

National Society of Black Engineers Region V By-Laws

Approved February 19, 1999

Preamble

The National Society of Black Engineers (NSBE), as a national student and professionally based organization, does hereby dedicate itself to the development of intensive programs for increasing Black and other ethnic minority participation in the fields 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.

Article I - Name

The name of the region is the Midwest/ South Central Region hereafter called NSBE Region V.

Article II - Objective

Region V shall promote the public awareness of engineering and the opportunities it affords in the professional industry and academia to stimulate and develop student interest in engineering; to strive promoting participation in all levels of responsibility in the field of engineering by the Black and ethnic minority communities; and to endeavor in the advancement of the black professional engineer with the individual engineering disciplines.

Article III- Membership

Section 1. Membership

Membership with the Region is contingent upon status in the National Society as outlined in Article III, Section 2 of the Constitution.

Section 2. Dues

Fees of Region V shall be assessed in accordance to Article VI of the Constitution and shall be directed to the Executive Board.

Article IV- Geographic Organization

Section 1. States

The region is comprised of the following states: Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, and Texas

Section 2. Geographic Zones

The region is divided into the following four geographic zones according to the distribution of chapters within these states

Oklahoma Zone: Arkansas, Kansas, Oklahoma, and Nebraska

Missouri Zone: Iowa, Missouri, North Dakota, and South Dakota

Texas Zone: Texas

Louisiana Zone: Louisiana

Article V- Chapters

Section 1. Chapter Executive Board

Each chapter shall elect a Chairperson, Vice Chairperson, Secretary, Programs Chair and Treasurer on an annual basis prior to the National Convention.

Section 2. Chapter Executive Board Contact Information

Each chapter shall submit contact information for the Chairperson, Vice Chairperson, Secretary, Programs Chair and Treasurer to the Regional Board at or prior to the National Convention. Each chapter shall submit a list of remaining Chapter Board members and their contact information to the Regional Board at or prior to the Regional Leadership Conference.

Article VI - REB

Section 1. Qualifications for Candidacy

- A. All elected positions will be held by members as currently defined by the NSBE Constitution.
- B. In addition, Each board member shall provide verification of good standing with their respective university. This verification accompany the candidate application. If no response is received, the office of that individual shall be considered vacant until such a time as a new board member can be appointed.
- C. Members running for REO positions must have a minimum GPA of 2.5. All other REB positions must have a minimum GPA of 2.25.

Section 2. Zone Structure

- A. **Administrative Zone:** The Administrative Zone shall consist of the Regional Chairperson, Vice Chairperson, Secretary, Treasurer, Programs Chairperson, and Alumni Extension Chairperson. Members of this zone shall oversee all other zones. The Chairperson shall coordinate the work of this zone.
- B. **Chapter Zone:** The Chapter Zone shall consist of the Regional Vice Chairperson, Charter/Membership Chairperson and the Vice Chairpersons of the Chapter Zone. The Vice Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the Regional Chairperson.

- C. **Communication Zone:** The Communication Zone shall consist of the Secretary, the Publications Chairperson, Public Relations Chairperson, and the Telecommunications Chairperson. The Regional Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the Regional Chairperson.
- D. **Finance Zone:** The Finance Zone shall consist of the Regional Treasurer, the Finance Chairperson, and Convention Planning Committee Chairpersons. The Regional Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the Regional Chairperson.
- E. **Programs Zone:** The Programs Zone shall consist of the Regional Chairperson, the Charter/Membership Chairperson, the Pre-College Initiative Chairperson, Academic Excellence Chairperson, B.E. Net Chairperson and the Regional Leadership Conference Chairperson. The Regional Programs Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/He shall also present regular reports of zone activities to the Regional Chairperson.
- F. **Regional Executive Officers (REO):** The REO is comprised of the Chairperson, the Vice-Chairperson, the Secretary, the Treasurer, and the Programs Chair.

Section 3. Duties

A. Regional Chairperson

1. Shall coordinate the activities of the Regional Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplications of effort.
2. Shall report directly to the National Vice-Chairperson in the Regional Zone of the National Executive Board.
3. Shall chair the Administrative Zone which coordinates the other zones.
4. Shall make verbal and written statements to the public concerning NSBE policy, goals, and objectives.
5. Shall appoint members of special committees on an as-needed basis.
6. Shall appoint new board members to vacant board positions with the consent of the remaining board members.
7. Shall appoint the Regional Parliamentarian/ Chair Emeritus for a one-year term with the consent of the board.
8. Shall communicate with the Advisory Board Chairperson on an as-needed basis.
9. Shall produce an official transition report at the close of the term of office.

B. Regional Vice Chairperson

1. Shall preside over the Regional Executive Board meeting or other appropriate functions in the absence of the Regional Chairperson.
2. Shall chair the Chapter Zone and present periodic zone reports to the Regional Chairperson.
3. Shall develop and evaluate national projects and programs along with the Programs Chairperson.
4. Shall develop and finalize the Regional Executive Board meeting agendas.
5. Shall monitor the development of national programs & objectives and the national directives of the society.
6. Shall coordinate and evaluate the intra-board communications.
7. Shall produce an official transition report at the close of the term of office.

C. Regional Treasurer

1. Shall maintain the region's financial account.
2. Shall determine, together with the other national officers, the allocation of NSBE financial resources to allow for steady cash flow.
3. Shall design, implement, and monitor a financial policy related to the expenditures and cash flow for the board for the coming year with the approval of the Regional Executive Board.
4. Shall design an annual Regional Budget.
5. Shall provide financial reports at Regional Executive Board meetings.
6. Shall chair the Finance Zone and present periodic reports to the Regional Chair.
7. Shall report to the National Assistant Treasurer on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

D. Regional Secretary

1. Shall record and produce detailed minutes of all REB meetings and other meetings deemed necessary and, upon completion, distribute these minutes to the region.
2. Shall chair the Communications zone and present periodic reports to the Regional Chair
3. Shall develop and operational calendar of Regional events.
4. Shall see that all chapters in the region receive the information and materials they need in order to function efficiently.
5. Shall develop and maintain the Regional Directory.
6. Shall report to the National Secretary on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.
8. Chair the Region V Awards Committee.

E. Regional Programs Chairperson

1. Shall design and implement methods by which chapters may learn how to create and maintain programs.
2. Shall be responsible for the implementation of regional and national programs.
3. Shall work with the Vice Chairperson in order to develop uniform programs in keeping with the goals of the society.
4. Shall chair the Programs Zone and present periodic reports to the Regional Chair.
5. Shall report to the National Programs Chairperson on an as-needed basis.
6. Shall produce an official transition report at the close of the term of office.

F. Regional Publications Chairperson

1. Shall be responsible for all regional publications.
2. Shall evaluate, approve, and finalize the general content of the Torch.
3. Shall evaluate publication alternatives.
4. Shall maintain regional publications liaisons.
5. Shall report to the National Publications Chairperson on an as-needed basis.
6. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
7. Shall produce an official transition report at the close of the term of office.

G. Regional Public Relations Chairperson

1. Shall prepare and submit articles affecting the public image of NSBE to other publications.
2. Shall distribute information about NSBE to NSBE chapters, other organizations, corporations and the general public.
3. Shall make official statements for the organization with the approval of the Regional Chairperson.

4. Shall identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
5. Shall design and have published informational brochures all carrying the NSBE logo and name, to distribute to NSBE chapters, high schools and the general public.
6. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
7. Shall report to the National Public Relations Chairperson on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

H. Regional Finance Chairperson

1. Shall identify and contact regional funding sources.
2. Shall prepare and finalize solicitation packets for submission to corporations and foundations on behalf of NSBE Region V.
3. Shall assist chapter finance chairs in developing solicitation strategies.
4. Shall ensure the distribution of regional benefits.
5. Shall reside in the Finance Zone and present periodic reports to the Regional Treasurer.
6. Shall report to the National Finance Chairperson on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.

I. Regional Charter/Membership Chairperson

1. Shall compile membership statistics and make them available to the public.
2. Shall help coordinate chapter charter renewals.
3. Shall maintain updated rosters of members and chartered chapters.
4. Shall encourage the creation of new NSBE chapters.
5. Shall identify potential chapters to charter within the region.
6. Shall reside in the Chapter Zone and present periodic reports to the Regional Vice-Chairperson.
7. Shall report to the National Charter/Membership chairperson on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

J. Regional Parliamentarian/ Chair Emeritus

1. Shall serve as a resource on the governing documents of the National Society.
2. Shall serve as a resource on proper parliamentary procedure.
3. Shall coordinate the regional elections procedures at the National Convention.
4. Shall reside in the Administrative Zone and report to the Regional Chair.
5. Shall produce an official transition report at the close of the term of office.

K. Regional Alumni Extension Chairperson

1. Shall oversee all activities of the Alumni Extension.
2. Shall serve as a member of the REB and Administrative Zone, and representative of the NSBE Region V Alumni Extension.
3. Shall coordinate the activities of the Alumni Extensions Executive Board.
4. Shall approve in advance all official communications sent out in the name of NSBE Region V Alumni Extension.
5. Shall make public statements concerning the Alumni Extension.
6. Shall ensure Alumni Extension activities are consistent with the approved Alumni Interface Guidelines, Alumni Operational Guidelines and NSBE Constitution.
7. Shall develop resources in order to finance Alumni Extension programs and operations.

L. Regional Pre-College Initiative Chairperson

1. Shall assist Chapter and Alumni Pre-College Initiative representatives on an as-needed basis.

2. Shall supervise, advise, and assist in the coordination of the activities of the PCI- mini conferences along with the conference planning committee.
3. Shall ensure the implementation of PCI programs.
4. Shall report to the National PCI Chairperson on an as-needed basis.
5. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
6. Shall produce an official transition report at the close of the term of office.

M. Regional Academic Excellence Chairperson

1. Shall assist Chapter and Alumni Academic Excellence Chairpersons on an as-needed basis.
2. Shall oversee the research, development and implementation of academic excellence programs that meet the membership's needs.
3. Shall provide academic support service to the members.
4. Shall coordinate the Regional Academic Technical Bowl.
5. Shall encourage members to consider graduate studies.
6. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
7. Shall report to the National Academic Excellence Chairperson on an as-needed basis.
8. Shall produce an official transition report at the close of the term of office.

N. Regional Telecommunications Chairperson

1. Shall coordinate and develop the Region V Web Site.
2. Shall serve as administrator of all Region V listservers.
3. Shall develop Telecommunications Policies and Programs.
4. Shall develop Web Communications Policies with Regional Communications Chairperson.
5. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
6. Shall report to the National Telecommunications Chairperson on an as-needed basis.
7. Shall produce an official transition report at the close of the term of office.

O. Regional BENet Chairperson

1. Shall encourage and support members in their pursuit to become entrepreneurs.
2. Shall create a good working relationship with Black businesses.
3. Shall create a database of Black Businesses.
4. Shall facilitate the participation of Black businesses at NSBE career fairs and other activities.
5. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
6. Shall produce an official transition report at the close of the term of office.

P. Vice-Chairpersons of the Chapter (Texas, Oklahoma, Louisiana, Missouri) Zone

1. Shall develop a operational calendar of zone events.
2. Shall see that chapters in the zone receive the information and materials they need in order to function effectively.
3. Shall assist chapters on an as needed basis.
4. Shall develop and maintain a zone directory.
5. Shall reside in the Chapter Zone and present periodic reports to the Vice Chairperson.
6. Shall produce an official transition report at the close of the term of office.

Section 4. Appointed Positions

- A. The term of office shall end for each appointed position either when a successor is chosen or one year from the date of appointment, whichever comes first
- B. Any appointed member of the Regional Executive Board may be removed from office in either of the following ways:

1. A majority vote of the Regional Executive Board upon the recommendation of the Regional chairperson; or
 2. A two-thirds vote of the Regional Executive Board without the recommendation of the Regional Chairperson.
- C. Duties- Ad Hoc Regional Executive Board members
1. Conference Planning Chairpersons
 2. Shall appoint and coordinate the activities of the Regional Leadership Conference
 3. Shall reside in the Finance Zone and present periodic reports to the Treasurer
 4. Shall compile a post- conference report

Article VII- Termination of Board Members

Any board member of Region V may be impeached and removed from any said position by the affirmative vote of:

1. No less than two-thirds of the members in good standing; or
2. All remaining officers of the Region V Executive Board

Article VIII- Meetings

Section 1. Meetings

At three annual meetings, Region V business may be transacted as may be found from time to time, necessary, desirable, or useful. At one of these meetings there shall be elected an Executive Board of Region V for the ensuing year. The Executive board of Region V shall have no less than two (2) meetings per term of office; and a quorum for transacting business of the Region shall be no less than ten (10) members of the Regional Executive Board.

Section 2. Notices of Region V Meetings

Notice of annual meetings of Region V shall be given in writing to all chapters in no less than thirty (30) days prior to the said meeting.

Section 3. Quorum for Region V Meetings

A quorum for all transaction of business at the annual meetings of Region V shall be:

1. No less than three (3) Regional Officers; and
2. No less than five (5) Regional Chairpersons; and
3. No less than two (2) members in good standing from any one (1) chapter

Section 4. Quorum for Regional Board Meetings

A quorum for the transaction of all business at Regional Executive Board Meetings shall be ten voting members of the Executive Board. The quorum must include:

1. No less than one Regional Executive Officer; and
2. No less than six Regional Chairs

Section 5. Meeting Governance

All meetings shall be conducted in accordance with the NSBE Constitution these By-Laws and any resolution approved by the Regional Executive Board

Section 6. Conference Rotation

The conference rotation shall be as follows:

Texas
Missouri
Louisiana
Oklahoma

Section 7. Conference Host Chapter

The host chapter shall be approved by the Regional Executive board at least one year prior to the Conference, based upon the following criteria:

1. Recommendation of the host chapter
2. The chapter's ability to accommodate the Conference
3. The relative cost to the membership and to the society
4. The availability of desirable dates
5. Any other consideration deemed appropriate by the Regional Executive Board

Section 8. Conference Planning Committee

The Conference Planning Committee (CPC) will be responsible for the planning and implementation of the Regional Conferences. The CPC Chairperson will be approved by the Regional Executive Board upon the recommendation of the President of the hosting chapter. The CPC will have the following responsibilities:

1. To determine the theme for the Convention. The Theme should be consistent with the goals and objectives of the society
2. To recommend the Conference hotel to the Regional Treasurer
3. To develop a Conference agenda which includes workshops which address issues relevant to the society as expressed by the National Objectives, Regional Concerns, and input from the membership. The workshops should focus on the cultural, technical, academic, and professional concerns of the membership and all applicable key business areas of the National Long Range Plan. The agenda should also include ample time for General Sessions.

Section 9. Regional Leadership Conference

The Regional Leadership Conference Committee shall consist of a Chairperson appointed by the Regional Chairperson and confirmed by the REB and any other member appointed by the Conference Chairperson and confirmed by the Regional Chairperson.

- A. The Regional Leadership Conference will have the following purpose:
 1. To teach participants the leadership skills necessary for the development of their positions and their personal development.
 2. To alert participants of specific problems relevant to the operation of the Society
 3. To train participants in problem solving techniques.
 4. To transition the Chapter Executive Board.
- B. The Leadership Conference Planning Committee will have the following responsibilities:
 1. To organize cost efficient travel and accommodations for all participants.

2. To develop the Conference under the direction of the National Leadership Institute Chairperson.
 3. Other responsibilities assigned by the Regional Chairperson.
- C. The participants of the Leadership Conference shall consist of available members of any Regional or National Board, and/or any university faculty member.

Article IX- Finances

Section 1. General

No funds shall be expended, encumbered, or otherwise disbursed by NSBE other than in accordance with the procedure for the authorization of expenditures or investments in these by-laws.

Section 2. Budget Process and Timetable

- A. The Operating Budget shall be presented by the Treasurer to the REB for its modification and approval no later than the REB transition meeting.
- B. The Operating Budget shall be approved by the National Executive Board by a two-thirds vote. The approved budget must be balanced.

Section 3. Budgetary Authority

Once the Operation Budget has been approved, the Treasurer shall be authorized to approve specific expenditures of funds in accordance with or subject to the provisions of the Constitution and these by-laws and to the following requirements:

- A. The treasurer shall report to the REB on actual expenditures from each Operating Budget line-item
- B. The treasurer shall report to the REB on any changes in circumstances which would cause total income to be less than budgeted, as soon as such changes come to his/her attention, and shall suggest corrective action as may be required for the fiscal soundness of NSBE.
- C. The REB may modify the Operation Budget b a two-thirds vote.

Section 4. Financial Policy

- A. Signature Power- All bank accounts shall require two signatures in order to remove funds.
- B. Any contributions to the Region which are restricted to a specific purpose may only be expended in a manner consistent with the original grant. Any changes to the restrictions must be agreed on by the contributor, the intended recipient, and the Regional Executive Officers prior to the changes becoming effective.

Article X- Adhoc Committees

Section 1. Regional Advisory Board

The Regional Advisory Board shall be responsible for the following duties:

1. It shall enforce all policies Concerning Executive Board membership as outlined in the National by-laws.
2. It shall investigate and rule on any reported violations of the policies listed in subsections 1 and 2 above.

3. It shall perform other tasks assigned of the Regional Executive Board.
4. It shall maintain an appropriate level of confidentiality concerning all issues under its consideration.
5. It shall advise the REB on the need to alter any of the policies under its purview.

Section 2. Awards Committee

- A. The Awards committee shall be responsible for the oversight, administration, and judging of all Regional awards and programs. It shall consist of two subcommittees, Guidelines and Procedures, and Judging. The Regional Academic Excellence Chair shall serve as chair of the Awards Committee.
- B. The Guidelines and Policy Subcommittee shall be responsible for the oversight, administration, and judging of all Regional awards programs. It shall consist of the Academic Excellence Chair, Programs Chair, and a member of the Regional Advisory Board as nominated by the RAB Chairperson. The Guidelines and Policy Subcommittee shall have the following responsibilities in concordance with any judging requirements set by the National Executive Board:
 1. To establish and modify awards criteria.
 2. To establish and modify judging procedures and guidelines.
 3. To establish application and nomination materials and procedures.
 4. To perform other tasks as assigned by the chair of the Awards Committee
- C. The Judging Subcommittee is responsible for the judging of all awards as designated by the chair of the Awards committee. It shall consist of available members of the Regional Advisory Board.