



NATIONAL SOCIETY OF BLACK ENGINEERS

Region VI Governing By-Laws

Version 1

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National Society of Black Engineers

Region VI By-Laws

CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers Region VI By-Laws describes the manner in which the Region shall be governed and structured. Region VI and these Regional By-Laws shall comply, and be consistent with, the Constitution and By-Laws of the National Society.

PREAMBLE

The National Society of Black Engineers, as a national student and professional based organization, does hereby dedicate itself to the development of intensive programs for increasing Black participation in the fields of engineering, engineering technology, and the physical sciences. 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

The name of the governing body shall be the Region VI Executive Board of the National Society of Black Engineers.

ARTICLE II - OBJECTIVE

The Region VI Executive Board shall serve as a liaison between the National Executive Board (NEB) and the local chapters, shall carry out the objectives of the National Society by acting as a governing body for regional networking, and shall strive to increase the participation and community awareness of Blacks in the fields of engineering and other technical fields.

ARTICLE III - OFFICERS

The following officers shall be elected to the Region VI Executive Board: Chairperson, Vice Chairperson, Secretary, Treasurer, Programs Chairperson, Membership Chairperson, TORCH Chairperson, Academic Excellence Chairperson, Pre-Collegiate Initiative Chairperson, SIX (6) Zone Chairpersons (See Article V. for specifics on Zone Chairpersons), Finance



Chairperson, Telecommunications Chair and Public Relations Chairperson.

The Region VI Chair-Elect, with the approval of the elected officers, shall appoint the following officers to the REB: Chairperson Emeritus, Parliamentarian, Regional Leadership Conference Chairperson, Fall Regional Conference Chairperson, Assistant Treasurer and Engineering Diversity Chairperson.

The Executive Officers of Region VI (REO) are defined as the following officers: Chairperson, Vice Chairperson, Secretary, Treasurer, Membership Chairperson, Programs Chairperson, Chairperson Emeritus, and Parliamentarian.

ARTICLE IV – REGIONAL BOARD ZONE STRUCTURE

The Regional Board shall be divided into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently.

- A. Administrative Zone, which consists of the Chairperson, Vice Chairperson, Parliamentarian, and Chairperson Emeritus. The Regional Executive Officers (REO) are divided within their respective operating zones, but at times possibly can be referred to as members of the Admin. Zone. The Chairperson shall coordinate the work of this zone.
- B. Membership Zone, which consists of the Membership Chairperson, and 6 Zone Chairpersons: Northern California Zone Chairperson, Southern California Zone Chairperson, Rocky Mountain Zone Chairperson, Southwest Zone Chairperson, Northwest Zone Chairperson and International Zone Chairperson. The Membership Chairperson will coordinate the work of this zone.
- C. Communications Zone, which consists of the Secretary, Telecommunications Chairperson, Public Relations/Publications Chairperson. The Secretary shall coordinate the work of this zone.
- D. Finance Zone, which consists of the Treasurer, Assistant Treasurer, Finance Chairperson, and the Fall Regional Conference Chairperson. The Treasurer shall coordinate the work of this zone.
- E. Programs Zone, which consists of the Programs Chairperson, TORCH Chairperson, PCI Chairperson, Academic Excellence Chairperson, Engineering Diversity Chairperson and Regional Leadership Conference Chairperson. The Programs Chairperson



shall coordinate the work of the zone.

Each zone lead will be responsible for the following:

1. Regularly contacting each board member in the zone for updates.
2. Reporting and relaying information to the Regional Chair.
3. Participating in REO conference calls.
4. Ensuring that all zone members are performing their assigned duties and provide them with the support to perform their job effectively.

ARTICLE V – REGIONAL GEOGRAPHY

The Region shall be divided into six (6) geographic zones. Individual zones may be further sub- divided to facilitate interaction between neighboring chapters. The zones will be divided as follows:

1. Pacific Northwest Zone: Washington, Oregon, Idaho, Montana and Alaska.
2. Northern California Zone: Northern & Central California (including Fresno & San Luis Obispo).
3. Southern California Zone: Southern California & Hawaii.
4. Southwest Zone: Arizona, New Mexico & Nevada.
5. Rocky Mountain Zone: Colorado, Utah & Wyoming.
6. International Zone: Western Canada, Baja Peninsula Mexico, Asia, South Pacific Australia.

ARTICLE VI - DUTIES OF OFFICERS

Section I - Duties of Elected Officers

The following officers shall be elected to the Region VI Executive Board and hold a vote in REB meetings.

- A. Chairperson – Voting only in case of tie when presiding over meetings.
 1. Shall preside over all official meetings of the Region.
 2. Shall serve the Region as defined in the Constitution of the National Society.
 3. Shall serve as a representative of the Region.
 4. Shall submit names of candidates for appointed positions to be approved by the REB.
 5. Shall create and distribute all REO meeting agendas.
 6. Shall preside over all REO Calls.
 7. Shall convene the Region VI Advisory Board.
- B. Vice Chairperson – Non voting when presiding over meetings.
 1. Shall serve as internal affairs manager of the Regional Executive Board.
 2. Shall serve as Chairperson Pro-Temp to preside in the absence or inability of the Chairperson.
 3. Shall oversee the activities of the Conference Planning Committees.
 4. Shall develop and finalize the Regional Executive Board meeting agenda.
 5. Shall oversee the activities of the Membership Zone.



6. Shall require from the members of the REB, a record of their activities (transition report) with the Region.
 7. Shall perform any and all duties designated by the Regional Chairperson.
- C. Secretary
1. Shall oversee the activities of the Communications Zone.
 2. Shall take meeting minutes at all Regional meetings.
 3. Shall provide all minutes to the REB within 48 hours after the meeting.
 4. Shall ensure all meeting minutes are made publicly available to the Region within 14 days.
 5. Shall perform any and all duties as designated by Regional Chairperson.
- D. Treasurer
1. Shall oversee the Finance Zone of the Region.
 2. Shall create and manage the Regional Budget in accordance with rules and policies established by the National Executive Board.
 3. Shall submit all deposits of all funds to the National Finance Zone.
 4. Shall oversee expenditures for the Region in a manner approved by the Regional Chairperson.
 5. Shall work in conjunction with the CPC regarding all financial matters of the conference.
 6. Shall perform any and all duties designated by the Regional Chairperson.
- E. Programs Chairperson
1. Shall oversee the activities of the Programs Zone of the Region.
 2. Shall compile metrics on the effectiveness of the Regional programs being implemented.
 3. Shall ensure members in the Region are aware of all programs.
 4. Shall perform any and all duties designated by the Regional Chairperson.
- F. Membership Chairperson
1. Shall keep the REB and membership abreast of the charter status of all chapters within the Region.
 2. Shall keep the official membership roster for the officers and members of the Region, to include the Advisory Board.
 3. Shall establish and recruit chapters into the National Society.
 4. Shall distribute recruiting materials to the membership of the Region.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- G. T.O.R.C.H. Chairperson
1. Coordinate regional community service activities including all TORCH activities.
 2. Create/maintain a list of regional community service activities.
 3. Bring TORCH incentives from National to Regional level.
 4. At conference meetings, have a TORCH opportunity for membership.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- H. Academic Excellence Chairperson
1. Shall develop programs to enhance the academic achievements of members of the National Society.
 2. Shall organize or facilitate an Academic Excellence workshop at regional conferences.
 3. Shall oversee the Academic Excellence programs within Region VI.



4. Shall create and maintain a Regional Executive Board Retention Program.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- I. Pre-College Initiative Chairperson
1. Shall coordinate and assist local chapters to charter NSBE Jr. chapters.
 2. Shall coordinate and oversee the PCI portion of the Regional Conferences.
 3. Shall in conjunction with National PCI Chair, develop a tracking system to monitor students through PCI program.
 4. Shall evaluate on annual basis the effectiveness of the various PCI programs.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- J. Zone Chairpersons – (Specific Geography in Article V)
1. Shall hold zone calls to disseminate information to membership.
 2. Shall plan 1 Zone Summit between RLC and December 1st, and 1 Zone Summit between January 1st and National Convention.
 3. Shall identify potential chapters to charter.
 4. Shall ensure chapters in the Region receive the information and materials they need in order to function properly.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- K. Finance Chairperson
1. Shall identify and contact regional funding sources.
 2. Shall prepare and finalize solicitation packets for submission to corporations and foundations on behalf of NSBE Region VI.
 3. Shall assist chapters in developing fund raising strategies.
 4. Shall implement any Regional fundraisers.
 5. Shall perform any and all duties designated by the Regional Chairperson.
- L. Telecommunications Chairperson
1. Shall develop and update the Region VI homepage on a regular basis.
 2. Shall be responsible for all and any website complaints.
 3. Shall perform any and all duties designated by the Regional Chairperson.
- M. Public Relations/Publications Chairperson
1. Shall publish an edition of a regional newsletter (known as e-news) for each regional conference and at National Convention.
 2. Shall submit periodic articles about Region VI activities to be published in the NSBE Magazine.
 3. Prepare and submit articles affecting the public image of NSBE to other publications.
 4. Distribute brochures containing information about NSBE to regional chapters, other organizations, corporations, and general public.
 5. Make official statements for the organization with the approval of the Regional Chairperson.
 6. Research, document, and distribute engineering and college scholarship information to high school students through public relations materials.
 7. Identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
 8. Shall perform any and all duties designated by the Regional Chairperson.



Section II - Duties of Appointed Officers:

The following officers shall be appointed to the Region VI Board after recommendation from the Chair and approval of the REB. Appointed positions shall have no vote in REB meetings.

N. Chairperson Emeritus

1. Shall serve as an advisor to the Region VI Chairperson.
2. Shall assist the Chairperson/Chairperson Elect in the planning of the Regional Transition Meeting.
3. Shall serve as a member of the RAB.

O. Parliamentarian

1. Shall oversee all Senators in Region.
2. Shall read and understand the Regional Operating Guidelines (ROG) and Regional By-Laws to ensure Regional meetings are conducted in an orderly manner.
3. Shall track, compile, and present compliance information to REO and REB.
4. Shall be point of contact for any and all By-Law amendment requests.
5. Shall make sure that the most current versions of all Governing Documents (Regional and National) are made available to the membership.
6. Shall appoint an Elections Committee, made up of 3 RAB Members and the Regional Chair Emeritus.
7. Shall perform any and all duties designated by the Regional Chairperson.
8. Shall serve as a resource on proper Parliamentary Procedure.
9. Shall coordinate the Regional election procedures at the National Convention.

P. The Assistant Treasurer

1. Shall coordinate the Chapter Relief Fund.
2. Shall assist the Regional Treasurer in the performance of their duties on an as-needed basis.
3. Shall work with the Membership Zone to assist chapters with their 501(c)(3) Status.
4. Shall monitor the financial policies and procedures as set by the Regional Executive Board or the Regional Treasurer as they pertain to the Region and the Professionals.
5. Shall make all travel arrangements in lieu of the Treasurer for the Regional Executive Board.
6. Shall work with Regional Finance Chairperson on developing relationships with Black and/or minority-owned businesses.

Q. Engineering Diversity Chair

1. Shall create a formal vehicle to support the development of members in their pursuit of post-engineering-degree career pathways.
2. Develop resources, workshops, competitions, and partnerships that aid in the exploration of career pathways via engineering.
3. Shall promote and coordinate efforts to diversify engineering in post-engineering-degree career pathways.
4. Shall report to the National Engineering Diversity Committee Chairperson on an as-needed basis.



5. Shall administer National Engineering Diversity programs including Fire Pit, Elevator Pitch, and NSBE Debaters.
6. Shall produce an official transition report at the close of the term of office.

R. Regional Leadership Conference Chairperson

1. Shall lead all RLC Committee planning calls and provide updates on all conference related activities.
2. Shall develop and coordinate all regional leadership programs in conjunction with the Regional Programs Chairperson.
3. Shall develop and coordinate all Regional Conference workshops in conjunction with the Regional Vice Chairperson.
4. Shall correspond with World Headquarters (WHQ) staff and representatives from Rutherford's and Associates (R&A).
5. Shall serve as a member of the National Leadership Institute Planning Committee.
6. Shall perform any and all duties designated by the Regional Chairperson.

S. Fall Regional Conference Chairperson

1. Shall lead all FRC Committee planning calls, and provide updates on all conference related activities.
2. Shall develop and coordinate all Fall Regional Conference workshops in conjunction with the Regional Vice Chairperson.
3. Shall correspond with World Headquarters (WHQ) staff and representatives from Rutherford's and Associates (R&A).
4. Shall work in conjunction with the Finance Zone on all conference financial matters.
5. Shall perform any and all duties designated by the Regional Chairperson.

Section IV - Shared Officer Duties

Each member of the Regional Executive Board:

- A. Shall complete a strategic plan containing goals and objectives within the designated time frame as set by the Regional Chairperson.
- B. Shall submit monthly reports to respective National Counterparts and Regional Zone Leader.
- C. Shall serve as a liaison between the REB and their respective chapter counterparts.
- D. Shall produce an official transition report at the close of the term of office.



ARTICLE VII - TERMINATION OF BOARD MEMBERS

Section I – Removal from Office

Any board member or member of the Regional Advisory Board of Region VI may be removed for a lapse in duties by the affirmative vote of:

- A. No less than two-thirds of the voting Senators.
- B. All remaining voting officers on the Executive Board, not including the officer up for removal.
- C. Prior to May 1st, all newly elected voting officers on the Executive Board, not including the officer up for removal.

Section II – Vacant positions

- A. In the event an officer resigns or is removed, the Chair shall initiate the appointment process to fill the vacancy.
- B. In the event the position of Regional Chairperson becomes vacant due to resignation or removal, the Chairperson Pro-Temp shall assume the position of Chairperson. The Regional Vice Chairperson shall serve as the Chairperson Pro-Temp.

ARTICLE VIII - ADHOC COMMITTEES

Region VI reserves the right to add committees at the discretion of the Regional Chairperson and the voting members of the Region VI Executive Board.

ARTICLE IX – MEETINGS

- A. Quorum
 - 1. A quorum for all transactions of business at REB meetings shall be no less than two-thirds (2/3) of the voting members of the Regional Executive Board.
 - 2. A quorum for all transactions of business at Regional meetings shall be no less than one-third (1/3) of the voting chapters of Region VI.

- B. General

All business meetings of the REB shall be open to the membership and the minutes shall be made available for chapters upon request.



ARTICLE X - ELECTIONS

Section I - General

- A. A society member shall seek election to a regional position by completing an REB position application by a date specified in the Elections timetable.
- B. The Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but need not be limited to, all requirements as specified in the National and Region VI by-laws.
- C. No candidate shall be elected to office unless an approved declaration of intent is on file with the Parliamentarian.
- D. No candidate shall run for more than one position on the Regional Executive Board in a given election.
- E. Elections shall take place at the National Convention. Any remaining vacancies of the elected officers shall be appointed by the Chair-Elect with approval of the REB-elect.

Section II - Candidate Qualifications

Each candidate shall have met the following qualifications in order to be placed on the ballot for Regional positions.

- A. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is registered as a full-time student and the degree program for which the student is enrolled.
- B. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is a student in good academic standing with the university.
- C. Each candidate must state his/her expected graduation date. If the candidate expects to graduate before September 15, he/she is not eligible to run for office unless he/she will be enrolled in graduate school full-time for the elected term of office.
- D. If the candidate expects to graduate before September 15, but has a letter of acceptance for enrollment in a graduate school full-time by January 1, he/she shall be eligible to run.
- E. Candidates must have at least a sophomore class standing and must be members in good standing with the Society.
- F. Candidates must have at least a junior class standing for the elected term and must meet all the above requirements to be eligible for the office of Region VI Chairperson.



- G. Candidates who are currently co-op students must meet all of the above requirements.
- H. The application and the official letter from the Registrar or appropriate university official must be received by the Regional Parliamentarian by the second day of the National Convention.
 - I. Candidates for the Zone Chairperson positions must attend a college/university in that Zone unless otherwise approved by majority vote of the Regional Executive Board.

Section III - Voting

A. Voting Qualifications

- 1. Each registered chapter in the Region will be allowed to cast two votes, through their chapter Senators.

B. Absentee ballots shall not be allowed.

C. Counting of votes

- 1. The Regional Parliamentarian and one member of the RAB shall oversee the counting of the ballots immediately following the voting procedure.

Section IV - Election Results

A. The winner of each office shall be the person who received the plurality of the votes cast for the office.

B. In the event of a tie, the current REB shall select the winner by majority vote of elected officers.

C. The results shall only be announced at the final Regional meeting at National Convention or at another time approved by the REB. At this time, the newly elected REB will be given the oath of office by the current Parliamentarian.

Section V – Elections Committee

A. The elections committee shall be led by the Regional Parliamentarian. The committee members shall include no less than three (3) advisors from the RAB, and the Regional Chairperson Emeritus.

B. In the event the Regional Parliamentarian is participating in the election proceedings, the Regional Chairperson Emeritus shall take over.



ARTICLE XI - REGIONAL ADVISORY BOARD

The Regional Advisory Board shall offer assistance on the chapter level where needed, give advice to Regional officers in carrying out the duties of their offices, help in making policy decisions, and ensure continuity from year to year within the Region.

Section I – Selection

Individuals interested in serving on the RAB or who have been nominated to serve must send a letter and background information indicating the intent to the Chairperson of the RAB.

- A. Each applicant will be interviewed at a meeting approved by the RAB. The RAB Chairperson shall notify interested parties a least one month prior to the meeting as to the time and location of the interview and will provide a copy of any National and Regional applicable official documents.
- B. The Advisory Board interviews will be conducted by an RAB subcommittee. Recommendations from the RAB subcommittee shall be made to the REB. Candidate recommendations will be considered and will be put to a vote. All applicants will be informed by written notification within two weeks as to the outcome of their application.
- C. New advisors shall take office immediately after receiving notification of acceptance to the RAB.
- D. In the event an Advisory Board Member resigns, a new applicant shall be recommended and the selection process shall begin.

Section II - Qualifications

- A. The REB shall actively recruit Advisory Board Members with the following backgrounds:
Technical Fields, Industry College Relations, Academia, and Professional Areas.
- B. Advisory Board members shall be selected and regarded by their qualifications as individuals and not by the firm he/she may represent.

Section III - Duties

- A. Advisory Board Members shall attend the following events to meet as a Board in addition with the REB: Regional Transition Meeting, Regional Leadership Conference, Fall Regional Conference, and National Convention. Failure to attend at least two of the four



meeting dates will lead to review of the RAB member's status by the RAB and REB.

- B. Each advisor shall be assigned to work with the REB on a least one zone as well as work with designated Region VI chapter advisors.
- C. RAB members may be assigned to specific committees and/or advisory roles for REB positions.

Section IV – Structure

The election of a formal advisory board shall be optional to the RAB. However, the following positions will be provided for within these working rules:

- A. The RAB Chair shall have been a member of the RAB for a period of one year prior to appointment by the RAB. The length of term shall be two (2) years. Up on expiration of the RAB Chairperson's term, the RAB Chairperson may be appointed to successive terms on the RAB by a majority vote of both the RAB and REB.
- B. The Region VI Chairperson Emeritus shall be a member of the RAB and offer assistance where needed. This individual's primary responsibility will be to offer advice to the Regional Chairperson. They will also provide suggestions for improved relations and interaction for REB and Advisors within the region.
- C. The previous year's Region VI NSBE Professionals Chairperson shall be a member of the RAB for one year, and offer assistance where needed. This individual's primary responsibility will be to offer advice to the Region VI NSBE Professionals.

Section V – Ex Officio Advisory Board Member

An ex officio member of the RAB is defined as:

1. A member that has served their term on the Advisory Board, does not desire to be an active member, but wishes to remain in touch with regional activities or
2. Is an employee of a company or in an academic institution located within Region VI

Upon appointment, they shall become an ex officio member of the RAB whereby the RAB Chairperson continues to keep the former active member, representative, Chapter Advisor updated on regional events and meetings.

- A. Ex Officio members have no voting privileges.



- B. Term length of an ex officio member shall be two (2) years. An ex officio member may choose to end regional participation at any time and only need notify the RAB Chairperson and Region VI Chairperson of their decision. The term length for an appointed Chapter Advisor will be until the conclusion of the regional event hosted by their respective chapter.
- C. An ex officio member of the RAB can be renewed by appointment of the RAB, with the advice and consent of the REB.

Section VI - General

- A. The length of term for each new advisor shall be four (4) years. Upon expiration of an advisor's term, at the request of the RAB and REB, the advisor may be appointed to successive terms on the RAB by a majority vote of the REB.
- B. Advisory Board members may resign their position by submitting a written intent or notice to resign to the RAB Chairperson.
- C. Registration for RAB members shall be waived at all Regional Conferences.
- D. Regional Advisors shall neither participate in nor make use of NSBE activities in a manner affecting NSBE in an unauthorized way.

ARTICLE XII – REGIONAL CONFERENCES

- A. There shall be at least one Regional Leadership Conference and one Regional Conference prior to the National Convention.
- B. To encourage participation of freshmen: One freshman per chapter shall be exempt from the Fall Regional Conference registration fee.

ARTICLE XIII - AMENDMENT PROCESS

- A. The By-Laws of Region VI may be amended. Any Regional member or REB member, can suggest a change in written form, by submitting said change to the Regional Parliamentarian four weeks prior to any Regional activity including Regional Leadership Conference, Fall Regional Conference, and the National Convention.
- B. The Regional Parliamentarian shall review, and submit all proposed changes to the REB for approval.
- C. A change to the by-laws shall be made by the affirmative vote of 2/3 of the voting members of the Regional Executive Board or 2/3 vote of the active chapters in attendance at a Regional activity.



- D. Upon changing regional bylaws, an updated copy of the bylaws must be sent to the National Parliamentarian for placement in national archives.

Submitted By:

Dennis Kibe

Region VI Parliamentarian 2018-2019

&

Nicolette H. Peerman

Region VI Vice Chairperson 2018-2019

Approved By:

Naeem Turner-Bandele

Region VI Chairperson 2018-2019