

SANTA CLARA UNIVERSITY



NATIONAL SOCIETY OF ENGINEERS (NSBE)



SANTA CLARA UNIVERSITY NSBE 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 African-American and other ethnic minority participation in the fields of engineering and technology. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industries. Members of this organization are encouraged to join and participate in their respective individual professional societies. General counseling will be provided to all members by senior members.

ARTICLE I – NAME

The name of this organization is the Santa Clara University National Society of Black Engineers. This chapter is hereafter called SCU NSBE

ARTICLE II – OBJECTIVE

SCU NSBE shall endeavor to stimulate, and develop student interest in engineering and technically related fields; strive to increase the number of students studying engineering at both the undergraduate and graduate levels; and in the advancement of the ethnic minority engineers in professional industry.

SCU NSBE will also reach out to middle and high school students to increase their awareness of opportunities in engineering and technology and encourage them to study engineering.

SCU NSBE shall conduct its affairs in accordance with the guidelines of the 3 C's (Conscience, Competence, & Compassion), and in the mission statement set forth by Santa Clara University.

SCU NSBE will in congruence with the Santa Clara University school of Engineering's objectives set the direction of the chapter at the beginning of each term of office, within ten (10) days following the election of new officers.

ARTICLE III - CHAPTER

Section 1.

Membership in the Santa Clara University National Society of Black Engineers chapter shall be designated as member or an affiliate.

Section 2.

Members shall be defined as:

(a) Any undergraduate or graduate student enrolled in an accredited program that offers a degree in the field of engineering and is a candidate for a degree in engineering, or applied/physical science, and has received a registered membership card through the payment of annual membership fees.

(b) An Affiliate member shall be defined as a person who is not a candidate for a degree in one of the areas defined in Article III, Section 2 (a), and is exempt from positions including, but not limited to a National or Regional office, and a position of President, Vice President, Secretary, or Treasurer of the chapter.

(c) An Honorary Member shall be defined as a person who does not meet the definition of Student, or Affiliate but has contributed through efforts in support of the goal Santa Clara University's NSBE chapter, has been nominated by a member of the Chapter Executive Board. An Honorary Member as such is exempt from positions including, but not limited to, a National or Regional office with voting power, or the position of chapter President, Vice President, Secretary, or Treasurer.

Section 3.

A graduate student who qualifies for membership to Santa Clara University NSBE chapter may participate as an officer, member or an alumni member, but not both.

Section 4.

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

Section 5.

SCU NSBE "good standing" shall be defined as the definition of good standing dictated by the respective institution's NSBE chapter. Good standing shall be defined as:

- I) Cumulative GPA of 2.0 on a 4.0 scale
- ii) Paid National and Chapter dues
- iii) Respectable attendance for chapter meetings, executive board and elected offices 85-90% attendance and members 70% attendance.

ARTICLE IV – VOTING

Section 1.

SCU NSBE chapter in good standing shall be entitled to a single vote during both regional and national conferences, and meetings respectively.

Section 2.

Each member of SCU NSBE chapter shall be entitled to one vote in all chapter general body meetings in which membership is held.

Section 3.

SCU NSBE chapter shall select two senators to represent the chapter in regional and national business.

Section 4.

NSBE Jr., Alumni, Lifetime, and Honorary members shall not be entitled to vote.

ARTICLE V – FEES

Section 1.

Annual membership fees shall be reviewed annually by the SCU NSBE chapter Executive Board and can be changed only by a two-thirds vote of the officers and in accordance with the guidelines of Santa Clara University. However, the annual fees payable to the national office of NSBE shall be governed by the rules and regulations laid out on the NSBE national constitution.

Section 2.

Membership fees include National and Chapter fees (whenever applicable).

ARTICLE VI - OFFICERS

The following officers shall be elected to the Santa Clara University NSBE Chapter Executive Board; President, Vice-President, Secretary, Treasurer, Programs Chair, Senator 1, and Senator 2.

The Executive Board of the SCU NSBE chapter shall consist of the following:

- (a) President
- (b) Vice President

- (c) Treasurer
- (d) Secretary
- (e). Programs Chair
- (f). Senator 1
- (g). Senator 2
- (h) Faculty Advisor

In addition, the following officers shall be appointed to the Santa Clara University NSBE Chapter by the newly elected President with the approval of the newly elected Chapter Executive Board (CEB):

- (a). Finance Chair
- (b). Membership Chair
- (c). Conference Chair
- (d). Academic Excellence Chair
- (e). Community Service Chair
- (f). Pre-College Initiative Chair
- (g). TORCH Chair
- (h). Social Development Chair
- (i). Telecommunications Chair

Section 1 – Qualifications for Candidacy

- (a). All candidates for elected (or appointed) positions shall be interviewed by the current executive board member in their desired position.
- (b). All elected and appointed candidates must maintain full-time student status throughout their elected term, as well as good academic standing with the University.

Section 2 – Role of SCU NSBE Executive Board

The SCU NSBE Executive Board shall:

- (a) Determine all questions of policy and shall administer the affairs of National Society of Black Engineers Santa Clara University chapter under the constitution, bylaws, and the general provisions of the law under which it is incorporated.
- (b) 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.
- (c) Not receive any salary for service.
- (d) Make recommendations to the NSBE.

(e) Set the hour, agenda and place of the meetings.

(f) Coordinate activities at all levels of the National Society of Black Engineers Santa Clara University chapter.

Section 3 - Duties of Elected Officers

The following officers once elected to the Santa Clara University NSBE Executive Board will hold a vote during the Chapter Executive Board (CEB) meetings (excluding the President). Please note CEB members may be called upon to perform additional work not describe here;

A. PRESIDENT

1. Shall serve as representative for the NSBE Chapter on all levels (i.e. campus, regional...)
2. Shall appoint members of all special committees, with advice and consent of the CEB
3. Shall oversee the development of chapter goals and objectives
4. Shall notify newly appointed members of transition meeting and acceptance
5. Shall vote in CEB meetings only in the case of a tie
6. Shall produce a yearly “state of the Chapter” report addressing issues faced during term of office at the end of term
7. Shall revise the Chapter Strategic Plan as needed
8. Shall revise and maintain Chapter by-laws and submit changes as they are proposed
9. Shall have monthly communication with Regional counterpart
10. Shall complete transition report at the end of term of office

B. VICE-PRESIDENT

1. Shall preside over all official meetings in the absence or inability of the President
2. Shall serve as internal president for all CEB members

3. Shall compile the chapter monthly report
4. Shall prepare all CEB meeting agendas and e-mail three days prior to e-board meeting
5. Shall preside over all CEB meetings
6. Shall coordinate all chapter elections
7. Shall compile the Chapter Development Packet with the help of the President
8. Shall have monthly communication with Regional counterpart
9. Shall communicate weekly with all elected CEB
10. Shall complete transition report at the end of term of office

C. SECRETARY

1. Shall record and report the minutes of all executive board meetings and other chapter business as necessary
2. Shall send out CEB meeting minutes two days after meeting to the executive board
3. Shall produce and distribute all chapter fliers
4. Shall begin to distribute group based meetings (GBM) emails one week prior to meeting
5. Shall keep and maintain updated files of all chapter correspondence
6. Shall maintain Chapter distribution list
7. Shall develop format and keep track of all Program Planning & Evaluation Sheets
8. Shall oversee regular publication of NSBE Torch
9. Shall have monthly communication with Regional counterpart
10. Shall complete transition report at the end of term of office.

D. TREASURER

1. Shall keep track of all chapter funds both income and expenditures
2. Shall oversee expenditures made for chapter business
3. Shall keep account of all financial records and insure that they are accurate with SCU NSBE account
4. Shall prepare Executive Board operating budgets and make modifications as necessary
5. Shall preside over purchasing food for GBM meetings
6. Shall maintain communication with regional Treasurer and report information to chapter President
7. Shall lead regular Finance Zone meetings
8. Shall have monthly communication with Regional counterpart
9. Shall complete transition report at the end of term of office

E. PROGRAM CHAIR

1. Shall serve as President for the appointed positions
2. Shall serve as liaison between the elected officers and the appointed positions
3. Shall meet bi-weekly with the appointed position
4. Shall create vision and goals for NSBE programs
5. Shall manage all Program Planning & Evaluation Sheets within the Programs Zone
6. Shall have monthly communication with Regional counterpart
7. Shall complete transition report at the end of term

F. SENATORS

1. Shall attend Fall Regional Conference and National Convention

2. Shall attend all of the Senator's workshops at the aforementioned conventions
3. Shall vote on matters put to the senators by the National Executive Board with the best interest of NSBE and the SCU NSBE chapter in mind
4. Shall consult the executive board before voting in the Senator's meetings
5. Shall participate in all senator conference calls
6. Shall represent the National Society of Black Engineers at all Santa Clara University Student Body meetings
7. Shall relay all pertinent information to the executive board within two days of the Santa Clara University Student Body meetings

Section 4 - Duties of Appointed Officers

A. FINANCE CHAIR

1. Shall organize corporate events (i.e. Corporate Corners, Workshops)
2. Shall serve as only liaison between Chapter and Corporations
3. Shall solicit corporations for operating funds for academic year
4. Shall develop/send Corporate Partnership Program Packet
5. Shall update corporate contact database regularly
6. Shall respond to corporations within two business days
7. Shall maintain the resume book for the chapter
8. Shall have monthly communication with Regional counterpart
9. Shall complete transition report at the end of term of office

B. MEMBERSHIP CHAIR

1. Shall oversee completion of all membership materials for chapter members
2. Shall implement plans to recruit and retain members

3. Shall oversee successful utilization of NSBE on-line for registering for different NSBE activities
4. Shall work closely with the Social Development Chair
5. Shall maintain membership database
6. Shall maintain and manage alumni database
7. Shall have monthly communication with Regional counterpart
8. Shall complete transition report at the end of term of office

C. CONFERENCE PLANNING CHAIR

1. Shall organize chapter's attendance at Regional Leadership Conference, Fall Regional Conference, Spring Business meeting, as well as the National Convention
2. Shall be responsible for coordinating/composing all Conference Advertising
3. Shall create a budget for conferences and submit to treasurer
4. Shall organize chapter participation in National & Regional Competitions
5. Shall meet regularly with the Finance Zone
6. Shall organize and Chair a Conference Planning Committee at his/her discretion
7. Shall have monthly communication with Regional counterpart
8. Shall complete transition report at the end of term of office

D. ACADEMIC EXCELLENCE CHAIR

1. Shall evaluate academic excellence programming regularly
2. Shall develop programs to encourage SCU NSBE to strive for academic excellence
3. Shall coordinate study sessions

4. Shall coordinate tutoring sessions
5. Shall chair the Academic Excellence committee
6. Shall complete transition report at the end of term of office

E. COMMUNITY SERVICE CHAIR

1. Shall organize community service events in line with national service programs
2. Shall develop programming to encourage cultural responsibility within SCU NSBE
3. Shall chair the community service committee
4. Shall complete transition report at the end of term of office

F. PRE-COLLEGE INITIATIVE CHAIR

1. Shall coordinate chapter PCI programs throughout the year in accordance with the national PCI programs
2. Shall participate in regional programs by bringing students to regional conferences
3. Shall establish and monitor NSBE Jr. Chapters
4. Shall maintain communication with regional PCI chair and report information to chapter President.
5. Shall chair the P-CI committee
6. Shall complete transition report at the end of term of office

G. TORCH CHAIR

1. Shall oversee the successful implementation of the TORCH Program for High School participants
2. Shall coordinate weekend TORCH sessions and TORCH events
3. Shall chair the TORCH committee
4. Shall track and register TORCH hours with Regional Programs Chair

5. Shall work closely to the PCI chair
6. Shall complete transition report at the end of term

H. SOCIAL DEVELOPMENT CHAIR

1. Shall organize social events for the chapter membership
2. Shall head collaboration efforts with student organizations
3. Shall chair the social committee
4. Shall complete transition report at the end of term in office

I. TELECOMMUNICATIONS CHAIR

1. Shall regularly maintain and update the SCU NSBE website
2. Shall educate the chapter on computer applications, the Internet, World Wide Web, and Telecommunications industry as a whole
3. Shall maintain communication with the regional Telecommunications Chair and report information to chapter President
4. Shall support and endorse any programs implemented to achieve and maintain computer literacy amongst membership
5. Shall maintain all Chapter pictures and media library
6. Shall effectively distribute information on NSBE programs, publications, campaigns, and causes via the World Wide Web
7. Shall complete transition report at the end of term of office.

ARTICLE VII – TERMINATION OF BOARD MEMBERS

A. Elected and Appointed Officers

Any elected officer may be impeached for a lapse in duties by the affirmative vote of no less than two-thirds of voting delegates. In the event an officer falls below good academic standing that is grounds for immediate termination from the executive board. Executive board members whose cumulative grade point average falls below a 2.0 must appeal to the President and Vice President to maintain their position

In the event an officer resigns, the President (with the assistance of the resigning officer) shall initiate the appointment process to fill the vacancy

ARTICLE VIII—EXECUTIVE BOARD MEETINGS

A. Attendance

All elected officers shall attend every executive board meeting. Any expected absences should be expressed to the Internal Vice-President at least 1 week prior to the meeting.

B. Quorum

A Quorum for all transaction of business at CEB meetings shall be no less than two-thirds of the voting members of the Chapter Executive Board, excluding the President.

C. Voting

All elected CEB members are able to vote excluding the chapter President.

D. General

All CEB minutes shall be posted on the website within one week of executive board meetings.

ARTICLE IX - MEETINGS

Meetings shall occur at the date and time chosen by the SCU NSBE chapter's Executive Board for the duration of its term. Meeting times will be decided upon two weeks prior to the beginning of the quarter.

ARTICLE X - BYLAWS

The bylaws of the Santa Clara University National Society of Black Engineers chapter shall be amended by a two-thirds vote of the members attending the annual National Convention, or by a two-thirds vote of the Executive Board.

ARTICLE XI - AMENDMENTS

Section 1.

Amendments to this Constitution may be proposed by:

- (a) A two-thirds vote of the Executive Board.
- (b) One-third of the voting members.
- (c) Two-thirds of the members at a meeting.

Section 2.

Proposed Amendments must be submitted in written form to the Executive Board to be reviewed. The proposal must be clearly stated and justified.

Section 3.

Ratification of any amendments to this constitution shall be subject to a three-fourths (3/4) affirmative vote of the members present at a meeting the National Society of Black Engineers University of Notre Dame chapter.

ARTICLE XII - ELECTIONS

Section 1- General

A. A society member shall seek election to a position by completing appropriate elections materials and submitting it by a date specified in the election packet.

B. The Vice President shall approve all materials and ensure that all requirements for placement on the ballot have been met. These requirements include, but are not limited to, all requirements as specified by the by-laws.

C. No candidate shall be elected to office unless an approved application is on file with the Vice President.

D. No candidate shall run for more than one elected position on the Executive Board in a given election.

Section 2 - Candidate Qualifications

Each candidate shall have met the following qualifications in order to be placed on the ballot for positions.

A. Candidates must be active members and be in good academic standing with the University.

B. No member who is on a co-op or who will graduate before the end of the academic school year will be allowed to run for a position.

Section 3 - Voting

A. Voting Qualifications

1. Each paid member may have one vote.

2. There will be no absentee ballots.

B. *Counting of votes*

1. One general body member and two executive board members not running for a position (approved by the Chapter Executive Board) shall oversee the counting of the ballots.

2. Elections will take place at a meeting the Fall before the annual NSBE Convention held in March.

3. If a candidate is running unopposed they must receive majority of the votes cast in order to win the elected office.

4. The president shall appoint any vacant positions.

Section 4 - Election Results

A. The winner of each office shall be the person who received the plurality of the votes cast for the office.

B. In the event of a tie, the current CEB shall select the winner by majority vote of elected officers.

C. The results shall be announced immediately following elections.

Section 5 – National NSBE Office

Any student member of SCU NSBE chapter is eligible for a National office as long as he or she:

(a) has a minimum classification of sophomore undergraduate status or the equivalent for the elected term for the positions of Treasurer, Secretary, or Web Master, or junior undergraduate status for positions of President or Vice President

(b) has been registered as a full-time student the academic quarter prior to the beginning of the elected term and must maintain student status the academic term prior to and throughout the elected term.

(c) is a graduate student who has fulfilled member status, while maintaining full-time student status throughout the elected term.

Section 7 - Restrictions

The Santa Clara University National Society of Black Engineers chapter

President and Vice President positions are restricted to engineering, and applied/physical science majors.

Section 8 – Regional Office

Regional offices and their duties shall be defined by each region’s working rules in accordance with all regulations of NSBE.

Section 9 - Elections to National Office

(a) Elections of National Offices will take place at the annual National Convention and meeting; Regional Chairs may be elected at Regional meetings.

(b) The National Executive Board (NEB) shall appoint an elections committee to compile and disseminate documents and procedures to members seeking office. This elections committee will also coordinate the elections at the Annual Convention.