as the NSBE Jr. Chapter(s).  
The name and type of this organization shall be the

\_\_\_\_\_  
Name of School (Chapter)

NSBE Jr. Chapter, a non-profit student managed organization; hereafter known as the

\_\_\_\_\_  
Name of School (Chapter) NSBE Jr. Chapter.

### Article II: Objectives

The objectives of the NSBE Jr. Chapters shall be to stimulate and develop interest in engineering among secondary school students; to strive to increase the number of secondary school students who choose to major in technical fields at the undergraduate and graduate school levels; and to strive to further, within its locality, the purpose and programs of the National Society of Black Engineers.

### Article III: Membership

#### Section 1 - Definition

Membership in a NSBE Jr. Chapter shall be defined as:

- (a) Any secondary school student with an interest in pursuing a degree in engineering, engineering technology, or applied/physical science and
- (b) Has received a registered membership card issued after payment of annual national membership dues.

#### Section 2 – Applications

- (a) Each application for membership in a NSBE Jr. Chapter must be submitted in writing and must have a parent's or guardian's signature.

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- (b) In the event that a secondary school student has reached the age of 18 or older, no parent's or guardian's signature is required for application.
- (c) All applications must be accompanied by a chartering package or chapter addendum with the official chapter advisor's signature.

#### **Article IV: Chapters**

NSBE Jr. Chapters shall be defined as five (5) or more members attending the same secondary school who have chartered a chapter of NSBE and have a least one advisor; or five or more members in the same locality who are directly affiliated, advised and chartered by an official chartered student or alumni chapter of the National Society of Black Engineers.

All chapters functioning under the official name of "NSBE Jr. Chapter" must have charters on file at the National Headquarters office.

#### **Article V: Voting**

Each member shall be entitled to one vote in all chapter meetings.

#### **Article VI: Officers**

##### **Section 1 - Definition**

- (a) All NSBE Jr. Chapters must have Executive Directors that consist of President, Vice President, Secretary, and Treasurer.
- (b) All NSBE Jr. Chapter officers must be members as defined in Article III-Section 1.

##### **Section 2 - Elections**

- (a) Elections shall be held at the end of each school year, for a term of no more than one calendar year.
- (b) No officer can serve more than two consecutive terms in the same position.
- (c) Officers shall be elected in the following manner:
  - (i) A nominating committee, which consists of the chapter members, shall nominate a minimum of one candidate per office.
  - (ii) The report of the nominating committee shall be made at least one meeting prior to the election meeting; at this time, nominations may be taken from the floor.
  - (iii) A ballot shall be presented to each member at the election meeting.
  - (iv) The candidate who receives the majority of the votes for each position shall be the winner.

##### **Section 3 - Vacancy in Office**

A special election, using the same process as described in Article VI-Section 2, shall be held to fill any vacant offices occurring before the next regular election, except a vacancy in the office of President which shall be filled by Vice President until the next election.

##### **Section 4 - Duties**

- (a) President:
  - (i) Shall preside over all official meetings.
  - (ii) Shall submit to the NSBE National Headquarters a report of the activities of the year.

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- (iii) Shall appoint members of all special committees, with the advice and consent of the Executive Board.
- (b) Vice President:
  - (i) Shall preside over meetings in the absence or inability of the President.
  - (ii) Shall perform any activities, duties and responsibilities as designated by the President.
  - (iii) Shall oversee activities of all special committees.
- (c) Secretary:
  - (i) Shall record minutes of the general body meetings and make them available to members upon request.
  - (ii) Shall report the minutes of the previous meeting at the present meeting.
  - (iii) Shall maintain the membership roll including full and correct addresses.
- (d) Treasurer:
  - (i) Shall keep the account of deposits and withdrawals of the chapter funds.
  - (ii) Shall report on expenditures at general body meetings.

## **Article VII: Meetings**

A minimum of four meetings shall be held per school year. A meeting should consist of at least one member of the Executive Committee, 25% of the members and an advisor.

## **Article VIII: Chapter Advisors**

### **Section 1 - Definition**

Each chapter shall have one advisor. The advisor must be a faculty member if the NSBE Jr. chapter is affiliated with a secondary school or a NSBE member if a chapter is affiliated with an official NSBE student or alumni chapter.

### **Section 2 - Duties**

The duties of the Faculty/Chapter Advisor include but are not limited to:

- (a) Providing guidance in fiscal matters and assistance in obtaining group goals.
- (b) Encouraging open communication among members.
- (c) Serving as liaison between the chapter and the school or between the chapter and the community (in case of an official NSBE Jr. chapter).
- (d) Guiding the chapter in its actions and activities.
- (e) Shall communicate in writing the progress of chapter activities at least once per school term.

## **Article IX: Committees**

- (a) The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer. The committee shall be supervised by the Faculty/Chapter Advisor.
- (b) Special committees can be formed as necessary by the chapter to carry out the work of the chapter. Committee chairs are appointed by the President.
- (c) The Vice-President shall oversee all special committees.

## **Article X: Amendments**

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All amendments of this Constitution and By-Laws must be presented, reviewed and approved or disapproved by a committee consisting of the: National Headquarters Programs Department, National Headquarters Membership Manager, and National Pre-College Initiative Program Chair.

We, the undersigned, have read and agree to uphold the NSBE Jr. Chapter Constitution and By-Laws.

**Chapter President** \_\_\_\_\_

**Advisor** \_\_\_\_\_