

NSBE (SCoRMEBE) CONSTITUTION

Article I: Organization Name

Be it known, SCoRMEBE, a student council for recruiting, motivating, and educating minority engineers, is hereby established and recognized at the University of Kansas.

Article II: Objectives

Section 1: To increase minority enrollment in engineering with the overall objective of producing more minority engineers.

Section 2: To enable minority men and women to be more viable assets to industry, their community, and country simultaneously.

Article III: Membership

Section 1: Full Membership – any traditional minority student (Black, Hispanic, Native American) who is in accordance with the objectives of SCoRMEBE and who registers each academic semester is eligible for full membership. Only full members may derive the benefits, hold office, or vote.

Section 2: Inactive Membership – any traditional minority student who does not register each academic semester is considered inactive. Inactive members may not derive the benefits, hold office, nor vote.

Section 3: Supportive Membership – any other student who is in accordance with the objectives of SCoRMEBE may be a supportive member. Supportive members may not derive the benefits, hold office, nor vote.

Article IV: Voting

The general meeting shall be the highest decision-making body.

Section 1: For any legal action (election of officers, constitutional amendments, election of director, etc.), a quorum will be three-fifths (3/5) of the full membership. Passage will require simple majority. For any social function, passage requires simple majority of members present at any function.

Section 2: Each full member in good standing with the University and SCoRMEBE may vote.

Section 3: Proxy votes are allowed. Two letters must be written and signed. One letter must be sent to the vice-president at least twenty-four hours prior to the meeting and the other must be presented at the meeting by an appointed member.

Section 4: Passage by Default – any legal action presented for passage can be passed by default. During the second consecutive general meeting that any action is presented and quorum is not reached, the action may be voted on with the full members present, regardless of the number. A re-vote on the same action may be taken only at the next general meeting quorum is reached.

Article V: Director

The director shall assist the group in their execution of roles and responsibilities. The director shall provide feedback to the organization regarding its operation and functioning. The director shall serve as a resource for alternatives with regards to decision-making ideas. The director should be aware of any and all procedures and regulations affecting the group, and shall also assist the organization in adhering to them. The director should be aware of the organization's status and all financial transactions. The director shall provide advice upon request, and also share knowledge, expertise, and experience with the group. The director will be a non-voting member of the Executive Board but will attend the general meetings of the organization. The director shall attend meetings of the Executive Board upon request by them. The director shall make decisions of all staff appointments for the organization.

Article VI: Officers

Section 1. SCoRMEBE shall have a President, Vice-President, Secretary, Treasurer, and Student Representative. These officers shall comprise the Executive Board.

Section 2. All officers must be full members of SCoRMEBE.

Section 3. The term of officers shall be for the academic school year, August – May. The new officers shall be recognized during the preceding summer of their official terms.

Section 4. Election of officers shall be held annually during the third week in April. At least two weeks notice shall be given for the election. Nominations shall be from the floor, and elections executed by ballot. The person receiving majority vote will be elected. In case of a tie, present executive board members shall take a secret ballot for a tiebreaker.

Section 5. If the actions of an officer are judged to be contrary to the interests of the organization and if the officer does not resign of his own accord, he may be recalled. With the signatures of more than two-fifths of the membership, a meeting to discuss the issue shall be held. If he is so directed by the petition, the president must call a special meeting. At the meeting, a vote shall be taken for or against a new election for that petition. If the vote is in favor of a new election, procedure shall follow as in Article IV.

Section 6. Any vacancy that may occur in an office shall be filled by appointment of the remaining members of the Executive Board, pending ratification at the next group meeting. If ratification is not achieved then procedure shall be as follows in Article IV.

Section 7. When necessary, the officers shall hold Executive meetings. The director shall participate in the Executive Board meetings upon request of the officers. The Executive Board shall have knowledge of all activities conducted by the group.

Article VII: Duties of officers

Section 1. The president shall decide the future direction. The president shall be the main contact with industry, the director, the dean, etc. The president shall be in charge of the Executive Board. He shall be a representative to the faculty. All official outside contact shall be a representative to the faculty. All official business pertaining to the organization shall originate in the president's office.

Section 2. The vice-president shall be in charge of coordinating all committees. The vice-president shall preside over all general meetings. The vice-president shall assume the duties of the president should the office become vacant, or during the absence of the president. The vice-president should perform other duties as directed by the president. The vice-president will have current the constitution and its by-laws.

Section 3. The secretary shall be responsible for keeping the minutes of all general meetings and the minutes of the Executive Board. The secretary will have current the constitution and its by-laws. The secretary will provide a copy of the minutes for each officer and for the general file. The secretary shall maintain a complete and accurate account and file of all SCoRMEBE activities. The secretary shall perform other duties as directed by the president.

Section 4. The treasurer shall keep a current record of all financial transactions (intake and disbursements) of SCoRMEBE student activities. The treasurer shall make a monthly report containing a list of all receipts and disbursements and the location of property represented in the figures. The treasurer will provide a copy of the monthly reports for each officer of SCoRMEBE. The treasurer shall perform other duties as directed by the president.

Section 5. The student representative shall be the organization's representative to the Engineering Student Council. He shall serve as representative by special appointment of the president. He shall look out for the interests of SCoRMEBE.

Article VII: Structure of Group Committees

Section 1. Committee Identification and Appointment - the following standing committees shall be appointed by the Executive Board:

- 1) Events
- 2) Publications
- 3) Exposition

4) Academics

Section 2. Appointment of Committee Chairpersons – appointment of chairpersons for these standing committees shall be done by the Executive Board pending ratification of committee members. If ratification is not achieved or if the person appointed declines, the committee shall vote among themselves for a replacement. All full members of SCoRMEBE are required to serve on at least one standing committee.

Section 3. Duties of Standing Committees – all standing committees shall meet at least once a month.

Section 4. Formation of Temporary Committees – formation of any other committee shall be designated by the Executive Board whenever deemed necessary. Members of these committees serve on a voluntary basis. Once a member volunteers, he/she shall accept the responsibilities of the committee.

Article IX: Notice of Meetings

Section 1. Regularly scheduled general meetings shall be held once a month.

Section 2. At least four days notice shall be given for each general meetings of the organization.

Section 3. Special or emergency meetings may be called with less than four days notice by the Executive Committee.

Article X: Parliamentary Procedure

Section 1. All meetings shall be called to order within ten minutes after the designated starting time.

Section 2. The minutes of the secretary and committee chairman shall be read.

Section 3. Completion of old business

Section 4. New business

Section 5. Closing remarks

Section 6. Adjournment of meeting

Article XI: Amendments to the Constitution

Section 1. The constitution may be amended by majority vote of the quorum at the general meeting. The voting procedure shall be followed as outlined in Article IV of the constitution.

Section 2. All suggestions for amendments shall be presented to the Executive Board. The Executive Board has the responsibility of informing the members of proposed amendments prior to the general meeting.

Article XII: Resident Advisor

- Section 1. SCoRMEBE shall have at least one resident advisor, appointed by the director.
- Section 2. Duties of the resident advisor – the resident advisor shall coordinate SCoRMEBE’s tutoring program, SCoRMEBE’s student recruitment efforts (Outreach), and the company recruitment efforts of the organization.
- Section 3. The resident advisor shall perform other duties as requested by the director.
- Section 4. Other resident advisors shall be appointed when deemed necessary by the director, pending ratification at the general meeting.
- Section 5. If the actions of any resident advisor are deemed contrary to the interests of SCoRMEBE by any member or the director, the said resident advisor may be relieved of his/her duties by the director pending ratification at the general meeting.

Article XIII: Review of the Director

- Section 1. Every two (2) years the director of SCoRMEBE shall come up for a formal performance review. The procedure shall be initiated by the Dean of the School of Engineering. He shall form a review committee composed of seven (7) people as follows:
1. Associate Dean of the School of Engineering
 2. Engineering Faculty members
 3. SCoRMEBE students recommended by the Executive Board
 4. SCoRMEBE alumnus who participated actively in SCoRMEBE during his/her stay at the University
- If an alumnus cannot be found, that position will shall be filled by another SCoRMEBE student. This committee shall present their recommendations to the dean who will make any decisions necessary.
- Section 2. If the actions of the director are deemed contrary to the interests of the organization at any time, the dean may be petitioned to start the review process. With the signatures of three-fifths (3/5) of the SCoRMEBE members, the president of SCoRMEBE must call a special meeting. At the meeting, the issue will be discussed and a vote taken for or against presentation of the petition to the dean.