

**Bylaws of the National Society of Black Engineers –  
Savannah State University Chapter**

*Revised April 8, 2009*

**Preamble**

The National Society of Black Engineers – Savannah State University Chapter, as a national student and professional 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 and Type**

The name of this organization will be the National Society of Black Engineers – Savannah State University Chapter, a non-profit student run organization, henceforth referred to as NSBE – SSU Chapter.

**Article II – Purpose and National Mission Statement**

It shall be the purpose of NSBE – SSU Chapter to recruit more students, undergraduate and/or graduate, to organizations such as the National Society of Black Engineers in hopes that these students will continue their studies in the S.T.E.M. (Science, Technology, Engineering, and Mathematics) disciplines, more specifically engineering; and to endeavor in the advancement of the ethnic minority engineer in professional industry.

The mission statement of the National Society of Black Engineers is to increase the number of culturally responsible Black engineers, who excel academically, succeed professionally, and positively impact the community.

**Article III – Membership**

**Section 1. Applications**

- (a) Each application for membership in NSBE – SSU Chapter as Affiliate, Honorary, Alumni, or Member, shall be in writing, in such form and in such detail as required by the Executive Board of the National Society, and shall be signed by the applicant. Such an application shall be presented either to the Executive Committee of the National Society Chapter, hereafter called the Chapter, within which the applicant desires to affiliate or to the National Society Membership Committee.
- (b) The Executive Committee of the Chapter or the Executive Board of the National Society, or their duly authorized representatives shall consider such application for membership. When accepted, the applicant shall so be notified.
- (c) All applicants presented to the Executive Committee of the Chapter shall be so acted upon promptly and upon written approval transmitted immediately to the National Society Membership committee.

- (d) All applicants mailed directly to the National Society Membership committee shall be forwarded, after approval, to the appropriate Chapter for its approval, unless the applicant resides where there is no geographically available chapter.

### **Section 2.**

Any member who desires a change in class of general membership shall apply in writing to the Executive Committee of the Chapter with which he is affiliated or to the National Society Membership Committee. If he is not affiliated with a Chapter, such application shall be considered and acted on in the same manner as an application for membership and the same notification is to be sent to the Membership committee.

### **Section 3.**

Any member who changes geographic location shall be affiliated with the nearest Chapter geographically convenient to the new location, and shall be so notified by the National Society Membership committee. This is subject to the provision that either the member of the Chapter or both may request a change in the new affiliation by writing to the National Society Membership committee.

### **Section 4. Termination**

- (a) Any member may indicate an intention to relinquish his membership by filling a written resignation with the Executive Committee, or if affiliated with no Chapter, with the National Society Membership Committee. All such resignations shall be transmitted immediately to 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 resigner.
- (b) Any member whose fees to the National Society remains unpaid for a period of one (1) calendar month after the final bill for the same has been mailed to the Affiliate, Alumni, or Member directed to the mailing address shown on the official records of the National Society for the member in question shall automatically cease to be a member.
- (c) Any member who resigns or is dropped for nonpayment of fees shall have the privilege of resuming membership without penalty or loss of continuity by making his fee payment at any time within six (6) calendar months after the resignation of the final bill as described above.

### **Section 5. Dues**

Fees of NSBE – SSU Chapter shall be assessed in accordance to Article V of the Chapter Constitution and shall be directed to the Chapter Executive Board (CEB).

### **Section 6. Committee Membership**

- (a) Standing committees shall consist of the CEB Representative (who shall serve as the Chairperson of the Committee), additional positions as defined in the NSBE Bylaws, and any additional members recommended by the committee Chairperson and approved by the CEB.
- (b) All positions on chapter standing and ad-hoc committees shall be held by members in good standing.

## **Article IV – Chapter Executive Board**

### **Section 1. Qualifications of Candidacy**

- (a) All elected positions will be held by members as currently defined by the NSBE – SSU Chapter Constitution.
- (b) In addition, all newly-elected Chapter Executive Board members shall sign a contract and recite the NSBE Oath. The Chapter Advisor and the general body have to witness this event. If this is not done, the office of that individual shall be considered vacant until such a time as a new board member can be appointed.

### **Section 2. The Zone Structure**

- (a) **Administrative Zone:** The Administrative Zone shall consist of the Chapter Chairperson, Vice-Chairperson, Secretary, Treasurer, Programs Chairperson, and Senator(s). The Parliamentarian, Chair-Emeritus and Chapter Advisor shall also work with this zone as advisory members. Members of this zone shall oversee all other zones. The Chapter Chairperson shall lead this zone.
- (b) **Membership Zone:** The Membership Zone shall consist of the Chapter Vice-Chairperson and the Chapter Membership Chairperson. The Vice-Chairperson shall lead 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 Chapter Chairperson.
- (c) **Communications Zone:** The Communications Zone shall consist of the Chapter Secretary, the Publications Chairperson, Public Relations Chairperson, Communications Chairperson, and the Telecommunications Chair. The Chapter Secretary shall lead 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 Chapter Chairperson.
- (d) **Finance Zone:** The Finance Zone shall consist of the Chapter Treasurer and Finance Chairperson. The Chapter Treasurer shall lead 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 Chapter Chairperson.
- (e) **Programs Zone:** The Programs Zone shall consist of the Chapter Programs Chairperson, the Conference Planning Chairperson, and the Academic Excellence Committee Chairperson. The Chapter Programs Chairperson shall lead this zone, and provide zone members with support they need in order to function effectively. She/He shall also present regular reports of zone activities to the Chapter Chairperson.

### **Section 3. Zone Leader Duties**

- (a) Coordinate activities of each zone.
- (b) Enforce accountability of zone members for carrying out duties.
- (c) Regularly contact each zone member for updates.
- (d) Report and relay information from the zone to the Chapter Chair.
- (e) Provide support to zone members to assure progression on assigned duties.
- (f) Compile monthly activity reports to record the progress of zone members.

### **Section 4. Chapter Executive Offices & Duties**

- (a) Chapter Chair:

1. Shall coordinate the activities of the Chapter Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplication of effort.
2. Shall chair the Administrative Zone which coordinates the other four zones.
3. Shall produce a monthly report to be distributed to the Regional Executive Board that is based upon zone reports and details the status of the organization.
4. Shall present ideas and propose directions for the organization.
5. Shall attend regional conferences as the Chapter Executive Board representative whenever financially and logistically feasible.
6. Shall make verbal and written statements to the public concerning NSBE – SSU Chapter policy, goals, and objectives.
7. Shall appoint members of special committees on an as-needed basis.
8. Shall appoint new board members to vacant board positions with the consent of the remaining board members.
9. Shall communicate with the Chapter Advisor on an as-needed basis.
10. Shall in conjunction with the Chapter Public Relations Chairperson produce an Annual Report to the NSBE – SSU Chapter membership and corporate supporters.
11. Shall compile a brief synopsis of his/her yearly activities for the NSBE – SSU Chapter Annual Report.
12. Shall be notified in advance of all events involving NSBE – SSU Chapter, its name, and/or membership and, upon receiving such information, will then communicate the information to the NEB prior to the occurrence of the event.
13. Shall produce an official transition report at the close of the term of office.

(b) Chapter Vice-Chair:

1. Shall preside over the Chapter Executive Board meetings and other appropriate functions in the absence of the Chapter Chairperson.
2. Shall chair the Membership Zone and present periodic zone reports to the Chapter Chairperson.
3. Shall develop and evaluate chapter projects and programs along with the Programs Chairperson.
4. Shall attend regional conferences as the CEB representative whenever financially and logistically feasible.
5. Shall develop and finalize the Chapter Executive Board meeting agenda.
6. Shall coordinate and evaluate the intra-board communications.
7. Shall monitor, update, and report to NSBE – SSU Chapter the progress in meeting 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) Chapter Treasurer:

1. Shall maintain the organization's financial accounts.
2. Shall determine, together with the other chapter officers, the allocation of NSBE – SSU Chapter financial resources to allow for steady cash flow.
3. Shall design, implement, and monitor a financial policy related to expenditures and cash flow for the board for the coming year with the approval of the Chapter Executive Board.
4. Shall design an annual Chapter Budget.
5. Shall provide monthly financial reports at Chapter Executive Board meetings.

6. Shall chair the Finance Zone and present periodic reports to the Chapter Chair.
  7. Shall compile a brief synopsis of his/her yearly activities for the NSBE – SSU Chapter Annual Report.
  8. Shall produce an official transition report at the close of the term of office.
- (d) Chapter Secretary:
1. Shall record and produce detailed minutes of all CEB and CEO meetings and distribute these minutes to all executive members and Chapter Advisor.
  2. Shall chair the Communications zone and present periodic reports to the Chapter Chair.
  3. Shall develop an operational calendar of Chapter events.
  4. Shall be responsible for the safekeeping of the corporate seal of the NSBE – SSU Chapter.
  5. Shall produce an official transition report at the close of the term of office.
- (e) Chapter Programs Chair
1. Shall work with the Chapter Chairperson in order to develop uniform programs in keeping with the goals of NSBE – SSU Chapter.
  2. Shall compile a brief synopsis of his/her yearly activities for the NSBE – SSU Chapter Annual Report.
  3. Shall be responsible for the implementation of chapter projects and programs.
  4. Shall appoint and chair the Chapter Awards Committee on an annual basis with the consent of the CEB.
  5. Shall manage the activities of the Chapter Programs Zone.
  6. Shall produce an official transition report at the close of the term of office.

### **Section 5. 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 Chapter Executive Board may be removed from office in either of the following ways:
1. A majority vote of the Chapter Executive Board upon the recommendation of the Chapter Chairperson; or
  2. A two-thirds vote of the Chapter Executive Board without the recommendation of the Chapter Chairperson.
- (c) Duties – Ad Hoc Chapter Executive Board Members
1. Chapter Telecommunications Chair
    - a. Shall coordinate/develop NSBE – SSU Chapter Web.
    - b. Shall coordinate NSBE – SSU Chapter Web Team.
    - c. Shall produce an official transition report at the close of the term of office.
  2. Chapter Parliamentarian
    - a. Shall serve as an interpreter of Chapter governing bodies.
    - b. Shall enforce the use of parliamentary procedure during all chapter meetings.
    - c. Shall conduct parliamentary procedure workshops as needed at the chapter meetings.
    - d. Shall coordinate the chapter elections.
    - e. Shall review and submit any proposal for changes to the governing documents.
    - f. Shall produce an official transition report at the close of the term of office.



3. Chapter Conference Planning Chair
  - a. Shall develop a report to be submitted to the Programs Chairperson about each said conference that includes, but is not limited to the conference's agenda, an itemized budget for the conference, and lodging and transportation options.
  - b. Shall plan and set the agenda for the Chapter, in concurrence with the said conference's agenda and Chapter Advisor, for all conferences the CEB has deemed logistically and financially feasible and the Chapter intentions on attending.
4. Chapter Publications Chair:
  - a. Shall be responsible for all chapter publications, not specifically assigned to other CEB committees.
  - b. Shall evaluate publication alternatives.
  - c. Shall serve as Chairperson of the Publications Committee.
  - d. Shall finalize the content and distribute bi-monthly bulletins to chapters concerning national, regional, and chapter affairs.
  - e. Shall produce an official transition report at the close of the term of office.
5. Chapter Communications Chair:
  - a. Shall coordinate Web communications.
  - b. Shall coordinate chapter mail outs.
  - c. Shall develop Communications Policies/Programs.
  - d. Shall produce an official transition report at the close of the term of office.
6. Chapter Public Relations Chair:
  - a. Shall prepare and submit articles affecting the public image of NSBE – SSU Chapter to other publications.
  - b. Shall design and distribute brochures containing information about NSBE – SSU Chapter to NSBE chapters, other organizations, corporations, and the general public.
  - c. Shall make official statements for the organization with the approval of the Chapter Chair.
  - d. Shall design and publish informational brochures, (i.e. Engineering Disciplines, about NSBE etc.), all carrying the NSBE – SSU Chapter logo and name, to be distributed to NSBE chapters, high schools and the general public.
  - e. Shall identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
  - f. Shall prepare and review material for the official NSBE – SSU Chapter website as needed.
  - g. Shall be responsible for monitoring and preserving the official NSBE – SSU Chapter logo.
  - h. Shall be responsible for documenting and distributing the history of the National Society of Black Engineers and NSBE – SSU Chapter.
  - i. Shall produce an official transition report at the close of the term of office.
7. Chapter Finance Chair
  - a. Shall identify and contact chapter funding sources.
  - b. Shall prepare and finalize solicitation packets for submission to corporations and foundations on behalf of NSBE – SSU Chapter.
  - c. Shall produce an official transition report at the close of the term of office.

8. Chapter Membership Chair
  - a. Shall compile membership statistics and make them available to the CEB.
  - b. Shall coordinate chapter charter renewals.
  - c. Shall maintain updated rosters of members.
  - d. Shall compile a brief synopsis of his/her yearly activities for the NSBE – SSU Chapter Annual Report.
  - e. Shall produce an official transition report at the close of the term of office.
9. Chapter Academic Excellence Committee Chair
  - a. Shall manage and coordinate the activities of the Academic Excellence Committee.
  - b. Shall oversee the research, development, and implementation of academic excellence programs that meet the membership’s needs.
  - c. Shall produce an official transition report at the close of the term of office.

#### **Article V – Termination of Board Members**

Any board member or member of the Chapter Executive Board of NSBE – SSU Chapter may be impeached and removed from 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 Executive Board of NSBE – SSU Chapter.

#### **Article VI – Meetings**

##### **Section 1.**

At each general body meeting of NSBE – SSU Chapter, there shall be at least four (4) elected Executive Board members to conduct Chapter business.

##### **Section 2.**

Notice of each general body meeting of NSBE – SSU Chapter shall be given to all members in good standing in no less than two (2) weeks prior to the said meeting.

##### **Section 3.**

All meetings are open to the public unless otherwise specified.

##### **Section 4. General Body Meeting Types**

- (a) The Corporate Meeting:
  1. This meeting is facilitated by a company representative and consists of the presentation on or by the sponsoring company. Some personal development topics may be included, but the purpose is for the company to get their name out to your membership for recruiting purposes.
  2. This type of meeting will be held for NSBE – SSU Chapter members only.
- (b) The Executive Meeting
  1. At this meeting, official business of the Chapter is conducted. Issues that should be brought before the membership are addressed so that the Chapter may proceed forward.
  2. Professional dress is required for this type of meeting.
- (c) The Informational & Active Meeting

1. This meeting shares important and valuable information or information of knowledge's sake to the members, while actively engaging the members and getting them involved.

## **Article VII – Finances**

### **Section 1. General**

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

### **Section 2. Budget Process & Timeline**

- (a) The Operating Budget shall be presented by the Treasurer to the CEB for its modification and approval no later than the last CEB meeting prior to the beginning of the new month.
- (b) The Operating Budget shall be approved by the Chapter Executive Board by a two-thirds vote. The approved budget must be balanced.

### **Section 3. Budgetary Authority**

Once the Operating Budget has been approved, the Treasurer shall be authorized to approve specific expenditures of funds in accordance with it, subject to the provisions of the Constitution and these Bylaws and to the following requirements:

- (a) The Treasurer shall report to the CEB on actual expenditures from each Operating Budget line-item according to the following schedule:
  1. No later than the fifteenth day of each month, on the actual expenditures as of the end of previous month.
  2. Whenever the actual expenditures for a given detailed line-term (or a line-term, where no detail was approved) have exceeded the budgeted amount, or appear likely to exceed the budgeted amount before the next regularly scheduled report.
- (b) The Treasurer shall report to the CEB 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 – SSU Chapter.
- (c) The CEB may modify the Operating Budget by a two-thirds vote.
- (d) The Treasurer shall not approve any expenditure which would result in a detailed line-item (or a line item, where no detail was approved) being overspent by \$200.00 or 10% of the authorized amount, whichever is greater, unless and until the appropriate budget modification has been approved by the CEB, except under the provisions listed in Section 3.e.
- (e) If, in the opinion of the Chapter Chairperson, a situation arises in which funds must be expended in order to maintain the financial stability and/or integrity of NSBE – SSU Chapter and it is not feasible to conduct a meeting of the Executive Board, then the Chairperson with the concurrence of the Treasurer and the Chapter Advisor may incur such expenses as are warranted, (the Executive Board will be notified of any such action as soon as possible).

### **Section 4. Financial Policy and Investments**

- (a) The Program Fund line-item shall be allocated by either of the methods listed below:



1. A vote of the Executive Board, or
  2. A vote of a committee composed of the Treasurer, Vice-Chairperson and Programs Committee Chairperson.
- (b) Signature Power – Within the limitations of these Bylaws, the Treasurer shall have the authority to establish and close deposit accounts, to withdraw funds from such accounts, and to purchase and sell financial instruments, in the name of NSBE – SSU Chapter. The Treasurer may delegate this authority, but shall continue to be responsible to the CEB for its exercise. The Treasurer shall report to the CEB once a month on all such delegations in effect and shall report any changes in such delegations on a timely basis.
- (c) Reporting – The Treasurer shall report to the NEB on the investments of NSBE on a quarterly basis.
- (d) Any contributions to NSBE – SSU Chapter 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 Chapter Executive Officers prior to the changes becoming effective.
- (e) All bank accounts shall require two signatures in order to remove funds.

#### **Section 5. Travel Allocations**

Any CEB member may attend regional conferences or any other event as the Chapter Board representative whenever financially and logistically feasible.

#### **Section 6. Chapter Suspension**

Any chapter which has an outstanding financial obligation to the Society will have its registration suspended four weeks after official notification by the National Office. This suspension will remain in effect until the obligation is met or until the National Executive board votes to repeal the suspension.

### **Article VIII – Ad Hoc Committees**

#### **Section 1. Awards Committee**

The Awards Committee shall be responsible for the oversight, administration and judging of all Chapter awards programs. The Committee will consist of two sub-committees:

- (a) Guidelines and Policy Sub-Committee shall be composed of the Chapter Executive Officers and the Chapter Advisor. The Chapter Programs Chairperson shall serve as chair. The Guidelines and Policy Sub-Committee shall have the following responsibilities:
1. To establish and modify awards criteria.
  2. To establish and modify judging procedures and guidelines.
  3. To establish and modify application and nominations materials and procedures.
  4. To review and approve new awards.
  5. To perform other tasks as assigned by the Chapter Chairperson.
- (b) The Judging Sub-Committee shall be composed of the Chapter Programs Chairperson who shall serve as chair, three members of the Chapter Executive Board nominated by the Chapter Programs Chairperson and approved by the CEB, two members of the general body selected by the Chapter Programs Chairperson, and the Chapter Advisor. The Judging Sub-Committee shall be responsible for the judging of all awards designated by the Guidelines and Policy Sub-Committee. The Judging Sub-Committee may select

additional people to assist in the judging process; however, it will retain responsibility for all decisions.

- (c) The decisions of the Awards Committee shall be consistent with the following policies:
  1. No member of the CEB shall be allowed to receive an award.
  2. No member of NSBE – SSU Chapter shall receive more than one monetary award should it be an option.

### **Section 2. Academic Excellence Committee**

- (a) The Academic Excellence Committee (AEC) shall consist of a Chairperson appointed by the Chapter Chairperson and confirmed by the CEB, the Chapter Advisor, and other members appointed by the Chapter Academic Excellence Chairperson.
- (b) The Academic Excellence Committee shall be responsible for the following duties:
  1. It shall research, develop, and implement academic excellence programs meeting the membership's needs.
  2. It shall provide academic support service to the members.
  3. It shall coordinate the NSBE – SSU Chapter Quiz Bowl.
  4. It shall evaluate the effectiveness of the various academic excellence programs.
  5. It shall encourage members to consider graduate studies.
  6. It shall assist in matriculating into successful professional and academic careers.
  7. It shall contribute articles on Academic Excellence for the NSBE – SSU Chapter publications.

### **Section 3. Telecommunications Committee**

The Telecommunications committee shall be chaired by the Chapter Telecommunications Chair, and consist of the Chapter Communications Chair, the Chapter Public Relations Chair, and members of the general body selected by the Chapter Telecommunications Chair.

- (a) The Telecommunications Committee shall have the following objectives:
  1. To increase and maintain a high level of technical excellence within the organization, that is current with the latest technological advancements.
  2. To assess and unify the technical talents of the organization, to better serve NSBE – SSU Chapter.
  3. To research, develop, and/or implement new tools to provide technical solutions that support the organization's needs.
- (b) The Telecommunications Committee shall have the following responsibilities:
  1. To provide online access to all NSBE – SSU Chapter Documents.
  2. To maintain all NSBE – SSU Chapter Internet communication tools.
  3. To plan and coordinate technical training for the membership and the community.
  4. To research new technologies, evaluate, and recommend new tools to help the organization better serve the membership.

## **Article IX – Elections**

### **Section 1.**

- (a) Types of Elections
  1. Chapter elections are those in which all members of NSBE – SSU Chapter within good standing are eligible to cast a vote.

2. General elections are those in which all student chapters of the Society are eligible to cast two votes.
  3. Regional elections are those in which all student chapters in a particular Region are eligible to cast two votes.
- (b) Times of Elections
1. Chapter elections shall be determined by the Chapter Executive Board.
  2. Except as otherwise provided herein, all General Elections shall be held at the Annual Convention and Meeting.
  3. All Regional elections may either be held at the Annual Convention and Meeting or a meeting of said body which occurs prior to the Annual Convention and Meeting.
- (c) Elections timetable

The National Parliamentarian shall present to the National Executive Board for its information a timetable specifying completion dates for all aspects of an election at least three months prior to the Annual Convention and Meeting. The timetable shall include, but need not be limited to, the dates of all General, Regional, Alumni, and Alumni Regional elections; the timeline for the production of the Elections Handbook; and any other information as assigned by the National Executive Board or National Chairperson.

## **Section 2.**

- (a) A NSBE – SSU Chapter member shall seek election to a chapter position by informing the Chapter Executive Board.
- (b) A Society member shall seek election to a regional or national position by filing a declaration of intent by a date specified in the Elections timetable.
- (c) The National Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but need not be limited to, all requirements as specified in the Constitution and Bylaws.
- (c) No candidate shall be elected to office unless an approved declaration of intent is on file with the National Parliamentarian.
- (d) No candidate shall run for more than one position on the Regional Executive Board or National Executive Board in a given election.

## **Section 3. Candidate Qualifications**

- (a) Each candidate shall have to meet the following qualifications in order to be placed on the ballot for Chapter positions:
  1. Candidates must be members in good standing.
  2. Each candidate must have shadowed the person in the respective position of interest for one month prior to one month before Chapter Elections.
- (b) Each candidate shall have to meet the following qualifications in order to be placed on the ballot for National or Regional positions:
  1. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is registered as a full-time student and the degree program for which the student is enrolled.
  2. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is a student in good standing with the university.
  3. Each candidate for national office shall submit a letter from the Registrar or appropriate university official which states the students class standing. Each

- candidate for national office shall have a minimum classification of junior undergraduate status or the equivalent for the elected term.
4. Each candidate must state his/her expected graduation date. If the candidate expects to graduate before September 15, he/she is not eligible to run for office unless he/she will be enrolled in graduate school full-time for the elected term of office.
  5. If the candidate expects to graduate before September 15, but has a letter of acceptance for enrollment in a graduate school full-time by January 1, he/she shall be eligible to run.
  6. Candidates must be members in good standing.
  7. Candidates who are currently co-op students must meet all of the above requirements.
  8. The declaration of intent and the official letter from the Registrar or appropriate university official must be received by the National Parliamentarian by the second day of the National Convention.

#### **Section 4. Campaign Regulations**

This section is only valid for the Chapter Elections. Seek the National Bylaws for regulations concerning Regional or National Elections.

- (a) Campaign Practices Code
  1. Time of Campaign – Thirty (30) days prior to Chapter Elections Day to the day before Chapter Elections Day shall be the campaign period.
  2. A candidate may only campaign at NSBE – SSU Chapter general body meetings during the specified campaign time.
- (b) Rulings of the Elections Committee
  1. All rulings shall be posted in a public place by the Elections Committee. Each candidate shall be notified as to where these rulings shall be posted. All candidates shall be assumed to have read the ruling within twenty-four hours after its posting.
  2. The Elections Committee shall be the only officials of NSBE – SSU Chapter empowered to offer official advice to candidates on matter pertaining to the Campaign Practices Code.
- (c) Campaign Conduct
  1. Campaigning shall be defined as public speeches regarding any candidate or ballot measure. The actions of any office holder of NSBE – SSU Chapter, done in the course of discharging his/her duties, shall not be considered campaigning.
  2. No candidate shall use any Society resources for campaigning purposes unless all candidates have equal access to these resources and such access is announced in the Code or by a ruling of the Elections Committee. Failure to obey this provision shall be grounds for disqualification.
  3. All campaign materials shall bear the name of the candidate who has published it. Failure to obey this provision shall be grounds for disqualification.
  4. Campaigning on Chapter Election Day
    - a. Prior to the opening of the polls, the poll watchers shall remove all campaign materials from within the polling room.
    - b. Any campaigning within the polling room while the polls are open shall be grounds for disqualification.
  5. Any attempt by a candidate to subvert or unethically influence the election shall be grounds for disqualification.

6. Any actions of candidates that impede an election official in the discharge of his/her duties shall be grounds for disqualification.
  7. Any deliberate violation of any ruling of the Elections Committee shall be grounds for disqualification.
  8. A plea of ignorance shall not be considered a valid defense to an infraction of any ruling as specified in the Code or as a ruling of the Elections Committee.
  9. Disqualifications shall only be based on rules specified in the Code or on rulings of the Elections Committee.
- (d) Disqualifications and Other Penalties
1. General
    - a. No candidate may be subjected to a hearing twice for a violation stemming from the same act.
    - b. The term "grounds for disqualification" shall mean that the Elections Committee may use the act or acts so specified as reasons for disqualification, but they shall have the discretion to decide whether to initiate or continue disqualification proceedings. Specification of an act as grounds for disqualification does not mean that disqualification is automatic, even if a candidate is found to have committed such an act, nor shall any elections officer be required to recommend disqualification in such a case.
  2. Hearings
    - a. All meetings of the Elections Committee shall be closed to the public, but an accurate transcript of all transactions shall be kept by a secretary appointed for this purpose by the Elections Committee, except that the candidate being discussed can attend the meeting.
    - b. At the hearing, the candidate may present whatever evidence desired to the Elections Committee.
  3. Recommendation of Disqualifications
    - a. If the Elections Committee determines that an election violation has occurred, it may disqualify the candidate or impose another penalty as is appropriate. Other penalties which may be imposed are reprimand, censure, or suspension for a specified period of time.
    - b. Any penalty imposed by the hearing committee may be overturned by a two-thirds vote of the membership of the Chapter Executive Board.
    - c. The minutes of all hearings pertaining to the impositions of penalties shall be made available to the Chapter Executive Board.

## **Section 5. Elections Handbook**

- (a) General
1. The Elections Committee shall serve as the editor of the Elections Handbook.
  2. The Elections Handbook shall contain information on the issues to be decided during the appropriate general election. No candidate for chapter office shall appear in the Elections Handbook.
- (b) Contents
1. Time and place of the election
  2. A complete and concise set of voting instructions, including appropriate notices with respect to delegate regulations.



3. Statement by each candidate. Statements shall consist of the following information:
  - a. The name of the candidate.
  - b. The candidate's major, class, department and degree program.
  - c. All offices of the Society held.
  - d. A position statement submitted by the candidate.
4. Distribution
  - a. The Elections Handbook shall be distributed during Chapter Election Day Executive meeting.
  - b. Enough copies of the Elections Handbook shall be distributed to ensure that every good-standing member receives a copy.

### **Section 6. Voting**

- (a) Voter Qualifications
  1. Every good-standing member of NSBE – SSU Chapter shall cast a vote.
  2. A list of all delegates qualified to vote shall be maintained at the polls.
- (b) Absentee ballots are not allowed.
- (c) Counting of the votes
  1. The Elections Committee shall oversee the counting of the ballots immediately following the voting procedure.
  2. All ballots shall be maintained in the Chapter Office for a period of one year.
  3. If a position is not filled at the Chapter Election Day Executive Meeting, the Chapter Chairperson-elect shall appoint someone to fill the position. Said appointment shall be confirmed by the Chapter Executive Board-elect. If the appointment is made more than thirty days after the close of the Chapter Election Day Executive Meeting, it shall be made by the Chapter Chairperson and confirmed by the Chapter Executive Board.

### **Section 7. Elections Committee**

- (a) Composition of the Committee

The Elections Committee shall consist of the members of the Administrative Zone. The Chapter Advisor shall chair the committee and shall vote only in case of a tie.
- (b) Meetings of the Committee
  1. Meetings shall be called by the chair of the Committee or any three members of the Committee.
  2. All members of the Committee shall receive prior notification of these meetings, which shall normally be closed to the public.
  3. Minutes taken at these meetings shall be filed with the Chapter Executive Board in a timely manner.
- (c) Duties
  1. The Committee shall assist the Chapter Advisor in the running of the election.
  2. The Committee shall decide whether any candidates have violated any election rules or rulings as described above.
  3. The Committee shall decide on the appropriate penalties for candidates who have performed acts which are ground for disqualification subject to the review by the Chapter Executive Board as described previously.
  4. The Committee shall recommend changes as needed to improve the elections process.

- (d) Removal of Office
  - 1. A member of the Elections Committee can be removed from office by a two thirds vote of the Chapter Executive Board.

### **Section 8. Election Results**

- (a) Voting Results
  - 1. If more than one candidate runs for an elected office, the winner will be the candidate who received the plurality of the votes cast.
  - 2. In the event that a candidate is unopposed, the candidate must have received a majority of the votes cast.
  - 3. In the event of a tie, the Election Committee shall select the winner.
- (b) The results shall only be announced at the following general body meeting after Chapter Elections Day. At this time, the newly elected Chapter Executive Board will be given the oath of office by the Chapter Advisor.

### **Article X – Parliamentary Authority**

The rules contained in the current edition of the New Robert’s Rules of Order shall govern NSBE – SSU Chapter in all parliamentary situations that are not provided for in the law or the chapter constitution, bylaws, or any special rules of order the NSBE – SSU Chapter may adopt.

### **Article XI – NSBE Policies & Procedures**

#### **Section 1. General**

- (a) NSBE policies and procedures serve as official specifications for standard procedures of the organization. All policy serves as official governance of the organization.

#### **Section 2. Management**

- (a) NSBE policy and procedures shall be established and documented in formal, dated, and numbered publications signed by the National Chairperson.
- (b) Memoranda for NSBE policy and procedures shall be processed through the National Secretary and the National Parliamentarian.
- (c) NSBE policies and procedures shall be archived by the National Parliamentarian and shall only be accessible to members of the organization.

#### **Section 3. Publishing**

- (a) The formal publishing process, as outlined in Memorandum of Policy and Procedures - NSBE-MEMO-AN-001, shall be the only authorized and enforceable vehicle for the development and promulgation of official policy within NSBE.
- (b) NSBE policy and procedures shall be broad in scope and include all NSBE entities to ensure uniformity and to reduce administrative burdens on all entities.
- (c) Policy and procedure publications may include assignment of responsibilities and authorities, courses of action to implement the policy, and any other information needed for effective administration and operation.
- (d) Signed NSBE policy and procedure memoranda will be distributed (at a minimum) to each national, regional and alumni executive board and copied to World Headquarters and the National Advisory Board. In addition, approved policy will be made available via NSBE online resources.

## **Article XII – NSBE Senate**

- (a) Per the national constitution each chartered chapter shall select two delegates to represent the chapter in regional and national business. These delegates will be known as Senators and the legislative body in which they will participate will be known as the National Society of Black Engineers Senate and hereafter called the NSBE Senate.
- (b) The National Parliamentarian shall coordinate the activities of the NSBE Senate with the assistance of the six regional parliamentarians.
- (c) The NSBE Senate is hereby designed to make informed decisions on behalf of the Membership of the National Society of Black Engineers:
  1. Senators should make decisions with the consent of the chapter in which they represent.
  2. Senators should communicate with their respective chapters before making decisions on behalf of the chapters.
- (d) Senator Selection
  1. Chapter Senators shall be selected by the Chapters they represent.
  2. Senators must be members in good standing.
  3. Affiliate members may not serve in the position of senator per Article III Section 2b of the constitution of the National Society.
  4. Chapter senators should be selected at the time new officers are elected at the chapter in order to serve the entire term.
  5. Chapters will be responsible for submitting Senator names prior to Regional Leadership Conference.
- (e) Senate Meetings

### **Section 1. Regional Conferences**

Senate meetings will be held at Regional Conferences at a time and place determined by the Regional Executive Board. Senators will be provided with the following prior to regional senate meetings:

1. All changes to National Society Governing Documents since the previous Senate meeting.
  - a. Governing Documents include: Constitution, Bylaws, Alumni Operating Guidelines, Alumni Interface Guidelines, and Regional Bylaws and working rules for that particular region.
2. Any proposals presented by any regional chapter for discussion.
3. Senators shall cast votes in their individual regional meetings on behalf of their chapter.

### **Section 2. National Convention**

NSBE Senators shall have the following responsibilities during the Annual National Convention:

1. Senators should be present at all NSBE General Sessions and will sit in the section designated for chapter senators. Senators shall be given notice of the time of the general sessions prior to National Convention.
2. Senators should be present at all National Forums and will sit in the section designated for chapter senators. Senators shall be given notice of the time of the National Forums prior to National Convention.

3. Senators should be present at all ad-hoc business sessions called by the National Executive Board.
4. The Senators shall cast votes in the national election on behalf of their chapters.
5. The Senators shall cast votes in their individual regional meetings on behalf of their chapter.

(f) Conference Registration

1. Senators shall receive a discounted registration rate for Regional meetings to be determined by the Regional Executive Boards. To receive discounted registration rates senators must be registered with the Regional Parliamentarian by the designated deadline.
2. Senators shall receive a discounted registration rate for the Annual Convention and Meeting to be determined by the National Executive Board. To receive discounted registration rates senators must be registered with the National Parliamentarian by the designated deadline.
3. If there is a proposed Constitution or By-Laws amendment at any National/Regional conference which requires a vote of the senate and a chapter senator attending the conference does not cast a vote accordingly (yes, no, or abstain), that chapter senator will automatically be forfeit from that specific conference discounted registration rate(s). As such, he/she will be billed the exact conference registration discount amount.

