

UNIVERSITY OF HOUSTON CHAPTER OF THE NATIONAL SOCIETY OF BLACK ENGINEERS CONSTITUTION

ARTICLE I – NAME

The name of this organization is the National Society of Black Engineers - University of Houston Chapter.

ARTICLE II – OBJECTIVE

The purpose of this organization is to promote fellowship between Black engineering and science students, thereby increase the number of Black engineering and science students entering and graduating from the University of Houston, and to create close ties with graduate Black engineers and younger students interested in science and engineering.

ARTICLE III – MEMBERSHIP

Section 1.

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

Section 2.

The Executive Board of the Chapter or duly authorized representatives shall consider each application for membership. When accepted the applicant shall be notified.

Section 3.

Membership shall be designated as Member, Associate Member, or Honorary Member.

- (a) A Member of the National Society of Black Engineers – University of Houston Chapter is:
 - (i) a candidate for a Bachelor’s degree or equivalent in engineering, engineering technology, or applied science as defined by the University of Houston in good standing, or
 - (ii) a candidate for an advance degree in engineering, engineering technology, or applied science as defined by the University of Houston in good standing, or

- (iii) a graduate student who has a BS degree in engineering, engineering technology, or applied science as defined by the University of Houston in good standing,

and has received a registered membership card through the payment of annual chapter, regional, and national membership fees.

- (b) Associate Members shall be defined as persons who are not students at the University of Houston in good standing, but have received a registered membership cards through payment of annual chapter, regional, and national membership fees.
- (c) Honorary Members shall be defined as persons who do not meet the definition of Member or Associate Member but has contributed through efforts in support of the goals of the organization and have been recognized by the Executive Board.

Section 4.

Members and Associate Members are entitled to full access of the organization's facilities and other benefits of membership. Honorary Members will be granted access at the discretion of the Executive Board.

ARTICLE IV - DUES

Section 1.

Annual membership dues shall consist of three parts: national membership fees, regional membership fees, and chapter membership fees.

Sectional 2.

National membership dues shall be reviewed annually by the National Executive board (NEB) and can be changed only by two-thirds vote of the delegates attending the National Conference upon recommendation of the NEB.

Section 3.

Regional membership dues shall be decided upon by the region.

Section 4.

Chapter membership dues shall be seven dollars annually.

Section 5.

Annual dues shall accompany any application for membership.

ARTICLE V – CHAPTER ORGANIZATION

Section 1. Executive Board

- (a) The Executive Board shall consist of the elected officers and standing committee chairpersons as defined in Article VII. Also, the Chair Person shall appoint other members of the Board as deemed necessary. Each appointee must be approved by the members of the Executive Board.
- (b) The Executive Board shall coordinate the ideas and activities presented to it by the general body. It should initiate and execute policies deemed necessary for the day to day operations of the Chapter.
- (c) The Executive Board shall prepared a calendar of events and present it to the general membership at the first general body meeting of each semester.

Section 2. President Emeritus

If available, the Chair Person from the previous year shall automatically serve as a member of the Executive Board the year immediately following his/her term of office.

ARTICLE VI – ELECTED OFFICERS

Section 1. Elected Officers

The elected officers of the chapter will be Chair Person, Vice-Chair, Secretary, and Treasurer, and Programs Chair.

Section 2. Vacancy in Office

- (a) If the office of the Chair Person becomes vacant for any reason during the elected term, the Vice-Chair shall become the Chair Person for the remainder of the unexpired term, thereby creating a vacancy in the Vice-Chair Position.
- (b) If any elected office other than of the Chair becomes vacant, the Executive Board of the Chapter shall fill the vacancy by simple majority vote at an Executive Board meeting of which all members of the Executive board shall receive at least six (6) calendar days notice.

Section 3. Duties

- (a) Chair Person – The Chair Person shall preside at all of the meetings of the Executive Board and regular sessions of the Chapter. He or she shall serve as an ex-officio member of all committees. He or she shall approve, in advance all

official communications sent out in the name of Chapter. He or she shall approve in advance all financial expenditures. He or she shall maintain a control book containing documentation of all chapter activities for the year. He or she shall also submit to the general body report on the Chapter at the end of his or her term, consisting of major accomplishments of the past year, problems encountered and future goals.

- (b) Vice Chair – The Vice-chair shall oversee the activities of the standing committees. He or she shall assist the Chair Person with his or her duties. In absence of the Chair Person, the duties of the office of the Chair Person shall be performed by the Vice Chair.
- (c) Secretary – The Secretary shall keep a permanent record of the proceedings of the Executive Board and the general meetings. He or she shall distribute a copy of such reports to members of the Executive Board, and conduct such other correspondence as the Chair Person or Executive Board may direct. He or she also organize and file all official paperwork as needed.
- (d) Treasurer – The Treasurer shall prepare the yearly budget, set financial guidelines develop and maintain an effective financial management system for handling the chapter's accounts. As financial officer of the Chapter, the Treasurer is authorized to receive and disburse all moneys under the direction of the Executive Board of the Chapter. All checks and other instruments for the payment of the moneys of the Chapter shall be drawn in the name of the Chapter and shall be signed by the Treasurer or Chair Person (at the Chapter's option the signing officers and any countersigning requirements may be different except that if no countersigning is required proper provisions should be made for bonding responsible Chapter officers or members).
- (e) Programs Chair – The Programs Chair is responsible for overseeing all programs sponsored by the Chapter. He or she shall be responsible for working with the Academic Excellence, Pre-College Initiative (PCI), and other committees to institute programs and activities that are geared toward fulfilling the mission and vision of NSBE.
- (f) Chair Emeritus – The Chair Emeritus bearing graduation shall serve as advisor to the current Chair Person. Also will take on the responsibilities of parliamentarian on the chapter executive board.

Section 4.

The qualifications for a student member to be eligible for elected officer position are:

- (a) The member must be in good standing with the chapter.

- (b) The member is a candidate for a Bachelor's degree or equivalent in engineering, engineering technology, or applied science as defined by the University of Houston in good standing,

OR

The member is a candidate for an advanced degree in engineering, engineering technology, or applied science as defined by the University of Houston in good standing,

- (c) The member must have a cumulative GPA of 2.3 or higher upon their incoming term.

Section 5.

A Chapter Executive Officer will not be able to maintain their position on the Chapter Executive Board if they pursue a cooperative education position outside the Houston-area during the fall or spring semesters.

ARTICLE VII – COMMITTEES

Section 1.

All committee chairs shall report directly to the Vice-Chair.

Section 2.

There shall be eleven standing committees in the Executive Board:

- (a) Academic Excellence
- (b) Career Fair/Professional Development
- (c) Publications Chair
- (d) Cultural & Community Awareness Chair
- (e) Facilities
- (f) Finance
- (g) Membership
- (h) Pre-College Initiative
- (i) Publicity
- (j) Telecommunications

- (k) Travel

Section 3.

Duties of Committee Chairs

(a) Academic Excellence Chair

- (i) Shall encourage the membership to strive for excellence academically
- (ii) Shall be responsible for notifying the membership of available scholarships: through research, regional program books, and through campus and engineering college.
- (iii) Shall establish chapter scholarships when funds are available.
- (iv) Request tests from members, and monitor test file activity and keep files organized and up to date.
- (v) Organize a 3.0 crew, student study groups.

(b) Career Fair/Professionally Development

- (i) Shall encourage the members to succeed professionally in the fields of engineering and science.
- (ii) Shall encourage the membership to become aware of the employment opportunities available in the engineering and science fields.
- (iii) Shall coordinate the annually NSBE hosted Career Fair in September.
- (iv) Shall be responsible for hosting one Professionally Development Programs per semester.
- (v) Shall implement programs that challenge members to relate their academic skills to realistic situations in the professional world.

(c) Publications

- (i) Shall edit and distribute a semester bulletin to the membership concerning the chapter, local, regional, and national affairs.
- (ii) Shall prepare and submit articles concerning University of Houston-Central NSBE chapter to other publications.

- (iii) Shall design brochures concerning information about University of Houston-Central NSBE chapter and distribute to other NSBE chapters, organizations, corporations, students, and/or general public
- (iv) Shall distribute national and regional publications to all University of Houston-Central NSBE members.
- (v) Shall be responsible for taking pictures at various NSBE functions throughout the semester/year.
- (vi) Shall aid in development of chapter scrapbook of all functions and activities throughout the year.

(d) Cultural & Community Awareness

- (i) To plan and organize cultural awareness activities and workshops for NSBE members to increase knowledge and pride in our history.
- (ii) Shall seek to create strong links between the chapter and minority community.
- (iii) Shall plan and organize activities community service for the University of Houston NSBE membership throughout the year.

(e) Facilities

- (i) In charge of maintaining the cleanliness of the NSBE office, lounge, and study room for the membership and making needed repairs to all of these facilities.
- (ii) To head and organize clean-up activities for all of the NSBE facilities throughout the year.

(f) Finance

- (i) Shall identify and contact chapter sources and mechanisms for fundraising.
- (ii) Shall design and distribute Corporate Solicitation Packages for the University of Houston NSBE chapter and write proposals to fund specific chapter programs.
- (iii) Shall oversee all chapter fundraising ventures.

(g) Membership

- (i) Shall recruit new and old members into the organization with programs throughout the year.

- (ii) To devise ways to retain and maintain the activity of the University of Houston NSBE membership throughout the year.
- (iii) Shall create and update a member list that consists of contact information for the entire chapter
- (iv) Shall be responsible for maintaining and calculating the University of Houston NSBE membership point system.

(h) Pre-College Initiative

- (i) Shall encourage NBSE Pre-College Initiative (PCI) students to enter the fields of engineering, science and technology and attend college in these fields.
- (ii) To assist NSBE Pre-College students by providing tutoring, counseling, designing projects and other support services.
- (iii) To be responsible for organizing at least one University of Houston NSBE sponsored Pre-College Initiative event each semester.
- (iv) Shall research, document, and distribute engineering school and scholarship information to Pre-College Initiative students.
- (v) Shall maintain a file of all members of the Pre-College Initiative students in each chapter.
- (vi) Shall make sure that all Pre-College Initiative chapters are chartered on time.

(j) Publicity

- (i) Shall publicize all University of Houston NSBE general meetings and activities.
- (ii) Shall identify other engineering student and professional organizations for publicity and/or support.
- (iii) Shall make display boards of the University of Houston to use during special events (i.e. PROMES Banquets, B.O.S., Cougar Paw, Activity Marts, etc).
- (iv) Shall come up with paraphernalia and paraphernalia days.

(k) Telecommunications

- (i) To design and maintain a web site of the University of Houston that can be accessible to the entire membership.

- (ii) To setup and maintain a list server for the entire University of Houston membership.
- (l) Travel
 - (i) Shall obtain all information regarding conferences, convention, and retreats for attending chapter members.
 - (ii) Shall work in conjunction with the finance chair to get sponsorship opportunities for travel arrangements.
 - (iii) Shall handle all logistics approved by the chapter executive board for conferences and convention (i.e. registration, travel, and hotel accommodations) for the attending members.

Section 4.

Special committees shall be appointed by the Chair Person as deemed beneficial to the workings and interest of the Chapter.

ARTICLE VIII – MEETINGS

Section 1.

There shall be regularly scheduled general body meetings and Executive Board meetings as determined by the Executive Board.

Section 2.

A quorum for transacting business at Executive Board meetings must consist of either the Chair Person or Vice Chair and shall consist of no less than half of the entire Executive Board.

Section 3.

A motion shall be approved by the Executive Board by a simple majority vote of the Executive Board members present.

ARTICLE IX – NOMINATIONS AND ELECTIONS

Section 1.

Each Member in good standing is entitled to one vote at all meetings, except as otherwise noted in this Article.

Section 2.

Associate Members and Honorary Members shall not be entitled to vote at any meetings of the members of the Chapter.

Section 3.

To be eligible for election in the Chapter, the Nominee shall be a Member in good standing and shall have been a Member of the Chapter during the immediately previous semester.

Section 4.

The University of Houston Chapter shall elect a Chair, Vice-Chair, Secretary, Treasurer, and Programs Chair prior to the National Convention each spring.

ARTICLE X – MERIT SYSTEM

Section 1.

The Chapter shall use a merit system to keep track of the participation of the membership including the Chapter Executive Board.

Section 2.

The **Membership Chair** shall be in charge of maintaining and updating the list of members and the points they have earned within the merit system. Each committee chair shall be responsible for reporting to the **Membership Chair** the attendance and work done at their committee meeting and activities.

Section 3.

Points will be awarded to members as follows:

- (a) Any event that does not fall in the following categories will be asset a point total by the chapter executive board.
- (b) 5 points for attending general meeting.
- (c) 7 points for participating in fundraising and community service (recognized by the chairing chapter executive board member).
- (d) 6 points for attending committee meetings.
- (e) 10 points for helping with the career fair (recognized by the career fair chair).

- (f) 7 points for helping coordinate NSBE activities (recognized by the chairing chapter executive board member).
- (g) 7 points for attending NSBE activities, excluding career fair (recognized by the chairing chapter executive board member).

7 points for each engineering activity (i.e. BOS Party, IEEE Chili Cook-Off, etc.) participated.

Section 4.

Members shall be rewarded for their participation in the following ways:

- (a) Only members who have earned a fixed number of points in Article X, Sec.3 agreed by the chapter executive board shall be allowed to attend regional and national conferences and conventions with discounted rates. They will also have first priority in attending these events.
- (b) Will be recognized in front of peers at the PROMES Banquet.

Section 5.

- (a) Points will be rewarded to Chapter Executive Board Members
 - (i) 4 points for attending general meeting
 - (ii) 6 points for attending chapter executive meeting **on time**, at the discretion of the Chair Person
 - (iii) 8 points for conducting a committee meeting
 - (iv) 6 points for turning monthly reports on time
 - (v) 13 points for participating in Career Fair (recognized by the career fair chair)
 - (vi) 10 points for chairing a NSBE event or a general meeting workshop
 - (vii) 10 points for participating in engineering events (i.e. BOS Party, IEEE Chili-Cookout, ASME Crawfish Broil, etc.)
 - (viii) 10 points for attending Cougar Paw, PAPPAs, Engineering Alumni Meeting
 - (ix) 7 points for attending NSBE activities, excluding career fair (recognized by the chairing chapter executive board member)

- (b) The chapter executive board will determine the equally fixed number points that are required of every member of the board.
- (c) The Vice-Chair shall be in charge of maintaining and updating the list of points earned by the chapter executive board members within the merit system.
- (d) The members of the chapter executive board that do not achieve the amount will be reprimanded. The punishment will be assessed to chapter executive board member as seen fit by the chapter executive board.

ARTICLE XI – ANNUAL MEETINGS (REGIONAL AND NATIONAL CONVENTIONS)

Section 1.

Attendance for the convention shall be based on member participation.

- (a) Members must have earned the number of points agreed upon by the chapter executive board at the beginning of the year to be considered for attending the regional conferences and national convention at the discounted rate. This includes the chapter executive board members.
- (b) Members who join at the beginning of the spring semester will get a set amount of points designated by the chapter executive board in order to attend the conferences and conventions.

Section 2.

A fixed amount of money shall be set aside in the budget for each conference. This amount shall be put aside to assist all attending members with enough points for the regional conferences or national convention.

Section 3.

In the event that more people qualify to attend the conference than the chapter is financially able to send the following hierarchy will be used:

- (a) Elected officers
- (b) Executive board members
- (c) Members with the highest number of points.

Section 4.

Members who do not qualify to attend the conference under Sections 1 and 2 of this article and wish to pay the full cost of their registration, travel, and accommodations are welcome to travel with the chapter.

Section 5.

If there is any conflict between members about who shall attend a conference, the Chair Person shall make the final decision.

ARTICLE XII – AMENDMENTS

Section 1.

Amendments to this Constitution may be proposed by:

- (a) A two-thirds vote of the Executive Board, or
- (b) One-half of the voting members of the Chapter

Section 2.

The proposed amendment must be submitted in a **typed** proposal to the Executive Board to be reviewed. The proposal must be clearly stated and justified in **typed** form.

Section 3.

Ratification of any amendment to this constitution shall be contingent upon a three-fourth vote of the Executive Board.

ARTICLE XIII – EXPULSION

Section 1.

Any member may indicate an intention to relinquish his membership by filling a written resignation with the Executive Board. In case of resignation no fees covering the remainder of the year in which the resignation is processed shall be remitted to the resignee.

Section 2.

Violations subject to expulsion would include:

- (a) Malicious conduct detrimental to the interest of the Chapter.
- (b) Theft and/or destruction of funds, academic materials or facilities provided by the Chapter

- (c) Violations of policies adhered to the general body.
- (d) Procedure:
 - (i) Before a motion can be made for expulsion, a petition must be signed by a least one-third of the Members and presented to the Executive Board for verification.
 - (ii) The accused will be requested to attend the next Executive Board meeting and informed the Charges against him. He will be given the opportunity to plead either innocent or guilty.
 - (a) Guilty – He will lose all privileges of membership
 - (b) Not Guilty – He will be given the opportunity to appeal his case at the next general meeting.
 - (iii) After the appeal each Member will be given a ballot which should be submitted to place designated by the Executive Board.
 - (iv) If by three-fourths vote of Members it is determined that this member should be expelled, he will lose all right afforded by Chapter members.
 - (v) If not, all charges will be dropped and he will retain all the right of Chapter membership.

Section 3.

The impeachment process of a chapter executive board member is as follows:

- (a) Procedure
 - (i) An emergency meeting will be called by any chapter executive officer, and attended by 90% of the entire executive board.
 - (ii) The chapter executive board member under question will be brought before the executive board to voice their position.
 - (iii) The entire chapter executive board will be allowed to voice questions to the chapter executive board member under question.
 - (iv) A vote will be conducted without the chapter executive board member under question present.

- (v) The impeachment vote will pass under a 4/5 and above vote of the chapter executive board present