

NATIONAL SOCIETY OF BLACK ENGINEERS
Auburn University Chapter

OUTLINE OF CONSTITUTION

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NATIONAL SOCIETY OF BLACK ENGINEERS
Auburn University Chapter

CONSTITUTION

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. These programs will be initiated 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 and Objectives

SECTION 1 - Name

- 1.1 The name of this organization shall be the Auburn University Chapter of the National Society of Black Engineers.

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 shall include programs that serve to stimulate and develop student interest in engineering; to strive to promoting participation at all levels of responsibility in the field of engineering by the black communities; and to endeavor in the advancement of black professional engineers within the individual engineering disciplines.

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 Approach

- 2.1 The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive board of the National Society.
- 2.2 The laws that govern this chapter shall be in effect only after approval from the Executive Board of the National Society has been granted.
- 2.3 No laws of this Chapter shall be retroactive.

ARTICLE III - Membership, Voting, Dues

SECTION 1 - Membership

- 1.1 Membership and participation in this organization shall be free from discrimination on the basis of sex, race, religion, ethnic group or national origin.
- 1.2 Membership shall require that the proper dues have been paid to both the National Society and this Chapter.
- 1.3 Membership in this Chapter shall be designated as Affiliate Member, Member, or Honorary Member, or voting member.
- 1.4 The definition of each type of membership shall be defined as follows:
 - (a) AFFILIATE MEMBER shall be defined as a person of high moral character who has received a registered membership card through payment of dues and who has received a degree in the field of engineering, engineering technology, or applied physical science.
 - (b) MEMBER shall be defined as a person of high moral character enrolled in the College of Engineering or College of Science and Mathematics and has received a registered membership card through payment of dues.
 - (c) HONORARY MEMBER shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of the National society and has been nominated by a chapter,

region, or the National Executive Board.

- (d) VOTING MEMBER shall be defined as a member enrolled as a student of affiliate member who has met his financial obligation to the National Society and the Chapter.

SECTION 2 - Voting

- 2.1 Each Member and Affiliate Member in good standing is entitled one vote at all meetings.
- 2.2 All Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.
- 2.3 A majority of voting members present shall be necessary for any business to take place except where noted in this document.
- 2.4 A quorum shall be defined as two - thirds of the Chapter's eligible voting members.

SECTION 3 - Dues

- 3.1 All members of this organization shall pay proper dues to the National Society and this Chapter.
- 3.2 Chapter membership fees shall be reviewed annually by the Executive Committee and can only be changed by a two - thirds vote of the chapter.
- 3.3 Honorary Members shall be exempt from Chapter dues.
- 3.4 National Society dues and chapter dues for the year shall be paid to the treasurer prior to the deadline set by the Regional Executive Board, and the National Society.
- 3.5 A plan of payment can be made with the treasurer concerning payment of Chapter dues prior to the third regular meeting of each quarter concerning that quarter's 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 - Regularity

2.1 Regular meeting shall take place no more than two weeks apart with the day and time determined by a three - fourths vote of the members present at the first meeting of the academic year.

2.2 The President may call an unscheduled meeting when necessary, provided that every member receives a notification at least 24 hours prior to the meeting.

ARTICLE V - Officers

SECTION 1 - Positions

1.1 The elected officers of the Chapter shall be the President, Vice - President, Secretary, Treasurer, Parliamentarian and any other officers the chapter deems necessary.

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

SECTION 2 - Duties

2.1 Duties of the President

- (a) Shall preside over all meetings of this chapter and provide an agenda for each member at each regular meeting.
- (b) Shall serve as representative of this chapter.
- (c) Shall appoint and remove all chairpersons and members of all committees, except where otherwise provided for in this document, with the advice and consent of the Executive Committee.
- (d) Shall be responsible or designate someone to be responsible for reserving a place for each regular meeting of the quarter.

2.2 Duties of Vice - President

- (a) Shall preside in the absence or the inability of the President.
- (b) Shall perform such other duties as may be assigned to him by the President.
- (c) If the office of the President becomes vacant for any reason during his elected term, the Vice - President shall become the President until the President is able to return to his position or the term expires; thereby, creating a vacancy of Vice - President.

2.3 Duties of the Secretary

- (a) Shall keep accurate minutes of each meeting.
- (b) Shall keep an accurate record of membership and attendance at Chapter meetings.

- (c) Shall forward an annual report to the Executive Board of the National Society before February 1, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.
 - (d) Shall submit a quarterly report to the Chapter, at the last regularly scheduled meeting, that contains all the activities of the Chapter during the present quarter.
 - (e) Shall keep all official records of this chapter except for those herein that the custody and control of shall be that of another office.
- 2.4 Duties of the Treasurer
- (a) Shall keep an accurate account of the Chapter's funds.
 - (b) Shall maintain a membership roll and collect all dues of the Chapter members.
 - (c) Shall forward all National Society dues of the Chapter members.
 - (d) Shall submit a report to the Chapter members at least once a month concerning the financial status of the Chapter, in writing.
 - (e) Shall submit an annual report to the Executive Board of the National Society before February 1 of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
 - (f) Shall be responsible for obtaining and/or maintaining a bank account in the name of the Chapter.
 - (g) All monies received by the Treasurer shall be deposited in the Chapter's bank account, within five business days after such receipt, by the Treasurer.
- 2.5 Duties of the Parliamentarian
- (a) Shall ensure that Parliamentary Procedure is observed and executed properly.
- 2.6 Special Office - Advisor
- (a) The Advisor shall be responsible for informing other faculty of the activities of this chapter.
 - (b) The Advisor shall perform any other duties assigned to him by this document.
 - (c) The Advisor will serve a term of two years. After these two years an evaluation of the effectiveness of the advisor will be done. The evaluation will be in accordance with these factors:
 - i. Helping with upperclassmen in order to help more with retention.
 - ii. Helping get more grad students involved.

- iii. Focusing on academic support. Help implement programs sponsored by the Chapter.
- iv. Helping prepare and critique our corporate solicitation packet.
- v. Keeping members informed of status of minorities in engineering.
- vi. Informing members of status of minorities in engineering.
- vii. Actively contributing any ideas that he or she may have.
- viii. Attendance at least one regional conference per year and one national office per term.
- ix. Networking with corporate sponsors.
- x. Submitting a list of goals for the chapter per term.
- xi. Participation on the Executive Board.

2.7 Special Duties

- (a) All monies shall be disbursed by the President or Treasurer only with the consent of the Chapter.

SECTION 3 - Requirements

- 3.1 Only voting members shall hold the elected offices of this chapter.

SECTION 4 - Nominations and Elections

- 4.1 No later than the second regular meeting of the Winter Quarter, a Nominating Committee shall be appointed by the Chapter President. This committee shall consist of a chairperson and at least two other members.
- 4.2 The nomination committee shall nominate at least one candidate for each elected position of the Chapter. The nominating committee shall report these nominees to the Chapter before the first regular meeting in May, but only after it is determined that each nominee meets the following requirements:
 - (a) is a voting member of the Chapter;
 - (b) is eligible to serve;
 - (c) is willing to serve if elected;
 - (d) is aware of responsibilities of the office for which he is nominated.
- 4.3 Elections shall take place at the first regular meeting in May, at which time additional nominations from the floor for the offices of President, Vice - President, Secretary, Treasurer, and Parliamentarian will be accepted.
- 4.4 The nominations Committee shall present a slate containing the names of all the nominees they have for each elected

position to each voting member on the day of elections.

- 4.5 The newly elected officers shall assume their positions at the third meeting in May and shall serve a term of one academic year.
- 4.6 A simple majority vote of the voting members present on election day shall be necessary for a person to be elected to an elected position.
- 4.7 If any elected office becomes vacant, the office shall be filled by a simple majority vote at a meeting designated by the President.

ARTICLE VI - Committees

SECTION 1 - CONSTITUTION

- 1.1 The Committee shall make recommendations to the Chapter with respect to all proposed amendments to the Constitution and By - Laws which may properly be referred to it for consideration.
- 1.2 The Committee reserves the right to make changes for the clarity of the Constitution.

SECTION 2 - Fund Raising

- 2.1 The Committee shall make recommendations to the Chapter with respect to which activities to plan for fund raising.

SECTION 3 - Publications

- 3.1 The Committee shall be responsible for submitting all articles for publication in any printed news source that may from time to time occur.
- 3.2 The committee shall be responsible for informing members of any special meetings, that may from time to time occur, by means of phone or letter.
- 3.3 The committee shall post announcements containing the time, place, and date of all regular meetings at least two work days prior to the meeting.

SECTION 4 - Nominations

- 4.1 The Committee shall be responsible for making nominations for all elected positions.
- 4.2 The committee shall set the criteria for which a person must meet to run for any elected position. The criteria shall be required to be passed by the Executive Committee.
- 4.3 The names of all persons wishing to run for an office shall

be turned in to the Committee.

SECTION 5 - Executive

- 5.1 The committee shall perform all duties assigned to it by this document.
- 5.2 The committee shall consist of the President, Vice - President, Secretary, Treasurer, Parliamentarian, and of all committee chairpersons. The president shall serve as Chairperson of this committee.
- 5.3 Officers appointed by the Committee shall serve for the duration of that term, until the return of the elected officer, or until further action by the Committee.

ARTICLE VII - 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 his duties, he shall, in writing, submit a request for impeachment to the President; however, if the officer in question is the President, the request shall be submitted to the Chapter Advisor.
- 1.3 A two - thirds vote of the Chapter's membership, not including the officer upon whom the charges have been brought, shall be required to remove an officer.
- 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.
- 1.5 An officer shall be required to be in good academic standing with Auburn University.

ARTICLE VIII - 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

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Amendments

Amendment I

Article VIII

Section 4 – Additions to the bylaws

- 4.1 The bylaws of the Auburn University Chapter shall be amended by a two-thirds vote by the members at a chapter meeting, or by a two-thirds vote by the Chapter Executive Board.

