## CONSTITUTION AND BYLAWS

### The National Society of Black Engineers

***Chapter at***

***Lone Star College Systems***

# *Cy Fair*

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 both within and outside the university community and will serve to strengthen relations between professional industry and the black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members.

**The Mission**

The NSBE mission is to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community

##### ARTICLE I-NAME

The name of this organization shall be The National Society of Black Engineers at The Lone Star College Systems CyFair. From hereafter referred to as the LSC CF Chapter. The Chapter code number is.

##### ARTICLE II- PURPOSE

The National Society of Black Engineers is a student run organization. The purpose of the LSC CF Chapter encompasses the national organization in its concern for the recruitment, retention and successful graduation of its members.

* To provide academic enrichment through scholarly activities.
* To provide enhancement of career opportunities.
* To provide spiritual guidance through both University and Community interaction.
* To disseminate the accomplishments and contribution of African Americans to Engineering.

##### ARTICLE III- MEMBERSHIP

###### **Section 1: Eligibility**

The membership in this chapter shall be those students enrolled at Lone Star College Systems CyFair pursuing a degree in any of the accredited majors and/or academic disciplines.

Majority of the LSC CF Chapter will consist of engineering, science, technology, and mathematics majors.

Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age, major, national origin, or country of abode.

No hazing or discrimination will be used as a condition of membership in this organization.

No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran’s or marital, or any protected status.

###### **Section 2: Active Members**

Active members shall include all persons who meet financial requirements with the Local, Regional and National Chapter. Those who do not meet the financial requirements should notify the Treasurer to make special arrangements.

###### **Section 3: Revocation of Membership**

Membership cannot be revoked unless the member violates the Universities’ Policies, and/or NSBE Code of Conduct.

###### **Section 4: Appeal Process**

Any student whose membership is revoked will have seven (7) calendar days to the appeal the revocation. The appeal must be submitted in writing to the President or Vice President, and must include any relevant information that has not already been presented. The President and Vice President will then create an Appeals Committee to render a decision. This committee consists of 4 executive board members. This committee will then render a decision by the next general body meeting.

ARTICLE IV- ADMINISTRATION

There shall be an Executive Board for the LSC CF Chapter of the society composed of:

**Chair**

**Vice Chair**

**Secretary**

**Treasurer**

**Programs Chair**

**Parliamentarian**

**Conference Planning Chair**

**Chair Emeritus**

**Finance Chair**

**Fundraiser Chair**

**Membership Chair**

**New Member’s Chair**

**Freshman Recruiting Chair**

**Pre-College Initiative (PCI) Chair**

**Academic Excellence Chair**

**Business Diversity Chair**

**Community Service Chair**

**Telecommunications Chair**

**Public Relations Chair**

**Historian**

There shall be Five Zones, Administrative, Membership, Programs, Communications and Finance.

The elected positions for this Chapter are to include: President, Vice-President, Secretary, Treasurer and Programs Chair.

All other positions are to be appointed as the Chapter Executive Board Deem Necessary.

The Administrative Zonemay consist of the President, Vice-President, Programs Chair, Treasurer, Secretary, Parliamentarian, and Chair Emeritus.

The Programs Zone may consist of the Programs Chair, Academic Excellence Chair, Community Service Chair, Pre-College Initiative (PCI) Chair, Business Diversity and any other position the zone leader deems necessary with presidential approval.

The Communications Zone may consist of the Secretary, Public Relations Chair, Telecommunications, Historian, and any other position the zone leader deems necessary with presidential approval.

The Finance Zone may consist of the Treasurer, Finance Chair, Conference Planning Chair, Fundraiser Chair, and any other position the zone leader deems necessary with presidential approval.

The Membership zone may consist of the Vice Chair, Membership Chair, Freshman Recruitment Chair, New Comers Chair, and any other position the zone leader deems necessary with presidential approval.

The Executive Board shall:

* Determine all questions of policy and shall administer the affairs of the Local under the Constitution and By-Laws, and the general provisions of the law which it is chartered.
* Be subject to the orders of the 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.
* Not receive any salary for service.
* Make recommendations to the National Society.
* Set the hour, agenda and place of General Meeting.
* Coordinate activities at all levels of the Local Chapter.
* Determine standard operating procedure (S.O.P) for each administration. The S.O.P shall consist of but not be limited to:
  + Check cashing policy with the requirement of two signatures, one has to be the President or Advisor and Treasurer.
  + Major Purchases and Financial Encumbrances defined as $100 or more.

**Section 1: President**

It shall be the duty of the local president to provide leadership, guidance and direction to the Chapter. He/She shall:

* Serve as Chairperson of the Executive Board.
* Appoint standing, special and ad hoc committee chairpersons.
* Serve as liaison between Local, Regional and National Chapters.
* Maintain the general well being of the Local Chapter.
* Be familiar with and enforce the Local, Regional, and National Constitution and By Laws.
* Make Agenda for General Body Meetings (with 2/3 consent of the Executive Board).
* Serve as Chairperson of Administrative zone.
* New President transition

**Section 2: Vice President**

It shall be the duty of the Vice President to:

* Perform all the duties of the local President in his/her absence.
* Be familiar with and enforce membership eligibility.
* Receive committee reports from all zone leaders.
* Serve as Chairperson of the Membership Zone
* New Vice President transition

**Section 3: Secretary**

It shall be the duty of the Recording Secretary to:

* Provide an accurate written record of all Chapter decisions at all meetings and official business.
* Propose a “Points System” record that will keep track of each member points.
* Maintain Accountability System for the Chapter Executive Board (CEB)
* Take attendance at regular and special meetings.
* Ensure that any Executive Board member who was not in attendance of an Executive board meeting (and within compliance of Article IV, Section 1) receive all minutes recorded during that meeting.
* Serve as Chairperson of the Communications Zone
* Act as Liaison between placement offices, clubs, administrators, etc.
* Receive all official correspondence and relay such to the Chapter.
* Act as Liaison between Local and neighboring chapters.
* Ensure that the general body receives notification of all general body meetings and events.
* New Secretary transition

**Section 5: Treasurer**

It shall be the duty of the Treasurer to:

* Maintain all financial records of the chapter as required by Regional and National Chapters.
* Compile and report all fiscal information.
* Receive and disperse moneys via receipt and voucher system.
* Compile and report all fiscal information at all Executive board meetings.
* Ensure that special assistance will be made to those members who do not meet the financial requirements of the LSC CF Chapter.
* Serve as Chairperson of the Finance Zone
* New Treasurer transition

**Section 6: Programs Chair**

It shall be the duty of the Programs Chair to:

* Serve as Chairperson of the Programs Zone
* To appoint Committee Chairpersons in accordance with Chapter Long Range Plan.
* To notify and prepare Chapter members of Regional and Program awards and scholarships.
* Oversee the duties of the Programs Zone
* Complete ICD Report
* New Programs Chair transition

**Section 7: Parliamentarian**

It shall be the duty of the Parliamentarian to:

* Be familiar with the Local, Regional, National Chapters Constitution/Bylaws and Parliamentary procedures.
* Assist the President in maintaining the proper order of business at all meetings in accordance with Robert's Rule of Order.
* Serve as Chairperson of the Special Projects Committee.
* Serve as one of the two Senators for the LSC CF Chapter.
* Appoint another Senator (with presidential approval) that will vote on behalf of the general body at all valid conferences held by the Society.
* Govern annual elections of new local chapter officers.
* Count and record ballots during voting period(s).
* Serve as liaison between Regional Parliamentarian and the LSC CF Chapter.
* Ensure that the Chapter is in compliance with Regional and National By-Laws.
* Appoint an Electoral Commission.
* New Parliamentarian transition

**Section 8: Conference Planning Chair**

It shall be the duty of the Conference Planning Chair to:

* Organize chapter travel plans to our regional, annual and national events with the Treasurer. Plans includes the following:
  + Hotel Rooms
  + Flights
  + Buses
* Coordinate travel plans with other chapters in an effort to decrease the price per person.
* New Conference Planning Chair transition

**Section 9: Finance Chair**

It shall be the duty of the Finance Chair to:

* Create the Corporate Solicitation Packet (CSP) in an effort to can funds for our annual conferences, programs and events.
* New Finance Chair transition

**Section 10: Fundraiser Chair**

It shall be the duty of the Fundraiser Chair to:

* Determine and promote modes of raising funds for the chapter for our annual conferences, programs and events. These fundraisers may include:
  + Events at Reliant Arena (Texans Games, Monster Jams, and Rodeos)
  + Car Washes
* New Fundraiser Chair transition

**Section 11: Membership Chair**

It shall be the duty of the Membership Chair to:

* Maintain an updated Chapter membership roster and point system.
* Identify new ways of attracting and retaining members.
* Host membership drives.
* Host P.O.W.E.R. program
* New Membership Chair transition

**Section 12: New Members Chair**

It shall be the duty of the New Members Chair to:

* Interface with recent members to answer questions and keep them informed to encourage active participation.
* Help Programs Zone plan social and professional events.
* Help Membership Chair organize membership drives.
* Sponsor social activities that will attract new membership.
* New Members Chair transition

**Section 13: Social Planning Chair**

It shall be the duty of the Social Planning Chair to:

* Interface with recent members to answer questions and keep them informed to encourage active participation.
* Identify new ways of attracting and retaining members.
* Help Programs Zone plan social and professional events.
* Help Membership Chair organize membership drives.
* Sponsor social activities that will retain membership
* Social Planning Chair transition

**Section 14: Freshmen Recruiting Chair**

It shall be the duty of the Freshmen Recruiting Chair to:

* Organize a Fresh Executive Board (FEB) to allow underclassmen an opportunity to gain leadership experience.
* Help FEB plan social and professional events.
* Reviewing Charters of those organizations proposing membership and forwarding reviewed charters to the Executive Board for approval.
* New Freshman Recruiting Chair transition

**Section 15: PCI (Pre-College Initiative) Chair**

It shall be the duty of the PCI-Chair to:

* Coordinate all Pre College Initiative Events
* Be familiar with Regional and National awards and scholarships pertaining to PCI and relay them to the PCI Chapter members.
* Actively work with elementary, middle and high school students to encourage their interest in college and math, science and engineering.
* New PCI Chair transition

**Section 16: Academic Excellence Chair**

It shall be the duty of the Academic Excellence Chair to:

* Be familiar with Regional and National awards and scholarships pertaining to the membership and relay them to the Chapter members.
* Develop ideas and provide resources to increase academic excellence within the chapter
* Preside over Retention Program
* New Academic Excellence Chair transition

**Section 17: Business Diversity Chair**

It shall be the duty of the Business Diversity Chair to:

* Plan events to prepare students professionally. These events may include the following:
  + Resume Workshops
  + Mock Interviews
  + Info Sessions
  + Promotion of Entrepreneurship
  + Description of Proper Business Attire
  + New Business Diversity Chair transition

**Section 18: Community Service Chair**

It shall be the duty of the Community Service Chair to:

* Plan outreach activities to help organizations and individuals in our community. These events may include volunteering at the following:
  + Fire Department
  + Retirement Homes
  + Food and Clothes Drive
  + Tour De Pink ~~(for Breast Cancer)~~
  + Campus Clean Up
  + Habitat For Humanity
* New Community Service Chair transition

**Section 19: Telecommunications Chair**

It shall be the duty of the Telecommunications Chair to:

* Create and maintain a chapter website to keep our membership informed of events and activities. The website will also serve as a source of information for contacting the CEB, NSBE history and general knowledge.
* New Telecommunications Chair transition

**Section 20: Public Relations Chair**

It shall be the duty of the Public Relations Chair to:

* Create flyers and brochures to publicize and inform interested persons of the organized chapter activities.
* Publicize chapter events in the Panther and university website if possible.
* New Public Relations Chair transition

**Section 21: Historian**

It shall be the duty of the Historian to:

* Document chapter events through pictures.
* Help both the Telecommunications Chair and Public Relations Chair maintain the website and make flyers.
* New Historian transition

**Section 22: Council of Engineering Organizations Representative**

It shall be the duty of the CEO to:

* Represent LSC CF NSBE in CEO meetings
* Vote on CEO issues on behalf of LSC CF NSBE
* Develop/Present organizations tentative calendar or events
* Help organize CEO events
* Help/Promote Publicize CEO events
* Help Facilitate CEO events
* Help distribute CEO information
* CEO new representative transition

**ARTICLE V- NOMINATION AND ELECTION**

**Section 1: Elections**

* Elections shall be held annually within the month following NSBE National Convention

**Section 2: Nominations**

* Only financial members are eligible to nominate candidates and vote. Unless special arrangements have been made with the Treasurer prior to nominations.
* Nominated parties should have been an active member of the LSC CF Chapter or another Chapter of the Society for at least one semester prior to accepting the nomination.

**Section 3: Voting**

* Voting shall be by secret ballot, and the majority of all votes cast by financial members shall be necessary for election
* When there is only one nominee for office, the vote shall be taken at the general meeting when nominations are closed.

**Section 4: Tenure**

* Officers shall serve a term of one year. The elected officers will begin their tenure on the day of the transition meeting and complete their term at the following transition meeting.

**Section 5: Vacancies**

* A vacancy in office, except that of President, shall be filled by appointment of the Executive Board. In the case of the President, a majority vote of the General Body is required.
* In the event of a termination or resignation, the President and Vice President will convene and appoint a willing candidate to fill the position. If the President and Vice President cannot find a suitable candidate, the duties for that position will be conducted by the President.
* The process of termination is furthered discussed in ARTICLE IX- Termination of Officers

##### ARTICLE VI- MEETINGS

* General Body meetings, unless otherwise ordered by the Chapter should be held at least once a month during the regular school year except in the case of an emergency situation.
* Each Zone should meet at least once a month.
* The Executive Board should meet within seven days prior to a General Meeting.

**Section 1**

Executive officers not able to attend the Executive Board meeting shall notify the President or the Vice-President no later than one day prior to the next meeting (except in emergency situations). Written notice should be submitted to the Secretary within three days after the missed meeting.

**Section 2**

Executive Officers upon third unexcused absence will be notified in writing by the Parliamentarian via the President that impeachment processes will begin and after the fourth unexcused absence they shall be but before the Board of Ethics Committee, which will consist of four Executive Board members including the President and Vice President.

**Section 3**

Each active member shall be entitled to one vote in all chapter general body meetings in which voting is held.

**ARTICLE VII- GOVERNMENT AUTHORITY**

The rules in Robert's Rules of Order shall govern this Chapter in all instances in which they are applicable.

\*Note that the National and Regional Constitution supersede this Chapter’s constitution.

**ARTICLE VIII- AMENDMENTS TO THE BYLAWS**

This Constitution and Bylaws of the LSC CF Chapter may be amended by a two-thirds (2/3) vote of all financial members present at a business or general meeting.

**ARTICLE IX- TERMINATION OF OFFICERS**

A written statement of charges (or complaints) must be submitted to the Parliamentarian to give to the charged individual before termination proceedings begin.

**Section 1**

There shall be a vote (Top 5) to begin termination procedures.

**Section 2**

There shall be an opportunity for a rebuttal of the notification.

**Section 3**

The charged person shall be declared terminated by a majority vote of all elected members present.

**Section 4**

In the case of termination of the Parliamentarian, the President shall handle all parliamentarian duties of the termination process.

**Section 5**

Once a party is terminated, they must submit a transition report including any activity that was sponsored by them during their tenure.

**ARTICLE X- COMMITTEES**

**Section 1**

There shall be four (5) standing committees.

* Administration
* Membership
* Finance
* Communications
* Programs

**Section 2**

Standing Committees shall have the following duties:

Administration

* Ensure that the Chapter is in compliance with Regional and National By-Laws.
* Maintain the proper order of business at all meetings in accordance with Robert's Rule of Order.
* Maintain and update program/event forms.

Membership

* Identifying and developing methods of increasing membership and membership retention.
* Determine the needs of the chapter and ensure the Chapter Executive Board (CEB) is fulfilling these needs.
* Organize membership drives.

Finance

* Identifying and developing national funding sources.
* Identifying mechanisms for fund raising.
* Coordinate transportation to all conferences and general body meetings.

Communications

* Ensure that all general body members are notified of the meetings no later than five days before the meetings.
* Ensure that e-mail notification is sent to the general body about an event or meeting no later than two days before the event.
* Ensure that the webpage is up to date and the information being conveyed on the website is accurate.

Programs

* Encourage members to participate in activities held at the Regional Conferences.
* Encourage students to pursue further education.
* Inform members about how to develop professionally.
* Coordinate community service activities.
* Establish and maintain a Technical Outreach Community Help (T.O.R.C.H) center to teach young people about computers and other technology.

##### ARTICLE XI- DOCUMENTATION

**Section 1**

Zone leaders are responsible for overseeing that the members in their zone submit the proper documentation to the Historian, Treasurer, and any other parties deemed necessary before and/or after sponsoring any event.

All officers, both elected and appointed, agree upon the terms of this Constitution when they assume office.

**ARTICLE XII-PUBLICATIONS**

**Section 1: Compliance**

All advertisements of the organization must comply with the Lone Star College Systems Posting Policies.

**Section 2: Approval**

The President and Vice President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

**ARTICLE XIII-ADVISOR**

**Section 1: Nomination and Role**

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a Lone Star College Systems faculty or staff member.

**Section 2: Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be remove from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

BY-LAWS

**Section 1: Monthly Reports**

Those required to submit a monthly report should submit one copy to each, the Secretary and Zone Leader consisting of:

* Accomplishments
* Goals
* Strategies
* Works in Progress
* Contacts/Communication
* Questions/Comments/Concerns

**Section 2: Transition Reports**

Transition reports should be submitted at the end of every term of all elected and appointed officers. Transition reports shall include but not be limited to:

* The name of the position.
* The duties of the position as defined by the Constitution.
* The goals and objectives set by the officer during their term.
* Suggested goals for the following term.
* List the job requirements that were performed.
* The budget for that term.
* Suggested budget for the following term.

**Section 3: Chapter Fees**

Regular members shall submit one resume to the LSC CF Chapter and pay the set Chapter fees of $10.00. “No university student may be denied membership due to inability to pay dues, other arrangements will be made with the Treasurer.

**Section 4: Nominations**

* Any party who accepts a nomination should submit an application with a minimum one paragraph written statement of why they should be selected for the job, which will be their Platform at the same meeting that elections will take place. Each Candidate will be given three minutes to present their platform and the general body membership will be entitled to questioning and answer for each candidate for 5-10 minutes. In the event that the nominee is absent and prior arrangements have been made. The statement should include past leadership experience in which they have participated and activeness in the LSC CF Chapter or another Chapter of the Society (including a PCI Chapter), and shall be presented by the parliamentarian or the person that is presiding over the elections process.

**Section 5: Installation of Office**

Appointed officers shall be installed no later than three weeks after the National Convention. Any appointed office that is not filled at that time shall be filled no later than the fourth week of the Fall Semester.