



## APPENDIX

*Below is an example chapter constitution that can be used as a template for new chapters. Each newly chartered chapter must submit a constitution as part of the chartering process.*

### **NATIONAL SOCIETY OF BLACK ENGINEERS EXAMPLE CHAPTER CONSTITUTION**

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## **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 and other ethnic minority participation in the field of engineering and engineering technology. 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 promote academic excellence, leadership development, and personal growth. These programs will serve to strengthen relations between academic institutions, industry and the black community.

## **ARTICLE I - NAME AND OBJECTIVES**

### **SECTION 1 – Name and Type**

- 1.1 The name of this organization shall be the (your chapter name goes here) NSBE Jr. Chapter of the National Society of Black Engineers.
- 1.2 NSBE is a Non Profit Student Managed Organization. The name of this chapter shall be the (your chapter name goes here) NSBE Jr. Chapter

### **SECTION 2 - Objectives**

- 2.1 The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.
- 2.2 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 II - CHAPTER GOVERNMENT**



### **SECTION 1 - Governing Laws**

- 1.1 This organization shall be governed by the Constitution, By-Laws and all amendments to the Constitution and By-Laws of this organization.
- 1.2 The Constitution and the By-Laws of this organization shall be within the boundaries of the Constitution, By-Laws and Rules for the Government of Chapters of the National Society.

### **SECTION 2 - Final Approval**

- 2.1 The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the World Headquarters Membership Director under the leadership of the National Executive Board of the National Society.
- 2.2 The by-laws that govern this Chapter shall be in effect only after approval from the World Headquarters Membership Director under the leadership of the National Executive Board of the National Society.
- 2.3 Amendments to the constitution and by-laws approved and executed by this Chapter shall not be retroactive.

## **ARTICLE III - MEMBERSHIP, APPLICATIONS, CHARTER CHAPTER, VOTING, DUES**



## SECTION 1: Membership

- 1.1 Membership and participation in this organization shall be free from discrimination on the basis of sexes, race, religion, ethnic group or national origin.
- 1.2 A Member in good standing has paid all necessary National and Chapter dues.
- 1.3 Membership in this Chapter shall be designated as NSBE Jr. Member, Honorary NSBE Jr. Chapter Member
- 1.3 A. NSBE Jr. MEMBER shall be defined as a person of high moral character enrolled in any secondary school with an interest in exploring careers in engineering, engineering technology, or applied/physical science
- 1.3 B. HONORARY NSBE Jr. CHAPTER

MEMBER shall be defined as a person who does not meet the definition of member but has contributed through efforts to achieve the goals of the National Society and has been nominated by the chapter and voted on by 2/3rds of active chapter members. An

Honorary NSBE Jr. Member is germane to the NSBE Jr. Chapter and not the National Society. An Honorary NSBE Jr. Member cannot hold an office nor vote on any NSBE Jr. business.

## SECTION 2 – Applications

- 2.1 Each member in a NSBE Jr. Chapter must submit all required paperwork to the chapter advisor in accordance to the guidelines set forth by the chapter and the institution regarding student clubs/organizations. All documentation must bear the signature of the parent/guardian for all members under the age of 18 years old.
- 2.2 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.

## SECTION 3 – CHARTERED CHAPTER

- 3.1 To charter a NSBE Jr. Chapter there must be a minimum of five (5) or more members attending the same secondary school and one advisor; or five or more members and one advisor in the same locality who are directly affiliated, advised and chartered by an official collegiate or professional chapter of the National Society of Black Engineers or a community based non-profit STEM Serving Organization.
- 3.2 The chapter must designate an Advisor, Chapter President, Chapter Vice President,

Chapter Treasurer, and Chapter Secretary at the time of submitting their charter to be considered for recognition as a NSBE Jr. Chapter.



3.3 The Chapter President, Vice President, Secretary, and Treasurer make up the Executive Committee for the Chapter.

3.4 To complete the application process, an electronic version of the NSBE Jr. chapter constitution must be uploaded to the official NSBE

Jr. Membership Website.

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

#### **SECTION 4 - VOTING**

4.1 Each Member in good standing is entitled one vote at all meetings.

4.2 Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.

4.3 When a matter is handled by a vote, proper notice must be visibly posted in a suitable location where members frequent and sent out to the membership at least 24 hours prior to the vote.

4.4 In the event proper notice has been sent and there is low attendance at a meeting where a vote is to be conducted, there must be at least two members of the Executive Committee, the NSBE Advisor and a minimum of 60% of the chapter members present to conduct a vote. Cyber voting can be utilized to secure the votes of those who otherwise cannot attend.

#### **SECTION 5 – DUES**

5.1 All members of this organization shall pay proper dues to the National Society and any required dues of this Chapter.

5.2 Chapter dues shall be reviewed annually by the Executive Committee and can only be changed by a two-thirds vote of the members in good standing of the chapter and must meet the voting requirements stated

in section 4..

5.3 Honorary Members shall be exempt from Chapter

dues. Honorary members and others are welcome to make a monetary contribution to the Chapter in accordance with fund raising activities. Such contributions may be tax exempt if they meet the requirements set forth by the Internal Revenue Service.

5.4 National Society dues should be paid on line prior to registering for any regional or national event. Chapter dues for the year shall be paid to the Chapter Advisor and maintained according to the chapter guidelines as well as the institutional guidelines for school clubs/organizations.

5.5 A plan of payment can be made with the treasurer/advisor concerning payment of Chapter dues.

#### **ARTICLE IV - MEETINGS**



## SECTION 1 - First Meeting

1.1 The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year.

## SECTION 2 – Meeting Regularity

1.1 A minimum of four general body meetings shall be held per school year.

1.2 A general body meeting should consist of at least one member of the Executive Committee, and 25% of the members and an advisor.

1.3 Voting meetings for the general body must meet the requirements of the voting process described above in Article III Section 4.3 and Section 4.4.

1.4 The Chapter President may call an unscheduled meeting when necessary

1.5 provided that every member receives a notification (e-mail or phone call) at least 24 hours prior to the meeting.

## Article V: Officers

### Section 1 – Definitions: Executive Committee and Executive Board

1.1 All NEBE Jr. Chapters must have an **Executive Committee** that consists of President, Vice President, Secretary and Treasurer

1.2 All NSBE Jr. Chapter officers must be members as defined in Article III-Section 1.

1.3 NSBE Jr. Chapter officers will include the Executive Committee as well as Committee Chairs as defined in section 2 of Article V.

1.4 The Executive Committee and the Appointed Committee Chairs shall make up the (name of my chapter)  
**NSBE Jr. Executive Board**

1.5 All members of the Executive Board must be able to fulfill their office for the duration of the school year/

1.6 All members of the Executive Board must maintain membership in good standing for the duration of their term in office

### Section 2 – Executive Committee Officers

2.1 President:

2.1 (a) Shall preside over all official meetings.

2.1 (b) Shall submit to the NSBE National Headquarters Programs Team an official report of the activities of the year as stipulated by the Programs Team.

2.1 (c) Shall recommend appointments for committee chair positions, and all vacant offices with the advice and consent of the Executive Board..





## 2.2 Vice President

- 2.2 (a) Shall preside over meetings in the absence or inability of the President.
- 2.2 (b) Shall perform any activities, duties and responsibilities as designated by the President.
- 2.2 (c) Shall oversee activities of all committees and officers of the NSBE Chapters to provide alignment with the strategic plan of the NSBE Jr. Chapter President.
- 2.2 (d) Shall coordinate and compile transition reports at the end of the term of office in preparation for smooth transition year to year.

## 2.3 Secretary:

- 2.3 (a) Shall record accurate minutes of the general body meetings and make them available to members upon request.
- 2.3 (b) Shall report the minutes of the previous meeting at the present meeting and file formal copies of all minutes within the Chapter Records.
- 2.3 (c) Shall maintain the membership roll including full and correct contact information including e-mail addresses, phone numbers, etc.

## 2.4 Treasurer:


- 2.4 (a) Shall keep the account of deposits and withdrawals of the chapter funds.
- 2.4 (b) Shall prepare a formal Treasurers Report to present at general body meetings.
- 2.4 (c) Shall conduct fund raising activities with the advisement of the Chapter Advisor to develop funding sources to sustain the activities of the chapter
- 2.4 (d) Shall oversee the activities of the Finance Committee Chair to provide leadership and support for committee activities.

## ARTICLE VI – Committees

### SECTION 1: Description

- 1.1 **Programs Committee Chair** shall focus on developing programs that enhance academic excellence, community service, and STEM focused activities that promote the NSBE mission.
- 1.2 **Finance Committee Chair** works with the Chapter Treasurer and Chapter Advisor to manage the chapter budget to ensure proper allocation of funds as well as develops fundraising strategies to achieve chapter objectives
- 1.3 **Membership Committee Chair** develops strategies to increase membership enrollment and chapter membership retention and keeps records of membership information as well as manages membership attendance in chapter focused activities.
- 1.4 **Communications Committee Chair** develops strategies to keep the membership informed of chapter activities through approved social media sources, web based information and newsletters.
- 1.5 **Constitution Committee Chair/Parliamentarian** shall learn and execute Roberts Rules of Order during general membership meetings, voting meetings, and where deemed necessary by the Chapter President. The role of the parliamentarian is to assist in effective meeting management, reviewing agenda prior to general membership meetings, and advising the Chapter President during the meeting as needed. The parliamentarian should sit next to the Chapter President during official meetings and be well versed in the understanding of the chapter constitution.

## Article VII: Chapter Advisors

The image shows a portion of a document with a header image. The header image features a green and yellow lightning bolt logo with the letters 'NSBE' on it, and two black sashes. One sash has 'FOUNDED 1975' written on it, and the other has 'NSBE' written on it. Below the image is the text of the document.

## Section 1 – Definition: Advisor

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:

1. (a) Providing guidance in fiscal matters and assistance in obtaining group goals.
2. (b) Encouraging open communication among members.
3. (c) Serving as liaison between the chapter and the school or between the chapter and the community
4. (d) Guiding the chapter in its actions and activities and providing leadership training as needed.
5. (e) Shall communicate in writing the progress of chapter activities at least once per school term.

## ARTICLE VIII - Elections

### SECTION 1: Election Procedure

1.1 Elections shall be held at the end of each school year, for a term of no more than one calendar year and must adhere to the requirements set forth for voting as described in Article III Section 4.

1.2 No officer can serve more than two consecutive terms in the same position.

1.3 In preparation for the election of new officers, a nominating committee shall be appointed by the Chapter President, consisting of at least 2 members and not more than 5 members (in good standing) shall nominate a minimum of one candidate per office.

1.4 The nominating committee shall communicate the criteria for running for office to all members in writing and/or on the chapter website for consideration of potential candidates.

1.5 All nominees must meet the criteria of the Nominating Committee prior to the date established by the nominating committee and/or prior to their names appearing on the election ballot.


1.6 The report of the candidates whose names have been approved by the nominating committee shall be made at least one meeting prior to the election meeting; at this time names of additional nominees who have met the criteria may be taken from the floor to complete the ballot.

1.7 All candidates for office shall present their qualifications and their strategy for fulfilling the expectations of the office they are being considered for to the general membership at a time designated by the elections committee before the official ballot is presented for a vote at the election meeting.

1.8 An official ballot shall be made and presented to each member in good standing at the election meeting.

1.9 Immediately after the vote, confidential ballots must be collected, secured, and presented to the Chapter Advisor and Parliamentarian (or other individual designated by the Advisor) to determine the final results of the election.

1.10 There must be a confirmation vote of at least two individuals prior to the announcement of the winners.



1.11 The candidate that receives the majority of the votes for each position shall be the winner,

1.12 Election results must be publically announced to the membership within two business days from the election.

## SECTION 2 - Vacancy in Office

2.1 The Chapter President shall fill vacancies as described in Article V, Section 4. In the event the vacancy is for the position of Chapter President, the Vice President shall assume the position of the Chapter President and the position of Vice President shall be filled as described in Article V Section 4.

2.2 In the event the office of President and Vice President are vacant, a special election, using the same process as described in Article V-Section 2, shall be held to fill any vacant offices occurring before the next regular election..

2.3 No person who resigns from his position shall be allowed to return to that position during the same academic year.

## ARTICLE IX - IMPEACHMENT

### Section 1 - Impeachment of Officers

1.1 All elected officers are subject to impeachment procedures.

1.2 If a member feels that an officer is not fulfilling her duties, he/she shall, in writing, document the failure to perform and submit it to the Chapter Advisor for consultation.

1.3 After advisement, if the charges are substantiated, the Chapter Advisor should submit the request for impeachment to the Chapter President

1.4 If the officer in question is the President, the request shall be handled by the Chapter Advisor and communicated to the Executive Committee for resolution.

1.5 A two-thirds vote of the Chapter's membership, shall be required to remove an officer.

1.6 The officer upon whom the charges have been brought will not be able to vote in an impeachment procedure.

1.4 Impeachment proceedings shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.

## ARTICLE X - RATIFICATION, AMENDMENTS, EXCEPTIONS


### SECTION 1 - Ratification

1.1 A simple majority vote of the chapter members shall be necessary for ratification and establishment of this Constitution.

### SECTION 2 - Amendment Proposals

2.1 All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Chairperson of the Constitution Committee not less than two meetings before Chapter consideration.





2.2 The Chairperson of the Constitution shall distribute copies of all amendments to each member not less than one meeting prior to the meeting in which the proposed amendment is to be considered.

2.3 Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership provided the number of members present meet the criteria for a voting meeting as described in Article III Section 4 at the meeting when it is considered.

2.4 All amendment adoptions shall take place at regular Chapter meetings.

### SECTION 3 - Exceptions

3.1 In matters that are expedient, ratification by a simple majority vote shall provide exception to the rules set down by this Constitution, provided the number of members present meet the criteria for a voting meeting as described in Article III Section 4.

3.2 All matters of exceptions to this Constitution shall be presented to the Constitution Committee by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption to the Constitution.

3.3 All exceptions made shall be subject to annulment at the next regular meeting of the Chapter after the meeting at which the exception was made.

**Chapter Name** \_\_\_\_\_

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

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Programs

Standing committees: **Can be submitted later VIA NSBEConnect**

- A. Telecommunications
- B. Finance
- C. Public Relations/ Publications
- D. Membership
- E. PCI/ CI