National Society of Black Engineers
Northern Illinois University

Official Chapter Constitution

Approved: April 23, 2012
Revised: May 9, 2014

Preamble

i) **Mission:**
This organization’s mission is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community. The Northern Illinois University Chapter of the National Society of Black Engineers, as a student run and professional based organization, does hereby dedicate itself to follow this mission utilizing the development of intensive programs to stimulate, develop, and retain students in the fields of Science, Technology, Engineering, and Mathematics (STEM). These programs will be initiated both within and outside the university and will serve to better our community and aid in the advancement of its members in academic studies and into professional industry.

ii) **Motto:**
Our motto is “don’t do it alone”. It is this chapter’s belief that the success of every student requires a supportive background to educate, encourage, and inspire them to achieve their full potential. It is this organization’s responsibility to create a network of support for its members in the midst of the rigorous studies of the STEM fields. This chapter must put its best effort to retain students in these fields of study and encourage academic and professional success at a high level. It is of great importance that this chapter always embodies a strong support system, celebrating the success of its members while keeping up a strong level of encouragement and accountability for one another.

Article I - Affiliation

Section 1
This organization shall be known as, and interrelated with, the National Society of Black Engineers and referenced as the Northern Illinois University Chapter.

Section 2
This chapter shall be associated under Region IV (Great Lakes) due to its geographical location. This region includes the States of – Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin; and all international affinity chapters assigned to Region IV.

Section 3
This chapter shall be officially recognized as an active chapter in accordance with the national guidelines stated in Article IV of the National Bylaws. In the event this chapter does not meet all the qualifications of an active chapter, members may petition the National Executive Board (NEB) for active standing.

Article II - Membership

Section 1
Membership shall be defined as:
(a) i) An undergraduate or graduate student enrolled in Northern Illinois University, or
ii) An undergraduate or graduate student enrolled in any nearby higher educational institution without a recognized NSBE chapter.
(b) Has paid both national and chapter dues.

Section 2
Active Membership shall be defined as:
(a) A member in good academic standing in accordance with Northern Illinois University.
(b) A member involved in a minimum of one committee. Member “involvement” shall be determined by the committee chairperson.
(c) Will be entitled to vote, hold office, and sponsorship to regional and national conferences.
(d) Any question of “activeness” shall be determined by the CEB.
(e) Members must attend at least two NSBE events throughout each semester outside general and executive meetings.

Section 3
Membership and participation shall be free from discrimination on the basis of sex, race, religion, age, sexual orientation, or national origin.

Article III - Dues

Section 1
Upon membership registration, members must pay national membership fees.

Section 2
Bi-annual chapter membership fees shall be set and reviewed annually by the Chapter Executive Board (CEB) and can be changed only by a two-thirds vote.

Article IV - Voting

Section 1
Active members shall be entitled to one vote in any voting action taken place during any chapter meeting if and only if they are present when the voting takes place, unless defined otherwise by the CEB.

Section 2
All voting results shall be taken into effect from either:
(a) A two-thirds vote of membership present.
(b) Two-thirds of the CEB (CEB business only).

Section 3
A quorum for all transaction of business shall be no less than six members, of which must contain no less than three Chapter Executive Officers.

Section 4
This chapter, in good standing with the National Society, shall be entitled to two votes during regional and national conferences and meetings, and shall appoint two delegates (senators) to represent the chapter in regional and national business. All senator selections and responsibilities shall be in accordance with Article XVI of the National Bylaws.

Section 5
Only “active” members shall have the right to vote.

Article V - Committees

Section 1
There shall be six standing committees of the Chapter, which are:
Section 2
The duties and responsibilities of the committees shall be:
(a) Academic Excellence:
    Create and maintain programs and activities to aid in the academic success of members.
(b) Engineering Project Team:
    Design and construct one or multiple engineering projects.
(c) Finance:
    i) Identify and develop resources for chapter funding.
    ii) Identify and coordinate mechanisms for fund-raising.
(d) Marketing:
    i) Assist in devising recruitment strategies.
    ii) Responsible for any public advertisement (flyers, handbills, newspaper ads, etc.).
(e) Membership:
    i) Keep a list of all members (active, inactive, alumni) and their status within the organization (positions, contact info, dues paid, attendance, etc.)
    ii) In charge of membership recruitment.
    iii) Develop programs to encourage teamwork and networking with members, and promote the chapter motto “don’t do it alone”.
(f) TORCH:
    i) Organize community service and STEM outreach programs, events, and projects.

Section 3
In addition to the above duties, the committees will carry out any assignments deemed necessary by the CEB.

Section 4
There shall be committee chairs appointed by the CEB to manage and help carry out the duties of the committees.

Section 5
The CEB will create and/or dismiss any committee(s), as necessary.

Article VI - Offices

Section 1
There shall be a Chapter Executive Board which shall consist of:
(a) President
(b) Vice-President
(c) Secretary
(d) Treasurer
(e) Parliamentarian

Section 2
There shall be Committee Chairs which shall consist of:
(a) Academic Excellence Chair
(b) Engineering Project Team Leader
(c) Finance Chair
Section 3
The Chapter Officers shall:
(a) Interpret all questions of policy and shall administer the affairs of the National Society under the Constitution and 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 National Society.
(e) Coordinate activities at all levels of the chapter.
(f) Work with their Regional Counterpart in order to uphold the duties of the position and the goals of Region IV and National Society.

Section 4
Eligibility:
(a) Must be registered as a full-time student the academic semester prior to the beginning of the elected term.
(b) Must have a minimum cumulative GPA of 2.5/4.0.
(c) Must maintain student status the academic term prior to and throughout the elected term.

Section 5
Elections to Chapter Offices:
(a) Qualifications:
   i) A member can be nominated by another member or nominate themselves for a specific office during the nomination meeting. If one is nominated by someone else, they must be present and immediately accept or decline the nomination. Only members who have formally accepted nominations may be candidates for office. If a member wishes to run for office, and is not present during the nomination meeting, they must submit a letter of intent to run for office prior to the meeting.
   ii) In addition, all candidates must:
       1. Be a current active member and meet the eligibility requirements stated in Article VI, Section 4 of this document.
       2. Submit a copy of their class schedule for the following fall semester which states that he/she is registered as a full-time student and the degree program for which the student is enrolled prior to voting.
(b) Speech and questions:
   i) All candidates are required to give a maximum 3 minute speech followed by a maximum 10 minute Q&A session for each position.
(c) Voting:
   i) All voters must be qualified in accordance to Article IV, Section 5 of this document.
   ii) The candidate with the most votes shall be elected to office.
   iii) In the event that a candidate is unopposed, the candidate must have received a majority of the votes cast.
   iv) In the event of a tie, two-thirds vote of the CEB shall determine the winner.
   v) The results shall only be announced at the Annual Banquet or at another time approved by the CEB. At this time, the newly elected Chapter Officers shall recite the oath of office.

Section 6
The Chapter Officers shall take office May 1 following the April elections and shall serve a one year term.

Section 7
Position Vacancies:
(a) Should a vacancy occur in the office of Chapter President, the unexpired term shall be filled by the Chapter Vice-President.
(b) Should a vacancy occur in any office other than Chapter President the unexpired term shall be filled by appointment of any non-officer by the Chapter President and approved by the CEB.
(c) If the position is still vacant after 3 attempted appointments, then any elected officer may take on the responsibilities for that position upon approval of the CEB.

Section 8
Impeachment:
Any chapter officer may be removed from their said position for a lapse in duties by the affirmative vote of two-thirds of remaining officers on the CEB. In the event an officer resigns or is removed from office, the Chapter President shall initiate the appointment process to fill the vacancy as stated in Article VI, Section 7 of this document.

Article VII - Duties of Elected Offices
Section 1
The duties of the elected offices are:
(a) President:
   i) Shall preside over all official meetings of the chapter.
   ii) Shall serve as the main representative of the chapter.
   iii) Shall appoint members of all standing, and special committees, with advice and consent of the CEB, except where otherwise provided for in this document.
   iv) Shall oversee the development of chapter goals and objectives.
   v) Shall produce a yearly "state of the chapter" report addressing issues faced during term of office at the end of term.
(b) Vice-President:
   i) Shall preside in the absence or the inability of the president.
   ii) Shall oversee the activities of the six standing committees.
   iii) Shall perform any activities, duties, and responsibilities as designated by the president.
(c) Secretary:
   i) Shall accurately record and report the minutes of the all chapter meetings along with other regional business; and make available the minutes to all members upon request.
   ii) Shall keep and maintain all updated files and official documents of the Chapter.
   iii) Shall be responsible for all chapter correspondence, organizing and distributing chapter business and information, and is responsible for submitting old files to history.
(d) Treasurer:
   i) Shall keep accounts and deposit organization funds of the Chapter Treasury.
   ii) Shall have the final say of all expenditures made for all Chapter business once approved by the CEB.
   iii) Shall collect bi-annual dues of the Chapter.
(e) Programs Chair:
   i) Shall be responsible for the implementation of national, regional, and chapter projects and programs.
   ii) Shall design and implement methods by which chapters may learn how to create and maintain programs.
(f) Parliamentarian:
   i) Shall be knowledgeable with all NSBE bylaws and procedures, and make sure the organization’s actions are followed in accordance with the Chapter Bylaws.
   ii) Shall help manage meetings effectively by maintaining order and adhering to time constraints.
   iii) Shall assist with the coordination of proposals, motions, and resolutions.
iv) Shall assist with all voting procedures.

v) Shall perform any activities, duties, and responsibilities as designated by the president.

**Article VIII - Meetings**

**Section 1**
General Body Meetings:

i) There must be at least one General Body Meeting (GBM) per month.

ii) All GBM times shall be determined by two-thirds vote of membership every semester.

iii) Frequency and organization of meetings shall be subject to change by two-thirds vote by CEB.

**Section 2**
Chapter Executive Board Meetings:

i) There must be at least two CEB Meetings per month.

ii) Meeting times shall be determined by two-thirds vote of CEB officers.

iii) Meetings shall be opened to all members.

iv) Any additional and non-scheduled meetings may be called by any CEB officer upon approval by Chapter President.

**Section 3**
Committee Meetings:

Committee Meetings are subject to committee the officer’s discretion and must be approved by the CEB.

**ARTICLE IX - Amendments**

**Section 1**
The Bylaws of this chapter can be subject to amendment. Amendments to this Constitution may be proposed by any active member.

**Section 2**
Proposed amendments must be submitted in written form to the CEB to be reviewed. The proposal must be clearly stated and justified. The proposal has to be approved by two-thirds vote of the CEB.

**Section 3**
The final ratification of any amendments to this constitution shall be subject to a three-fourths (3/4) affirmative vote of the entire membership.

We the members of the Northern Illinois University Chapter of the National Society of Black Engineers, assembled, appealing to the National Society for the rectitude of our intentions, and by authority of the National Executive Board, do solemnly publish and declare, that this organization be a regulated, yet, independent branch of the National Society. have full power to levy programs, develop unity, contract networks, establish a treasury, and to do all other acts and things which student organizations may of right do in regards to fulfill the goals and mission of the National Society of Black Engineers. — And for the support of this Constitution, with a firm reliance on the protection of Northern Illinois University, we mutually pledge to each other our time, our effort, and our integrity. This done in convention by the unanimous consent of the membership present the twenty-third day of April in the year two thousand twelve we have hereunto subscribed our Names:

Solomon Mason (President)  Norman Hayes (Treasurer)  Asia Hopkins (Secretary)