

CONSTITUTION

National Society of Black Engineers

University of Delaware Chapter

Approved November 2, 1998

Revised February 17, 2011

PREAMBLE

The National Society of Black Engineers – University of Delaware Chapter, as a non-profit student-based organizations, does hereby dedicate itself to the development and support of intensive programs for increasing minority participation in the fields of engineering, science, and other related technologies. These programs will serve to strengthen relations between the National Society of Black Engineers, the minority engineers at the University of Delaware, and the professional industry. Members at the University of Delaware are encouraged to become active in all aspects of professional engineering.

ARTICLE I – Name

The name of this organization is National Society of Black Engineers – University of Delaware Chapter, hereafter referred to as NSBE-UDEL.

ARTICLE II – Objectives

NSBE-UDEL is dedicated to recruiting, retaining, and successfully graduating minority students in engineering, science, and related technologies; to promote professional integration, corporate exposure, and academic success by implementing various academic, professional, and social programs; to fostering the participation of members in school functions; to maintain good rapport with other student organizations; and to providing an outlet for problems that members face.

ARTICLE III – General Membership

Section 1. Membership

- a. Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, national origin, age or sexual orientation.
- b. A member must be an undergraduate or graduate student enrolled in an engineering or related science curriculum at the University of Delaware.

- c. A member must actively participate in general meetings and activities.
- d. Membership is contingent upon paying the dues specified by the chapter and the National Office.

Section 2. Dues

- a. Dues shall be paid once per academic year.
- b. Dues shall be set by the executive board prior to or at the time the budget for the upcoming academic year is being prepared.

Section 3. Attendance

- a. Attendance of members at all general meetings is mandatory.
- b. If a member must miss a general meeting, he or she should contact the Recording Secretary, prior to that meeting, for it to be considered an excused absence.
- c. If a member has three unexcused absences in a given semester, that member shall be placed on suspension.
- d. A suspension is defined as a loss of voting privileges and privileges to attend conferences for the following semester.

Section 4. Voting

- a. Each member shall have one vote on all motions brought to the floor.
- b. Voting shall be held when a quorum is present.
- c. A quorum is defined as half of the membership.
- d. Suspended members cannot vote during their suspension and shall not count toward the quorum.

Section 5. Duties of Members

- a. Members shall attend all pre-scheduled and emergency general meetings.
- b. A member shall participate on at least one standing committee.
- c. Freshman are limited to participating on one standing committee.

ARTICLE IV – Executive Board

Section 1. The Executive Board shall consist of:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Telecommunications Chair

- f. Pre-College Initiative Chair
- g. Historian
- h. Parliamentarian
- i. Industrial Relation Chair

Section 2. The Executive Board shall:

- a. determine all questions of policy and shall administer affairs of the chapter under the Chapter, Regional, and National Constitutions;
- b. be subject to the orders of the membership;
- c. act in accordance with the goals and objectives of the organization and decisions made by the vote of the general body;
- d. make recommendations to the Philadelphia Zone, Region II, and the National Society;
- e. set the hour, place, and agenda for meetings;
- f. oversee all chapter activities;
- g. meet at least once prior to each general meeting;
- h. have each Executive Board member hold office hours in the NSBE-UDEL office at least two hours per week.

ARTICLE V - Duties of Officers

Section 1. The President shall:

- a. oversee chapter activities;
- b. delegate duties and responsibilities to the general membership when deemed necessary;
- c. preside over general and executive board meetings;
- d. be responsible for preparing an agenda for executive board meetings and proposing an agenda for general meetings;
- e. act as a representative and spokesperson for NSBE-UDEL
- f. act as a chapter delegate in the regional and national proceedings;
- g. represent the chapter on the University of Delaware Black Leadership Council;
- h. submit a monthly report to the Philadelphia Zone and Region II.

Section 2. The Vice-President shall:

- a. assume all duties of the President in his or her absence;
- b. oversee all committees;
- c. act as chapter Parliamentarian if the position of Parliamentarian is vacant;
- d. act as a chapter delegate in regional and national proceedings;
- e. represent the chapter on the University of Delaware Black Leadership Council;

- f. shall receive all committee reports;
- g. be a member of the Region II Newsletter Committee and be responsible for submitting articles to the committee;
- h. keep the chapter Newsletter committee informed about the Region II newsletter;
- i. submit a monthly report to Region II.

Section 3. The Treasurer shall:

- a. allocate funds for expenses;
- b. solicit dues from the members;
- c. keep an updated and detailed ledger;
- d. submit the budget for the upcoming academic year to the executive board;
- e. prepare budgets for the conference attendance;
- f. follow the rules and regulations for maintaining financial records and for requesting funds for the following academic year as expressed by the University of Delaware;
- g. submit a monthly report to the Chapter and Region II;
- h. present financial reports at general meetings;
- i. be a member of the Fundraising Committee.

Section 4. The Secretary shall:

- a. maintain an updated list of members and their addresses;
- b. keep a record of attendance at general meetings;
- c. record and publish the minutes of the general membership and executive board meetings;
- d. maintain official copies of the constitution and by-laws;
- e. be responsible to rechartering the chapter with the National Office at the start of each academic year;
- f. submit a monthly report to Region II.

Section 5. The Telecommunications Chair shall:

- a. maintain chapter homepage;
- b. distribute any information generated electronically;
- c. train membership in effective use of the World Wide Web;
- d. submit monthly reports to vice-president and regional telecommunications chair.

Section 6. The Pre-College Initiative Chair shall:

- a. chair the Pre-College Initiative Committee
- b. compile a list of high school counselors in immediate area

- c. coordinate at least 2 activities per semester with selected students
- d. develop and coordinate activities for PCI weekend
- e. work with local mentor programs and membership
- f. submit monthly reports to chapter vice president and regional PCI chair

Section 7. The Historian shall:

- a. maintain or begin chapter scrapbook which includes publication and information from special projects and activities sponsored by the chapter as well as photographs, programs, and workshop information from national and regional conferences;
- b. maintain chapter development packet and submit to nationals on time;
- c. coordinate and organize bulletin board with Parliamentarian.

Section 8. The Parliamentarian shall:

- a. be informed on parliamentary procedure and implement it at meetings;
- b. assist in maintaining order at all meetings;
- c. explain any procedure or restriction where necessary;
- d. direct constitutional changes in conjunction with Historian;
- e. coordinate bulletin board design and organization with Historian;
- f. submit monthly reports to chapter vice president and regional parliamentarian.

Section 9. The Industrial Relations Chair shall:

- a. develop and deliver corporate sponsorship packages;
- b. maintain contact with corporate sponsors;
- c. compile and distribute resume book;
- d. document and maintain all information on current and potential corporate sponsors;
- e. generate thank you notes and all other pertinent correspondence concerning corporate sponsors and advisory board members;
- f. submit monthly reports to chapter vice president and regional finance chair.

ARTICLE VI – Meetings

Section 1. Announcements of Meetings

- a. Each meeting must be announced at least one week in advance.
- b. Emergency meetings must be announced at least one day in advance.

Section 2. General Order of Meetings

- a. Call to order.

- b. Reading of minutes.
- c. Treasurer's report.
- d. Officer's reports.
- e. Committee reports.
- f. Old business.
- g. New business.
- h. Announcements.
- i. Call for adjournment.

ARTICLE VII – Committees

Section 1. The Standing Committees shall be:

- a. Publicity;
- b. Programming and Academic Excellence;
- c. Pre-College Initiative;
- d. Newsletter;
- e. Fundraising.

Section 2. The Publicity Committee shall:

- a. properly and economically advertise all events of NSBE-UDEL on campus, and if needed, to other areas outside the University;
- b. publicize events at least one week prior to the date of the event.

Section 3. The Programming and Academic Excellence Committee shall:

- a. develop social and academic programs for the members of NSBE-UDEL;
- b. arrange for company presentations;
- c. prepare a calendar of events for the upcoming semester.

Section 4. The Pre-College Initiative Committee shall:

- a. prepare pre-college students for standardized tests;
- b. introduce pre-college students to diverse career opportunities;
- c. provide tutoring for pre-college students;
- d. plan campus visits and company tours;
- e. encourage pre-college students to pursue degrees in technical fields.

Section 5. The Newsletter Committee shall:

- a. keep members informed about chapter, zone, regional and national events;
- b. keep members informed about other university events;
- c. keep members informed about the accomplishments of individuals;

- d. publish a newsletter at least twice a semester;
- e. solicit articles from the general membership for the newsletter.

Section 6. The Fundraising Committee shall:

- a. plan events to raise funds to assist the chapter;
- b. solicit funds to cover expenses for programs and conferences.

Section 7. Ad Hoc Committee shall:

- a. be formed by the executive board when deemed necessary;
- b. conduct business as a standing committee.

Section 8. Committee Chairs shall:

- a. be responsible for calling and presiding over committee meetings;
- b. set the agenda for committee meetings;
- c. submit a monthly written report to the President.

Section 9. Committee Secretaries shall:

- a. be responsible for keeping minutes of all committee meetings;
- b. be responsible for giving a report at general meetings.

Section 10. Election of Committee Officers:

- a. Election of committee chairperson and secretary shall take place at the first meeting of the committee.
- b. Committee members may vote once for chairperson and once for secretary.
- c. If a tie results from the election, the person presiding over the meeting shall be asked to break the tie.

ARTICLE VIII – Elections

Section 1. Eligibility of Candidates

- a. Each candidate must be in good academic standing as defined by the University of Delaware.
- b. Each candidate must be at least a second semester freshman.
- c. Each candidate must be a registered member with NSBE and have paid all dues to the Chapter and National Society.

Section 2. Election of Officers

- a. Candidates must be elected by a majority of the members to serve in office.

- b. Nominations of candidates shall take place at the first general meeting in March.
- c. Elections shall take place at the following general meeting.
- d. A question and answer period must be held before or on the day of elections.

ARTICLE IX – Impeachment

Section 1. Grounds for impeachment of an executive board or committee officer shall be:

- a. the failure to fulfill their duties as listed in the constituting of NSBE-UDEL;
- b. improper conduct as determined by the general membership.

Section 2. Procedure for impeachment

- a. A petition, signed by one third of the general members, listing the charges against the accused person, shall be presented to the executive board.
- b. Within fourteen (14) days of presentation, the petition shall be brought to the floor as motion, at which time discussion of and voting on the charges shall take place.
- c. The accused person shall be notified as soon as a petition has been presented.
- d. Impeachment of the accused person will result from a three-fourths (3/4) vote of the members.
- e. An original impeachment may be appealed by being brought as a motion to the floor.

ARTICLE X – Amendments

Section 1. Procedure for Amending the Constitution

- a. An amendment to the constitution must be presented as a written proposal to the executive board.
- b. The executive board must then review the proposal.
- c. If the executive board deems the proposal to be meritorious, the amendment will be brought before the general body.
- d. An amendment will be adopted by a two-thirds (2/3) vote of the members.

AMENDMENTS

Amendment I – Alterations to the Duties of the Executive Board

- a. Each executive board member shall hold office hours in the NSBE-UDEL office at least once a week or more depending on office requirements and executive board size (Article IV – Section 2-h).
- b. Secretary shall act as membership chair if the position of membership chair is vacant.
- c. The President shall be responsible for rechartering the chapter with the National Office in June or July (Article V – Section 5 –e).
- d. The Vice President shall receive all zone leader monthly reports and submit to danger zone coordinator and regional counterpart.

Amendment II- Alteration to Executive Board Titles and Additions to Executive Board

- a. Industrial Relations Chair will formally be known as the Finance Chair (Article IV – Section 1-i).
- b. The following offices will be added to the Executive Board: Academic Excellence Chair, Publicity Chair, Membership Chair, Senators (2), Community Service Chair, Fundraising Chair, and Step Team Captain.

Amendment III – Duties of New Officers (proposed in Amendment II).

- a. The Academic Excellence Chair shall:
 - 1. keep membership GPA's Updated on IMPAK (nsbe online);
 - 2. create programs centered on academic excellence throughout the year especially during Academic Excellence Month, November;
 - 3. submit monthly reports to zone leader and regional academic excellence chair.
- b. The Publicity Chair shall:
 - 1. update NSBE Board outside of RISE office in DuPont;
 - 2. create flyers for open events and send to Programs Chair for approval;
 - 3. produce and distribute flyers on campus, facebook, College of Engineering, Center for Black Culture, Student Events and other publicizing avenues;
 - 4. submit monthly reports to zone leader and regional counterpart.
- c. The Membership Chair:
 - 1. compile membership documents into spreadsheet for use of eboard;
 - 2. in collaboration with the Academic Excellence and Programs chair, create programs that will increase membership;
 - 3. act as liaison between general membership and executive board;
 - 4. assist in completing Institute for Chapter Development (ICD) Reports for the chapter;
 - 5. submit monthly reports to zone leader and regional counterpart.
- d. The Senators (2) shall:
 - 1. vote for amendments to Constitution at Fall Regional Conference's Senate Hall;

2. keep board updated on constitutional changes on the regional and national level;
 3. vote for regional and national executive boards at National Convention;
 4. update NSBE-UDEL Constitution annually based on executive board recommendations;
 5. submit monthly reports to zone leader and regional counterpart.
- e. The Community Service Chair shall:
1. arrange community service events for the academic semester;
 2. maintain contact with community service centers in the area;
 3. submit monthly reports to zone leader and regional counterpart.
- f. The Fundraising Chair shall:
1. establish and organize effective fundraising events throughout the year;
 2. create an estimated budget for each event showing event allocations and estimated net gain;
 3. hold at least one fundraising event per month;
 4. submit monthly reports to zone leader and regional counterpart.
- g. The Step Team Captain shall:
1. act as leader of the step team and decide performances in accordance with NSBE and step team membership;
 2. be zone leader of entertainment zone;
 3. act as liaison between the entertainment zone and executive board;
 4. submit monthly reports to vice president.

Amendment IV - Alterations to Executive Board

The executive board shall be organized into the following zones: Administrative, Legislative, Programs, Communications, Finance and Entertainment Zone (Article IV - Section 1)

- a. The Administrative Zone shall consist of:
 1. President
 2. Vice President
- b. The Legislative Zone shall consist of:
 1. Parliamentarian (Zone Leader)
 2. Senators;
- c. Programs Zone shall consist of:
 1. Programs Chair (Zone Leader);
 2. Academic Excellence Chair;
 3. Pre-College Initiative Chair ;
 4. Community Service Chair.
- d. Communications Zone shall consist of:
 1. Secretary (Zone Leader);
 2. Historian;
 3. Telecommunications Chair;
 4. Membership Chair;
 5. Publicity Chair.
- e. Finance Zone shall consist of:

1. Treasurer (Zone Leader);
 2. Finance Chair;
 3. Fundraising Chair.
- f. The Entertainment Zone shall consist of:
1. Step Team Captain (Zone Leader);
 2. Leader of supplementary activities i.e. Consulting Olympiad, Academic Tech Bowl, etc.
- g. Zone Leaders shall:
1. maintain communication with zone members throughout year;
 2. hold zone meetings at least once a month;
 3. collect monthly reports from zone members and submit them to vice president.