

National Society of Black Engineers - Professionals Extension Region 5 Professionals Operating Guidelines

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Preface

The Region 5 Professionals Operating Guidelines define the manner in which the Region 5 Professionals Extension will be structured and governed and how it will interact with the Region 5. These Operating guidelines are intended to accompany, and be consistent with, the NSBE National Constitution and By-Laws and Professionals Operating Guidelines.

Article I. Name

The name of the governing body of the Region 5 Professionals Extension, hereafter referred to as Region 5-PE, shall be the Region 5 Professionals Executive Board, hereafter referred to as Region 5-PEB; a section of the National Society of Black Engineers-Professionals Extension. The National Society of Black Engineers is a national student and professional based organization.

Article II. Objectives and Mission

Section 1. The mission of Region 5-PE is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Section 2. The objectives of Region 5-PE shall be to support NSBE in a way that:

- (a) Develops and enhances the programs of NSBE;
- (b) Increases technical awareness;
- (c) Encourages scholastic achievement;
- (d) Stimulates enthusiasm in the Black engineering community; and
- (e) Promotes technical expertise, professionalism, and fellowship among Black and ethnic minority engineers.

Article III. Organization

Section 1. Chapters shall be defined as all organizations that have chartered as a NSBE Professionals Extension Chapter.

Section 2. Region 5-PE shall consist of all chapters within the geographic boundaries of Region 5 as described in the NSBE National Constitution.

Article IV. Administration

Section 1. There shall be an Executive Board of the Region 5-PE called the Regional Professionals Executive Board (RPEB), which shall consist of:

- (a) Regional Professionals Chairperson
- (b) Regional Professionals Chairperson-Elect
- (c) Regional Professionals Chairperson-Emeritus
- (d) Regional Professionals Secretary
- (e) Regional Professionals Treasurer
- (f) Regional Professionals Programs Chairperson
- (g) Regional Professionals Conference Manager
- (h) Regional Professionals Telecommunications Chairperson
- (i) Regional Professionals Pre-College Initiative (PCI) Chairperson
- (j) Regional Professionals Finance Chairperson
- (k) Regional Professionals Collegiate Initiative (CI) Chairperson
- (l) Strategic Planning and Research Conference Manager

Section 2. The RPEB shall:

- (a) Determine all questions of policy and shall administer the affairs of Region 5-PE according to the NSBE National Constitution, Professionals Interface Guidelines, Professionals Operating Guidelines, and these Professionals Regional Operating Guidelines
- (b) Be subject to the orders of the Region 5-PE membership, and none of its acts shall conflict with decisions made by the vote of the general body, or the goals and objectives of the organization
- (c) Not receive any salary for service
- (d) Coordinate Region 5-PE activities and programs.
- (e) Monitor the activity and progress of chapters and thereby assist in their development
- (f) Facilitate communications between chapters and the National Society
- (g) Provide the impetus for beginning new Professionals chapters in target areas
- (h) Make recommendations to the Professionals Executive Board (PEB)
- (i) Initiate and execute policies as deemed necessary for the day to day operations of Region 5-PE
- (j) Produce the year's agenda and budget by the due date set by the PEB
- (k) Present a financial report identifying income and expenditures of Region 5-PE at all Regional Meetings
- (l) Maintain the General Exemption Number process for Region 5-PE finances
- (m) Ensure Region 5-PE compliance with all relevant laws governing nonprofit entities
- (n) Shall serve as liaisons between its Professionals chapters and the PEB and shall carry out the objectives of the NSBE-PE.

Article V. Offices

Section 1. All elected offices will be held by Region 5-PE Professionals or Lifetime members in good standing. Appointed offices may be held by any Region 5-PE member in good standing.

Section 2. The elected offices of Region 5-PE are:

- (a) Regional Professionals Chairperson
- (b) Regional Professionals Chairperson-Elect
- (c) Regional Professionals Secretary
- (d) Regional Professionals Treasurer
- (e) Regional Professionals Programs Chairperson

Section 3. The appointed offices of Region 5-PE are:

- (a) Regional Professionals Conference Manager
- (b) Regional Professionals Pre-College Initiative (PCI) Chairperson
- (c) Regional Professionals College Initiative (CI) Chairperson
- (d) Regional Professionals Finance Chairperson
- (e) Regional Professionals Telecommunications Chairperson
- (f) Regional Professionals Chairperson-Emeritus

Section 4. The elected offices of Region 5-PE shall form the Region 5 Professionals Executive Officers (R5PEO).

Section 5.

- (a) Any Professionals or Lifetime member of Region 5-PE who has been a member of Region 5-PE for at least one operational year immediately prior to operation year of that office is eligible to hold an elected or appointed office.
- (b) If no candidate meets the requirements stated in Article V, section 5(a) for a given elected or appointed position, other Professionals members may be considered at the discretion of the outgoing Region 5-PE Board. On a case by case basis, the Region 5-PE Board shall approve by 2/3 votes any exceptions to the requirements in Article V, Section 5a.

Section 6. The RPEB shall take office May 1st and shall serve a one-year term unless otherwise noted.

- (a) The Regional Professionals Chairperson-Elect shall serve a one-year term, after which he or she shall automatically assume the position of Regional Professionals Chairperson for the following year upon a simple majority of delegates in attendance at the National Convention.
- (b) The Regional Professionals Chairperson shall serve a one-year term, after which shall assume the position of Regional Professionals Chairperson-Emeritus for the following year upon two-thirds approval of the RPEB.

Section 7. Vacancies

- (a) Should a vacancy occur in the office of Regional Professionals Chairperson, the unexpired term shall be filled by the Regional Professionals Chairperson-Elect. The incoming Regional Professionals Chairperson shall serve the unexpired term and the full term to which he or she was elected to serve the following year upon a simple majority of delegates in attendance at the National Convention.
- (b) Should a vacancy occur in the office of Regional Professionals Chairperson-Elect, the unexpired term shall temporarily be filled by appointment by the Regional Professionals Chairperson and two-thirds approval of the RPEB. The election of the Chair-Elect, in the event of a vacancy, shall be at the discretion of the RPEB. The appointed (or elected) Chair-Elect shall serve the unexpired term of the vacated position.
- (c) Should a vacancy occur in the office of Regional Professionals Chairperson-Emeritus, the Regional Professionals Chairperson shall appoint a previous Regional Professionals Chairperson to fill the unexpired term with two-thirds approval by the RPEB.
- (d) Should a vacancy occur in any other office of the RPEB, the unexpired term shall be filled by appointment by the Regional Professionals Chairperson and two-thirds approval by the RPEB.

Section 8. Elections of Regional Offices

- (a) Elections of regional offices shall take place at the National Convention
- (b) The Elections Committee shall:
 - i. Compile and disseminate documents and procedures to members seeking office
 - ii. Provide a copy of the Professionals Operating Guidelines and Regional Professionals Operating Guidelines, which include the specific duties required of each officer
 - iii. Coordinate regional elections and publish the results to Region 5-PE and the PEB
- (c) A simple majority of ballots received shall be necessary to elect each officer.

Section 9. The offices of the RPEB shall be divided into zones.

- (a) **Administrative Zone:** The Administrative Zone shall consist of the Regional Professionals Chairperson, Regional Professionals Chairperson-Elect, Regional Professionals Secretary, Regional Professionals Treasurer, Regional Professionals Programs Chairperson and the Regional Professionals Chairperson-Emeritus. The Regional Professionals Chairperson shall coordinate the work of this zone.
- (b) **Membership Zone:** The Membership Zone shall consist of the Regional Professionals Extension Chairperson-Elect. The chapter presidents within the region are ad-hoc members of this zone. The Regional Professionals Chairperson-Elect shall coordinate the work of this zone.
- (c) **Communications Zone:** The Communications Zone shall consist of the Regional Professionals Secretary, and Regional Professionals

- Telecommunications Chairperson. The Regional Professionals Secretary shall coordinate the work of this zone.
- (d) **Finance Zone:** The Finance Zone shall consist of the Regional Professionals Treasurer, Regional Professionals Finance Chairperson and Regional Professionals Conference Manager. The Regional Professionals Treasurer shall coordinate the work of this zone.
- (e) **Programs Zone:** The Programs Zone shall consist of the Regional Professionals Programs Chairperson, Regional Professionals Pre-College Initiative Chairperson and Regional Professionals College Initiative Chairperson. RPEB program committee chairs are ad-hoc members of this zone. The Regional Professionals Programs Chairperson shall coordinate the work of this zone.

Section 10. The Chair Emeritus position shall be held by the Outgoing Regional PE Chairperson. If he or she is unable or deemed unfit to hold the position, the Chair Emeritus will be appointed by the current RPEB. The appointed Chair Emeritus must be a former Regional PE Chairperson in good standing.

Article VI. Duties of the offices

Section 1. All positions of the RPEB will be expected to:

- (a) Submit a monthly report to their Regional Professionals Extension Chair
- (b) Submit a transition report at the close of office
- (c) Attend all required meetings of the RPEB
- (d) Shall perform any activities, duties, and responsibilities as designated by the Regional Professionals Chairperson
- (e) Complete assigned duties as described below in a timely and efficient manner
- (f) Maintain good standing during their tenure as follows:
 1. In addition to requirements established by their chapters, Region V-PE regional officers must also meet the following requirements to remain in good standing:
 - i. Any Region V-PE regional officer living within twenty miles of an Professionals chapter meeting location must be a member in good standing of an Professionals chapter.
 - ii. Any Region V-PE regional officer not living within twenty miles of an Professionals chapter meeting location must work with the Region V Professionals Chair-Elect and other interested parties to establish a local Professionals chapter or become an Professionals member in good standing of an existing Professionals chapter.
 - iii. All Region V-PE regional officers must be paid members of a Region V Professionals chapter.
 2. A Region V-PE member not meeting the above requirements may appeal to the Region V-PE House of Delegates to retain good standing and thus eligibility for office. Successful appeal shall require an eighty percent vote of the Region V-PE House of Delegates.

3. Any cases of Region V-PE regional officer failing to meet the requirements of good standing shall be referred to the NSBE Standards and Ethics Committee for adjudication.

Section 2. Specific Duties of each office

(a) Regional Professionals Chairperson

- i. Shall preside over all official meetings of Region 5-PE
- ii. Shall serve as a member of the PEB
- iii. Shall serve as a non-voting member of the Region 5 Executive Board
- iv. Shall serve as the representative of Region 5-PE
- v. Shall appoint members of all Region 5-PE committees, with the advice and consent of the RPEB, except where otherwise provided for in this document
- vi. Shall approve, in advance, all official external communications sent out in the name of Region 5-PE
- vii. Shall lead the Region 5-PE Administrative Zone
- viii. Shall provide leadership training to chapter-level counterparts

(b) Regional Professionals Chairperson-Elect

- i. Shall serve as a member of the Regional Membership Committee on the Region 5 Executive Board
- ii. Shall preside in the absence or inability of the Regional Professionals Chairperson
- iii. Shall lead Region 5-PE long range planning and performance evaluation activities
- iv. Shall oversee the activities of the Chapter Presidents
- v. Shall work with the collegiate and Professionals Membership Zones to focus on membership retention and develop a regional membership packet and directory
- vi. Shall lead the Region 5-PE Membership Zone
- vii. Shall provide leadership training to chapter-level counterparts

(c) Regional Professionals Secretary

- i. Shall fill out and countersign all certificates issued and make proper entries in the books of Region 5-PE
- ii. Shall serve all notices required by law or any operating guidelines of NSBE-PE
- iii. Shall record accurately the minutes of RPEB meetings
- iv. Shall maintain a record of all Region 5-PE documents; make them available to all members upon request; and place them on file at NSBE World Headquarters
- v. Shall require from the R5PEO, standing committees, and special committees of Region 5-PE, a record of the activities of said body
- vi. Shall forward an annual report to the Professionals Executive Board two weeks after the National Convention, summarizing

- the activities of the organization during the year and listing the newly elected officers
- vii. Shall serve as editor of the Region 5-PE newsletter
 - viii. Shall communicate all national and regional publication deadlines to Region 5-PE
 - ix. Shall distribute press releases that cover major events in Region 5-PE
 - x. In concert with the Region 5 REB and RPEB, shall develop and implement a strategy to enhance NSBE's visibility within the region
 - xi. Shall provide leadership training to chapter-level counterparts
 - xii. Shall lead the Region 5-PE Communications Zone

(d) Regional Professionals Treasurer

- i. Shall serve as a member of the Regional Finance Committee on the Region 5 Executive Board
- ii. Shall keep account of and monitor Regional Professionals funds in the NSBE Professionals Treasury consistent with the policy set forth by the National Executive Board
- iii. Shall approve specific expenditures for Region 5-PE in a manner approved by the RPEB and consistent with the NSBE budget
- iv. Shall maintain accurate and complete regional finance records
- v. Shall submit a proposed budget to the National Professionals Treasurer by the given deadline
- vi. Shall submit financial reports as required by the Professionals Regional Chair and the Professionals Executive Board
- vii. Shall monitor chapter compliance with the General Exemption Number process and other relevant nonprofit financial regulations
- viii. Shall provide leadership training to chapter-level counterparts
- ix. Shall lead the Region 5-PE Finance Zone

(e) Regional Professionals Programs Chairperson

- i. Shall identify and implement regional programs to meet the goals and objectives of Region 5-PE
- ii. Shall coordinate all existing NSBE-PE regional programs
- iii. Shall identify and implement regional activities to provide assistance and support to NSBE collegiate and PCI students.
- iv. Shall provide leadership training to chapter-level counterparts
- v. Shall lead the Region 5-PE Programs Zone

(f) Regional Professionals Conference Manager

- i. Shall serve as a member of the Regional Conference Planning Committees on the Region 5 Executive Board
- ii. Shall plan and execute all Region 5-PE regional meetings
- iii. Shall chair all Region 5-PE Conference Planning Committees

- iv. Shall coordinate with the PEB and other Professionals Conference Planning Committees to develop standard operations, discuss best practices and lessons learned, and to ensure quality of all Professionals regional conferences
- v. Shall coordinate with the Region 5 REB and appropriate collegiate CPCs to co-locate Professionals regional meetings and ensure mentoring and other appropriate Professionals support at all collegiate regional meetings

(g) Regional Professionals Pre-College Initiative Chairperson

- i. Represent the R5PEB as a member of the National PE PCI committee.
- ii. Work with the Regional Pre-College Initiative Chairperson to coordinate the establishment of NSBE Jr. chapters.
- iii. Implement nationally developed leadership-training programs for NSBE Jr. members.
- iv. Coordinate the Regional Try-Math-A-Lon competition.
- v. Oversee any regionally implemented Professionals PCI programs.
- vi. Assist in the planning of the Regional Summer Camping Conferences.
- vii. Produce an official transition report at the close of the term of office.

(h) Regional Professionals Finance Chairperson

- i. Shall develop and maintain the strategy to ensure the financial strength of the NSBE Region 5 Professionals extension.
- ii. Shall prepare and submit the Professionals programmatic needs to the Regional Finance Chairperson to incorporate in the regional corporate solicitation packet at the beginning of each fiscal year.
- iii. Shall work with the Regional Finance Chairperson to identify companies to support Region 5.
- iv. Shall serve as the point of contact for recruiters and companies attempting to fill technical positions, and shall recommend policy regarding this interaction.
- v. Shall produce an official transition report at the close of the term of office.

(i) Regional Professionals Telecommunications Chairperson

- i. Shall serve as a member of the Regional Communications Committee on the Region 5 Executive Board
- ii. Shall develop mechanisms for the electronic distribution of Professionals information as approved by the RPEB to the membership and supporting bodies

- iii. Shall oversee Region 5-PE electronic assets, including but not limited to, web domains, listservs, email accounts, and computer hardware and software
- iv. Shall coordinate the telecommunications infrastructure for all Region 5-PE regional meetings, interfacing with appropriate boards and committees
- v. Shall provide leadership training to chapter-level counterparts

(j) Regional Professionals College Initiative Chairperson

- i. Shall develop and maintain programs and activities for collegiate students.
- ii. Shall encourage the transition of NSBE collegiate members to Professionals members.
- iii. Shall identify NSBE collegiate chapters for the purpose of support and/or collaboration.
- iv. Develop and initiate activities to increase Professionals-Collegiate interaction at all levels of the Society.

(k) Regional Professionals Chairperson-Emeritus /Parliamentarian

- i. Shall serve as a non voting advisory member of the board
- ii. Shall head the Regional Professionals Elections Committee
 - (a) If the Professionals Chairperson-Emeritus is a candidate in the election, then the Regional Professionals Chairperson shall appoint another RPEB member to serve as chair of the elections committee, with two-thirds approval of the RPEB
- iii. Shall serve as a resource on parliamentary procedure
- iv. Shall conduct parliamentary procedure workshops as needed at RPEB and Regional Meetings
- v. Shall provide leadership training to chapter-level counterparts.

Article VII. Interaction with Regional Executive Board

Section 1. Support and Interaction to Regional Collegiate and PCI Activities

- (a) The RPEB shall hold at least one joint meeting during the first quarter of the elected term with the REB for purposes of mentoring, network building, and joint planning and goal setting.
- (b) At a minimum, one RPEO member shall, with the REB's concurrence, attend all REB meetings. If there is mutual RPEB and REB interest, additional RPEB members are encouraged to attend as well.
- (c) At a minimum, one REO member shall, with the RPEB's concurrence, attend all RPEB meetings. If there is mutual RPEB and REB interest, additional REB members are encouraged to attend as well.
- (d) The RPEB may form joint committees with the REB to undertake projects of mutual interest. The Professionals Regional Chair and Regional Chair shall reach mutual agreement on the composition, authority, and scope of any such committee.

- (e) One or more RPEB officers shall be assigned to support the following REB positions in the specified manner:
 - a. Support for Academic Excellence Chairperson
 - i. Shall identify tutors and mentors for regional Academic Excellence programs and activities.
 - b. Support for PCI Chairperson
 - i. The RPEB shall provide an Professionals member to the PCI committee to coordinate Try-Math activities.
 - ii. The RPEB shall provide an Professionals member to the PCI committee to coordinate PE NSBE Jr. activity.
 - c. Support for Programs Chairperson
 - i. Shall supply judges, technical advice, and other assistance for REB Programs Zone competitions.
 - ii. Shall coordinate PE TORCH centers with Regional Programs Zone TORCH activities.
 - iii. Shall coordinate Regional PE Programs.
- (f) All RPEB zones shall discuss additional forms of beneficial joint activity with their REB counterparts and shall implement such activities as feasible.

Section 2. Professionals Regional Decision Making Authority

- (a) Authority for Professionals Regional Executive Boards is derived from the Professionals Executive Board and the Professionals national and regional operating guidelines.
- (b) Overall ultimate authority within NSBE-PE rests with the NSBE National Constitution. This includes the Professionals Executive Board and Professionals operating guidelines, both of which are established by and are subject to the NSBE National Constitution and By-Laws
- (c) The RPEB will have sole jurisdiction over regional Professionals matters only consistent with the constraints outlined in section 2.b above.

Section 3. Financial Interaction

- (a) The RPEB shall be responsible for conducting solicitation and other fundraising activities by the process consistent with the Professionals Executive Board and approved by the National Treasurer.

Section 4. Regional Conferences

- (a) The RPEB shall hold an Professionals conference in conjunction with the following regional conferences:
 - i. Regional Leadership Conference
 - ii. Fall Regional Conference
 - iii. Spring Business (or Zone) Meeting
- (b) The RPEB shall ensure that Professionals member needs and desires are satisfied at all conferences, and will also ensure that Professionals support is provided to student conference components.
- (c) The RPEB may conduct additional regional activities in support of the needs of the Professionals membership

Section 5. RPEB responsibility

- (a) The RPEB is responsible for ensuring its region's progress towards achievement of the NSBE mission. This requires the RPEB to coordinate substantial support of student activities and equally substantial support of the needs and interests of regional PE chapters and members. The RPEB shall not allow either to suffer on behalf of the other.

Article VIII. Committees

Section 1. Region 5-PE shall establish and disband committees as necessary for the conduct of Region 5-PE business.

Section 2. Committees may be established or disbanded by majority vote of either the RPEB or Region 5-PE Delegates.

Article IX. Districts

Section 1. An Professionals District shall consist of all Professionals chapters sharing overlapping defined geographic areas as described in Article V Section 2 of the Professionals Operating Guidelines. A geographic area is considered overlapping if two or more Professionals chapters are located within the same metropolitan statistical area, or regularly draw the majority of their members from the same city limits, or are within what the majority of their members consider to be a reasonable drive for purposes of attending joint activities.

Section 2. Each Professionals District shall have one chapter designated as the lead chapter for that District.

(a) This shall normally be the oldest chapter in the District.

(b) The following process is required for a District to replace its lead chapter:

1. A petition of two or more chapters within the District and the existence of one or more of the following conditions is required to bring the matter to a vote:
 - i. The lead chapter has not held active chapter status for the six previous months; or
 - ii. The lead chapter wishes to no longer serve as the lead chapter; or
 - iii. At least two chapters within the District wish for another chapter to serve as the lead chapter.
2. The petition must contain the name of the chapter intended to become the new lead chapter. The petition must be submitted to the Regional Professionals Chair-Elect(s) of the affected region(s) at least 30 days prior to an intended vote.
3. The vote requires a 2/3 vote of all chapters within the District in order to pass.

4. This vote may only be conducted during an Professionals business meeting at a Regional Leadership Conference or the National Convention. Absentee votes are not permitted.
 - i. In the event of a Regional Leadership Conference vote where the District's chapters belong to different regions, then all voting chapters must send delegates to the Regional Leadership Conference being held closest to the District. The vote shall be taken there and shall be conducted by that Region's Professionals Chair-Elect.
- (c) The Regional Professionals Executive Board shall also retain the power to replace a lead chapter by a 3/4 vote of the RPEB. If the District's chapters encompass more than one region, then a 3/4 vote of each affected region's RPEB is required.

Section 3. No chapter within a District shall have any authority over the other chapters. Chapters shall interact as equals, with the lead chapter serving in a coordinating role. The lead chapter is responsible for providing a forum for District chapters to coordinate activities including but not limited to: information exchange, joint activities, resource sharing, goal setting, PCI and College Initiative coordination, etc.

Section 4. Each District is expected to develop an annual strategic plan for the advancement of the NSBE mission within its geographic area. This plan shall be developed by chapter consensus prior to the Regional Leadership Conference(s) and submitted to the Regional Professionals Chair-Elect(s) prior to the RLC Opening Session(s).

Section 5. Each chapter within a District is responsible for sending one or more representatives to the general body meetings of the lead chapter. This representative shall update the lead chapter regarding his or her chapter's activities.

Section 6. The lead chapter is responsible for issuing bi-monthly communication to District chapters in the form of written communication to the chapters' officially registered electronic or physical mailing address. This communication shall include a brief summary of each District chapter's activity.

Section 7. Chapters within a District shall execute joint membership drives where feasible. A minimum frequency for joint membership drives shall be included in each District's strategic plan.

Section 8. Chapters within a District that share an overlapping potential membership base shall ensure that potential members are aware of all chapter membership options and shall assist members in the process of transferring memberships in the event that a member joins the wrong chapter by mistake or later wishes to move to another chapter within the District.

Article X. Delegates

Section 1. Each chapter in good standing in Region V-PE shall be entitled to two votes during Regional PE Meetings.

Section 2. Each chapter in Region V-PE shall select two delegates to vote on behalf of the chapter in regional and national business.

Section 3. All Region V-PE chapters must maintain active delegates throughout the year. Individual chapters may determine the method of selection, replacement/ substitution procedures, and transition dates.

Section 4.

- (a) There shall be a Region V-PE House of Delegates, composed of the delegates of all chartered Region V-PE chapters.
- (b) A chapter may designate an alternate delegate who can assume one or both chapter's seats in the Region V-PE House of Delegates when necessary.
- (c) The Region V-PE House of Delegates shall serve as a legislative and judicial arm of Region V-PE.
- (d) The Region V-PE House of Delegates shall have the power to:
 - 1. Arbitrate disputes between chapters as requested
 - 2. Adjudicate charges of chapter non-compliance
 - 3. Remove RPEB members from office
 - 4. Determine standing of PEB or RPEB members
 - 5. Issue resolutions to communicate membership orders and other opinions of Region V-PE
 - 6. Enact amendments as empowered by Region V-PE governing documents

Section 5. Arbitration.

- (a) Any two or more Professionals chapters who cannot settle a dispute may request arbitration from the Region V-PE House of Delegates. Unanimous request of all involved chapters is required to initiate Arbitration.
- (b) The Region V-PE House of Delegates may conduct additional investigations to gain background information before rendering a decision.
- (c) All involved chapters are bound by the decision of the Region V-PE House of Delegates.
- (d) Any such decision must specify a specific duration of time for which the decision is in effect and may include a process for amending or altering the decision in the future.
- (e) No decisions may be rendered which remain in force for greater than three years unless a revision process is included.

Section 6. Chapter Compliance

- (a) The RPEB may present charges to the Region V-PE House of Delegates of chapter non-compliance in areas including, but not limited to:

1. Failure to submit proper chapter reports
 2. NSBE-PE national or regional program non-participation
 3. Improper financial paperwork if chapter participates in the GEM process
 4. Intentional Violations of nonprofit law or IRS tax codes
 5. Intentional of NSBE governing documents
- (b) The Region V-PE House of Delegates shall decide by majority vote whether or not to hear the case. If the case is not heard, then all charges against the chapter are immediately dropped.
- (c) If the case is to be heard, then both the RPEB and the accused chapter shall be interviewed by the Region V-PE House of Delegates, allowing each side to present their evidence. The accused chapter shall be provided copies of all RPEB evidence a minimum of two months in advance.
- (d) Judgments imposed by the Region V-PE House of Delegates may include:
1. Specific dollar allocations from the Regional Professionals budget for chapter assistance, in consultation with, but not subject to the approval of, the Regional Professionals Treasurer
 2. Ordering a visit from a Regional Professionals Executive Board member to a chapter executive board or general body meeting
 3. Requesting a visit from an Professionals Executive Board member to a chapter executive board or general body meeting, when that Professionals Executive Board member is not a member of the region.
 4. Ordering a visit from an Professionals Executive Board member to a chapter executive board or general body meeting, when that Professionals Executive Board member is a member of the region.
 5. Establishing a probationary period for the non-compliant chapter to reach compliance.
 6. Interpretation of the terms of NSBE documentation in dispute between the chapter and the RPEB to determine true compliance obligations.
 7. Disqualification of an Professionals chapter from awards eligibility.
 8. Issuance of a fine to an Professionals chapter. Payment of any such fines (in full, or according to a payment plan negotiated between the chapter and the Regional Professionals Executive Board) is a required condition for chapter re-chartering.
 9. Temporary suspension of an Professionals chapter charter. Temporary suspension shall be no less than one month in duration, and no greater than sixty months in duration.
 10. Removal from office of chapter executive board members directly responsible for the non-compliance. The Region V-PE House of Delegates may additionally declare such an officer ineligible to hold chapter executive board offices for a specified number of years (no longer than 3 years).

11. Ineligibility for charter renewal. Specific criteria must be established that the chapter must meet in order to become eligible for charter renewal.
12. Revocation of charter. A charter revoked in such a manner may not be eligible for renewal for a period of not less than three years and up to whatever length is specified in the judgment. Permanent revocation may only be issued in the event of criminal felonies on the part of the offending chapter and may only be issued after criminal charges have been prosecuted in a court of law against offending chapter members and guilty verdict(s) delivered.
13. The Region V-PE House of Delegates may issue other judgments designed to help a non-compliant Professionals chapter reach compliance, subject to any limitations imposed by NSBE governing documents.

(e) Appeals

1. A chapter may appeal any judgment of the Region V-PE House of Delegates to the national Professionals delegates.
2. Decision of the national Professionals delegates is final.
3. Execution of a Region V-PE House of Delegates judgment shall be suspended during the appeals process.

Section 7. The Region V-PE House of Delegates shall select officers to facilitate its operations:

- (a) A Speaker of the House, to preside over House sessions and to represent the House to the RPEB, Document Review Committee, general membership of Region V-PE, and other appropriate entities within NSBE.
- (b) A Clerk of the House, to maintain delegate listservs, keep records of House legislative activities in conjunction with the Regional Professionals Secretary and National Professionals Parliamentarian, and to issue House communications to the RPEB, Collegiate Senate, and other boards, committees, and entities within NSBE.

Section 8.

- (a) All officers of the House of Delegates shall be chapter delegates who are not also serving as officers of the National Executive Board, Professionals Executive Board, Regional Professionals Executive Board, or Regional Executive Board.
- (b) All officers of the Region V House of Delegates shall retain their right to vote.
- (c) House officers shall be elected at the National Convention and shall follow the same term of office as the RPEB.
- (d) If a House officer is separated from office for any reason, a replacement shall be elected by delegate vote within one month of the separation. Electronic voting shall be permitted. The remaining officer shall preside over the election. If both officers are separated from office, the Regional Professionals Chairperson-Elect shall preside over the elections.

Section 9. The Region V-PE House of Delegates may establish and oversee house committees as needed to investigate items of interest to Region V-PE or to prepare legislation for future delegate votes. The Speaker of the House shall appoint/remove chairpersons from house committees as necessary.

Section 10. There shall be designated House legislative sessions at all Region V-PE regional meetings.

- (a) The first regional meeting of an operational year (Regional Leadership Conference) shall include time to provide legislative training for delegates, including but not limited to parliamentary procedure, NSBE operating procedures and governing documents.
- (b) All regional meetings and the annual convention shall include Region V-PE House of Delegates legislative sessions for the purpose of addressing current issues within the organization.
- (c) RPEB members are required to ensure proper RPEB attendance at designated House legislative sessions to meet quorum requirements for delegate activity.
- (d) The agenda of House legislative sessions is the responsibility of the Speaker of the House.

Section 11. The Region V-PE House of Delegates will maintain regular communication with the collegiate Region V Senate. The Speaker of the House or designated committee chairperson shall be responsible for maintaining this communication.

Section 12. There shall be a Senate Liaison Committee, which monitors regional/national Senate legislative activity.

Article XI. Meetings

Section 1. A Regional PE Meeting shall be defined as any physical or electronic meeting of Region 5-PE for which both RPEB quorum and Region 5-PE chapter quorum is present.

- (a) RPEB quorum shall be defined as one-third of the RPEB, including at least two RPEO. RPEB quorum is required for the RPEB to conduct business.
- (b) Chapter quorum shall be defined as one-third of the chartered chapters in Region 5-PE and at least two RPEO. Chapter quorum is required for the delegates to conduct business.

Section 2. The Region 5 Executive Board shall be the lead board with respect to conference arrangements. However, Region 5-PE shall not be limited to regional meetings conducted by Region 5 and may conduct other regional meetings as deemed appropriate by the RPEB and consistent with the NSBE budget. At all regional meetings with an expected student attendance (whether held in conjunction with a Region 5 meeting or not), Region 5-PE shall ensure that activities are included that are designed to extend the goals of the meeting to

student attendees in a way that enhances their academic, technical, or professional development.

Section 3. Professionals Regional Leadership Conference

There shall be a regional conference held in conjunction with the Regional Leadership Conference for the purpose of leadership training and regional coordination for Region 5-PE.

Section 4. Professional Development Conference

There shall be a regional conference held in conjunction with the Fall Regional Conference for the purpose of professional development of Region 5-PE members.

Article XII. Impeachment

Section 1. A member of the RPEB may be impeached from office with a two-thirds (2/3) vote of the RPEB.

- (a) A quorum must be present, excluding the RPEB member in question, to vote.
- (b) Members of the RPEB can be considered for impeachment for the following reasons:
 - i. Failure to adhere to the duties of the office held as stated in the Professionals Regional Operating Guidelines.
 - ii. Failure to show progress towards completion of written personal goals and objectives.

Section 2. Impeachment procedures:

To impeach the Regional Professionals Chairperson

- (a) RPEB member submits letter of concern to the Regional Professionals Chairperson-Elect about the Professionals Chairperson in question.
- (b) The RPEO will discuss the letter with the Regional Professionals Chairperson.
- (c) The RPEO will establish a time period in which the Regional Professionals Chairperson must show improvement.
- (d) If the RPEO deems that the Regional Professionals Chairperson in question has not shown improvement, the Regional Professionals Chairperson-Elect will bring the issue before the entire RPEB.
- (e) The Regional Professionals Chairperson-Elect will call for a vote to impeach the Regional Professionals Chairperson.

To impeach any other RPEB member:

- (a) RPEB member submits letter of concern to the Regional Professionals Chairperson about the RPEB member in question.
- (b) The Regional Professionals Chairperson will discuss the letter with the RPEB member in question.

- (c) The Regional Professionals Chairperson will establish a time period in which the RPEB member in question must show improvement.
- (d) If the Regional Professionals Chairperson deems that the RPEB member in question has not shown improvement, the Regional Professionals Chairperson will bring the issue before the entire RPEB.
- (e) The Regional Professionals Chairperson will call for a vote to impeach the RPEB member in question.

Section 3. RPEB Removal From Office

- (a) A member of the RPEB may also be removed from office by the Region V-PE House of Delegates by a three-fourths (3/4) vote.
- (b) Members of the RPEB may be considered for removal by the Region V-PE House of Delegates for the following reasons:
 - 1. Failure to adhere to the duties of the office held as stated in these operating guidelines.
 - 2. Failure to maintain adequate communication with and leadership towards chapter counterparts.
 - 3. Gross negligence or incompetence.
- (c) Should the Region V-PE House of Delegates wish to consider a RPEB member for removal
 - 1. Written notice shall be provided to the Regional Professionals Chair, Regional Professionals Chair-Elect, and the RPEB member in question. The notice shall provide specific examples of the problem(s) prompting removal proceedings.
 - 2. The member in question shall have a two-month period to demonstrate reform and shall provide weekly activity reports to the Region V-PE House of Delegates.
 - 3. At the end of the two-month period the Region V-PE House of Delegates shall consider the RPEB member's progress. The Region V-PE House of Delegates shall then have three options:
 - i. By majority vote, prescribe an additional two-month period for the RPEB member to demonstrate reform; or
 - ii. By three-fourths (3/4) vote, remove the RPEB member from office; or
 - iii. Dismiss all charges against the RPEB member. This option shall happen automatically if neither votes for (i) or (ii) above prevail.
- (d) The decision of the Region V-PE House of Delegates is final.

Article XIII. Awards

Section 1. The RPEB shall establish annual awards to recognize significant contributions from Region 5-PE members and chapters.

Section 2. The RPEO shall establish annual awards to recognize performance above the call of duty from RPEB members.

Article XIV. Amendments

Section 1. Amendments to these operating guidelines may be proposed by:

- (a) A two-thirds vote of the RPEB, or
- (b) One-third vote of the Region 5-PE delegates

Section 2. Amendments must be submitted in a written proposal to the RPEB to be reviewed. The proposal must be clearly stated and justified.

Section 3. Ratification of any amendment to these operating guidelines shall be contingent upon

- (a) Two-thirds vote of the Region 5-PE delegates or
- (b) Two-thirds vote of the RPEB

Section 4. All amendments must be consistent with the NSBE National Constitution and By-Laws.