

National Society of Black Engineers Region 5 By-Laws

Approved February 19, 1999
Revised Friday, March 19, 2004

CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers Region 5 By-Laws describes the manner in which the Region shall be governed and structured. Region 5 and these Regional By-Laws shall comply, and be consistent with, the Constitution and By-Laws of the National Society.

PREAMBLE

The National Society of Black Engineers, as a national professional engineer-student organization, does hereby dedicate itself to the development of intensive programs for increasing Black and other ethnic minority participation in the fields of engineering, engineering technology, and the physical sciences. 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 – REGION 5 BY-LAWS

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

ARTICLE II – OBJECTIVE

The Region 5 Executive Board of the National Society of Black Engineers, hereafter called Region 5 shall serve as a liaison between the National Executive Board and the local chapters, shall carry out the objectives of the National Society by acting as a governing body for regional networking, and shall strive to increase the participation and community awareness of Blacks in the fields of engineering and other technical fields.

ARTICLE III- GEOGRAPHIC ORGANIZATION

Section I – States

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

Section II – 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 IV – REGIONAL BOARD

The following officers shall be elected to the Region 5 Executive Board: Chairperson, Vice-Chairperson, Secretary, Alumni Extension Chairperson, Treasurer, Telecommunications Chairperson, Programs Chairperson, Publications/Public Relations Chairperson, Finance Chairperson, Charter Membership Chairperson, Academic Excellence Chairperson, Pre-College Initiative (PCI) Chairperson, Community Service Chairperson, and Assistant Vice Chairpersons of the Louisiana, Missouri, Oklahoma, and Texas Zones.

The newly elected Region 5 Chair with the approval of the elected officers shall appoint the following officers to the REB: Regional Leadership Conference Planning Chairperson, Fall Regional Conference Planning Chairperson, Spring Regional Conference Planning Chairperson, and Parliamentarian.

ARTICLE V – REGIONAL BOARD ZONE STRUCTURE

The Regional Board shall be divided into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently.

- A. The Administrative Zone consists of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Programs Chairperson, and Alumni Extension Chairperson. The Parliamentarian shall also work with this zone as an advisory member. Members of this zone shall oversee all other zones. The Chair shall coordinate the work of this zone.
- B. Membership Zone consists of the Vice-Chair, Charter Membership Chairperson, and the Assistant Vice Chairpersons of the Louisiana, Missouri, Oklahoma, and Texas Zones. The Vice-Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He/she shall also present regular reports of zone activities to the Chairperson.
- C. Communications Zone consists of the Secretary, Telecommunications Chairperson, and Publications/Public Relations Chairperson. The Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He/she shall also present regular reports of zone activities to the Chairperson.
- D. Finance Zone consists of the Treasurer, Finance Chairperson, and the Conference Planning Chairpersons. The 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 Chairperson.
- E. Programs Zone consists of the Programs Chairperson, Pre-College Initiative (PCI) Chairperson, Academic Excellence Chairperson, and Community Service Chairperson. The Programs Chairperson shall manage the work of the 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 Chairperson.
- F. Regional Executive Officers (REO): The REO is comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Programs Chairperson.

Each zone leader will be responsible for the following:

- A. Regularly contacting each board member in the zone for updates.
- B. Reporting and relaying information to the Regional Chair.
- C. Ensuring that all zone members are functioning their assigned duties and provide them with the support to perform their job effectively.

ARTICLE VI - DUTIES OF OFFICERS

Section I - Duties of Elected Positions

The following officers shall be elected to the Region 5 Executive Board and hold a vote in REB meetings (excluding the Regional Alumni Extension Chair).

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 produce a monthly report to be distributed to the Region V Executive Board that is based upon zone reports and details the status of the organization.
5. Shall make verbal and written statements to the public concerning NSBE policy, goals, and objectives.
6. Shall appoint members of special committees on an as-needed basis.
7. Shall appoint new board members to vacant board positions with the consent of the remaining board members.
8. Shall appoint the Regional Parliamentarian/ Chair Emeritus for a one-year term with the consent of the board.
9. Shall communicate with the Regional Advisory Board Chairperson on an as-needed basis.
10. 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 Membership 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 monitor, update, and report to the Region the progress in meetings the strategies as outlined in the Long Range Strategic Plan.
8. 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 and regional 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 an 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.

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 and National Programs 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/Public Relations Chairperson

1. Shall approve all regional publications (newsletter, brochures, presentations, letters, etc.).
2. Shall evaluate, approve, and finalize the general content of the Torch, the regional newsletter.
3. Shall evaluate publication alternatives and maintain regional publications liaisons.
4. Shall prepare and submit articles affecting the public image of NSBE to other publications.
5. Shall distribute information about NSBE to NSBE chapters, other organizations, corporations and the general public.
6. 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.
7. Shall be responsible for enforcing the proper use of the NSBE logo by the region, the chapters, and corporate affiliates within the region.
8. Shall make official statements for the organization with the approval of the Regional Chairperson.
9. Shall identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
10. Shall report to the National Publications Chairperson and the National Public Relations Chairperson on an as-needed basis.
11. Shall reside in the Communications Zone and present periodic reports to the Regional Secretary.
12. Shall produce an official transitional report at the close of the term of office.

G. 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.

H. 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 Membership 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.

I. 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.

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

K. 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 chair the Region 5 Awards Committee
7. Shall reside in the Programs Zone and present periodic reports to the Programs Chairperson.
8. Shall report to the National Academic Excellence Chairperson on an as-needed basis.
9. Shall produce an official transition report at the close of the term of office.

L. 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 Chapter 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.

M. Assistant 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 Membership Zone and present periodic reports to the Vice Chairperson.
6. Shall produce an official transition report at the close of the term of office.

N. Community Service Chairperson

1. Shall organize a community service activity for every regional conference.
2. Shall lead the region's efforts in the development of the Technical OutReach Community Help (T.O.R.C.H.) Program in support of the national effort to bridge the digital divide.
3. Shall be responsible for all regional community service programs.
4. Shall report to the National T.O.R.C.H. Coordinator on an as-needed basis.
5. Shall reside in the Programs Zone and present periodic reports to the Regional Programs Chair.
6. Shall produce an official transitional report at the close of the term of office.

Section II – 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. Regional Leadership Conference Planning Chairperson
 - a. Shall coordinate the activities of the Regional Leadership Conference.
 - b. Shall organize cost efficient travel and accommodations for all participants.
 - c. To develop the conference under the direction of the National Leadership Institute Chairperson.
 - d. Shall reside in the Finance Zone and present periodic reports to the Treasurer.
 - e. Shall compile a post-conference report
 2. Fall Regional Conference Planning Chairperson
 - a. Shall coordinate the activities of the Fall Regional Conference.
 - b. Shall organize cost efficient travel and accommodations for all participants.
 - c. Shall reside in the Finance Zone and present periodic reports to the Treasurer.
 - d. Shall compile a post-conference report.
 3. Spring Regional Conference Planning Chairperson
 - a. Shall coordinate the activities of the Spring Regional Conference.
 - b. Shall organize cost efficient travel and accommodations for all participants.
 - c. Shall reside in the Finance Zone and present periodic reports to the Treasurer.
 - d. Shall compile a post-conference report.
 4. Parliamentarian
 - a. Shall serve as a resource on the governing documents of the National Society.
 - b. Shall serve as a resource on proper parliamentary procedure.
 - c. Shall coordinate the regional elections procedures at the National Convention.
 - d. Shall reside in the Administrative Zone and report to the Regional Chair.
 - e. Shall produce an official transition report at the close of the term of office.

D. Voting

1. The Regional Leadership Conference Planning Chair, the Fall Regional Conference Planning Chair, and the Spring Regional Conference Chair shall hold a vote in REB meetings.
2. Their vote becomes effective at the next REB meeting following their appointment.

ARTICLE VII - TERMINATION OF BOARD MEMBERS

Section I - Impeachment

Any Region 5 Executive Board member or member of the Advisory Board of Region 5 may be impeached for a lapse in duties by the affirmative vote of:

- A. No less than two-thirds of the voting senators; or
- B. All remaining officers on the Executive Board of Region 5

Section II – Vacant positions

- A. In the event an officer resigns or is impeached, the Chair shall initiate the appointment process to fill the vacancy.
- B. In the event the position of Regional Chairperson becomes vacant due to resignation or impeachment the Regional Vice Chair shall assume the position of Regional Chairperson.

ARTICLE VIII - ADHOC COMMITTEES

Section I - 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 governing documents.
3. It shall perform other tasks assigned by 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 II - 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.

ARTICLE IX – MEETINGS

Section I – 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. All business meetings of the REB shall be open to the membership and the minutes shall be made available for chapters upon request.

Section II - 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 III - Quorum

A quorum for all transaction of business at REB meetings shall be no less than two-thirds of the voting members of the Regional Executive Board, excluding the Regional Chair.

Section IV - Meeting Governance

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

Section V - Conference Rotation

The conference rotation shall be as follows:

Texas
Missouri
Louisiana
Oklahoma

Section VI - 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 VII - 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 of 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 VIII - 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 members 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 X- 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

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, 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 by 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 XI - ELECTIONS

Section I - General

- A. A society member shall seek election to a regional position by filing a declaration of intent by a date specified by the Regional Parliamentarian or submitting it by the beginning of the first regional meeting at National Convention to the Regional Parliamentarian.
- B. The Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include all requirements as specified in the National By-laws and these by-laws.
- C. No candidate shall be elected to office unless an approved declaration of intent is on file with the Parliamentarian.
- D. No candidate shall run for more than one position on the Regional Executive Board in a given election.

Section II - Candidate Qualifications

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

- A. Each candidate shall submit a letter from the Registrar or appropriate university official which states:
 - a. that he/she is registered as a student and the degree program for which the student is enrolled
 - b. that he/she is a student in good academic standing with the university
 - c. his/her Grade Point Average
- B. Each candidate must state his/her expected graduation date.
- C. If the candidate expects to graduate or has graduated before September 15, he/she shall be eligible to run if he/she intends to attend graduate school **during the ensuing year**.
- D. Each candidate must be active members and in good standing according to the Member Code of Conduct.
- E. Each candidate, who is currently a co-op student, must meet all of the above requirements.
- F. Each candidate must have a minimum Grade Point Average of 2.8/4.0.

Section III - Voting

- A. Each active chapter in the Region will be allowed to cast two votes.

- B. Absentee ballots shall not be allowed.
- C. The Regional Parliamentarian and at least one member of the RAB shall oversee the counting of the ballots immediately following the voting procedure.

Section IV - 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 REB, excluding the candidate seeking the position in question, shall select the winner by plurality vote.
- C. The results shall be announced at the final Regional meeting at National Convention or at another time approved by the REB. At this time, the newly elected REB will be given the oath of office by the current Regional Chair or an appointee.
- D. Any remaining vacancies of the elected officers shall be appointed by the Chair-Elect with approval of the REB-elect and will not lose their vote in REB meetings.

ARTICLE XII - AMENDMENT PROCESS

- A. Amendments to the By-Laws of Region 5 shall be proposed by any active chapter or REB member by submitting said change in written form to the Regional Secretary and Parliamentarian four weeks prior to any Regional activity including the Leadership Conference, Fall Conference, Spring Conference, and the National Convention.
- B. The Regional Parliamentarian shall submit all proposed changes to the REB and active chapters for approval.
- C. A change to the by-laws shall be made by the affirmative vote of the following::
 - 1. 2/3 vote of the REB in attendance (or),
 - 2. 2/3 vote of the active chapters in attendance at a Regional activity.