

**OPERATIONAL GUIDELINES
BY – LAWS**

**Approved
November 27, 1999**
Revised February 24, 2007

NATIONAL SOCIETY OF BLACK ENGINEERS - REGION ONE

PREAMBLE

The National Society of Black Engineers, as a national student and professional based organization, does hereby dedicate itself to the development of intensive programs for increasing 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 and type of this organization shall be the National Society of Black Engineers - Region One, a nonprofit student run organization; hereafter referred to as the Regional Society.

ARTICLE II – Objectives

The objective of the Regional Society shall be to stimulate and develop student interest in engineering; to strive to increase the number of culturally responsible Black engineers to excel academically, succeed professionally and positively impact the community.

ARTICLE III – Membership

Section 1. Membership in the Regional Society shall be designated as member, affiliate, NSBE Jr., alumni, lifetime or honorary.

Section 2. Members shall be defined as :

- (a) i) an undergraduate enrolled in an accredited institution of program that offers a degree in engineering, engineering technology or applied/physical science, or

- ii) a graduate student who has received an undergraduate degree in engineering, engineering technology or applied/physical sciences, and
 - iii) has received a registered membership card through the payment of annual membership fees.
- (b) Affiliated member shall be defined as a person who is not a student and has received a degree in one of the areas defined in Article III Section 2(a)-i, and has received a registered membership card through the payment of annual membership fees.
- (c) A NSBE Jr. member shall be defined as a pre-college student enrolled in junior high or high school and who has met the criteria to receive a registered membership card through the payment of annual membership fees.

NSBE Jr. members shall vote only in NSBE Jr. meetings and only on NSBE Jr. matters.

- (d) An Alumni Member shall be defined as :
- i) a person who has received a Bachelor's degree or advanced degree from an Accredited Educational Institution in engineering, engineering technology, or applied/physical science as defined using an approved standard, or
 - ii) a candidate for an advanced degree in engineering, engineering technology or applied science as defined using an approved standard, from an Accredited Educational Institution, and who has met the criteria to receive a registered membership card through the payment of annual membership fees.
- (e) A Lifetime Member shall be defined as a person that qualifies for any of the membership categories described in Article III, Section 2 (a), (b), or (c), has completed the Lifetime Membership Application, and has received a receipt verifying that lifetime membership dues have been paid in full.
- (f) Honorary member shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of the National Society and has been nominated by a chapter, region, or the National Executive Board.

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

ARTICLE IV – Organization

Section 1. The Region shall be subdivided into five Zones defined as follows:

- (a) New York Metropolitan/Long Island : The five boroughs of New York City up to Ulster county (including Ulster) and Long Island.
- (b) New Jersey : The state of New Jersey
- (c) Up-State New York : The State of New York, except Article IV Section 1a.
- (d) New England : The States of Massachusetts, Connecticut, Rhode Island, Vermont, Maine, and New Hampshire.
- (e) Canada: Northeast Canada.

Section 2. Chapters - Shall be defined as ten or more members attending the same educational institution who have chartered as a chapter of the National Society.

Members may petition the National Executive Board to allow for chapters of less than ten members.

ARTICLE V - Voting

Section 1. Each chapter in good standing shall be entitled to two (2) votes during Zone, Regional, and the National Convention meetings.

Section 2. Each member shall be entitled to one vote in all chapter general body meetings in which membership is held.

Section 3. Each chapter shall select two delegates to represent the chapter in Regional and National business.

Section 4. Affiliate, Alumni, and honorary members shall not be entitled to vote.

ARTICLE VI - Administration

Section 1. There shall be a Regional Executive Board (REB) of the National Society which consists of the :

- (a) Regional Chairperson
- (b) Regional Vice-Chairperson
- (c) Regional Secretary
- (d) Regional Treasurer
- (e) Program Chairperson

- (f) Zone Chairpersons
- (g) Standing Committees

Section 2. The Regional Executive Board shall follow: The Regional Society shall follow the direction set forth by the Regional Long Range Plan.

- (a) Determine all questions of policy and shall administer the affairs of the National Society under the National Constitution, National By-Laws, these Region One By-Laws, and the general provisions of the law under which it is incorporated.
- (b) Be subject to the orders of the membership and none of its acts shall conflict with decisions made by the vote of the general body, of the goals and objectives of the organization.
- (c) Not receive any salary for service.
- (d) Make recommendations to the National Society.
- (e) Set the agenda and location of the Regional Conferences.
- (f) Coordinate activities at all levels of the National Society.

Section 3. There shall be an Advisory Board of the Region One:

- (a) Members shall be appointed by the Regional Executive Board and shall consist of at least five (5) advisors.
- (b) The Regional Advisory Board members shall consist of the Regional Alumni Extension Chairperson and at least one (1) advisor from academia, and one advisor from the engineering profession.

Section 4. The Regional Advisory Board shall serve to advise the Region achieving the Regional and National objectives and shall serve a renewable term of one year, with the approval of the Regional Executive Board.

Section 5. They shall be Operational Zone Structure of the Regional Executive Board

- A. Administrative Zone: (Zone Leader Regional Chairperson) The Administrative Zone shall consist of the Regional Chairperson, Vice-Chairperson, Secretary, Treasurer, Programs Chairperson, Alumni Extension Chairperson, and Parliamentarian. Members of this zone shall oversee all other zones. The Chairperson shall coordinate the work of this zone.
- B. Chapter Zone: (Zone Leader Regional Vice-Chairperson) The Chapter Zone shall consist of the Regional Vice-Chairperson, Zone Chairpersons, PCI Chairperson,

Membership Chairperson, and the International Committee Chairperson. The Vice-Chairperson 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 Regional Chairperson.

- C. Communications Zone: (Zone Leader Regional Secretary Chairperson) The Communications Zone shall consist of the Regional Secretary, the Publications Chairperson, Public Relations Chairperson, Communications Chairperson, and the Telecommunications Chair. The Regional Secretary 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 Regional Chairperson.
- D. Finance Zone: (Zone Leader Regional Treasurer Chairperson) The Finance Zone shall consist of the Regional Treasurer, Assistant Treasurer, the Finance Chairperson and Conference Planning Chairpersons (RLC, FRC, SRC, & PCI). The Regional 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 Regional Chairperson.
- E. Programs Zone: (Zone Leader Regional Program Chairperson) The Programs Zone shall consist of the Regional Programs Chairperson, the Pre-college Initiative Chairperson, the Academic Excellence Committee Chairperson, Conference Planning Chairperson (RLC, FRC, and SRC) and the Business Diversity Chairperson. The regional Programs Chairperson 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 Regional Chairperson.

ARTICLE VII - Committees

Section 1. There shall be ten (10) standing committees of the Regional Society, which are:

- (a) Pre-College Initiative (PCI)
- (b) Finance
- (c) Academic Excellence
- (d) Publications
- (e) Public Relations
- (f) Telecommunication
- (e) Membership
- (h) Conference Planning Chairperson (RLC, FRC, SRC, & PCI)
- (i) Business Diversity
- (j) International Committee

Section 2. These committees shall be presided over by a committee chairperson and shall be responsible for those duties in Article XI, Section (a-j).

- Section 3. In addition to the duties outlined in Article XI - Section 2, the committees will carry out assignments deemed necessary by the Regional Executive Board.
- Section 4. The Regional Executive Board will create and appoint chairpersons for any special committee(s) as necessary.
- Section 5. Zone Chairpersons will assume responsibility for one of the following standing committees: Membership, Business Diversity, Public Relations, Publications and International Committee. Said responsibilities are to be determined amongst the Zone Chairpersons and the Regional Chairperson.

ARTICLE VIII - Zones

- Section 1. Each Zone shall be controlled by a Zone Chairperson.
- Section 2. Qualifications for Zone Chairpersons are:
- (a) Must be a member of a chapter in the particular Zone.
 - (b) Must have attended a school in the particular Zone at least 1 year (2 semesters or 3 quarters).
- Section 3. Each Zone chairperson must be elected by the Zone in question.
- Section 4. If there is neither an official nor an acting Zone Chairperson by the eighth week on an administrative year, one will be appointed by the Regional Chairperson.
- Section 5. Zone Chairpersons will assume responsibility for of the standing committee or as outlined in Article VII - Section 5

ARTICLE IX - Chapters

- Section 1. Chapters shall serve as the primary program vehicle for the members; programs should be in accordance with the objectives of the National and Regional Society.
- Section 2. Each chapter shall have a chapter constitution to be filed as official documents of the National Society and Regional Society.
- Section 3. Chapters must register annually with the National Society to be officially recognized as a chartered chapter.

ARTICLE X - Offices

- Section 1. All elected offices will be held by members in good standing.
- Section 2. The elected offices of the Regional Executive Board are:

- (a) Regional Chairperson
- (b) Regional Vice - Chairperson
- (c) Regional Secretary
- (d) Regional Treasurer
- (e) Program Chairperson
- (f) Zone Chairpersons

Section 3. The Regional Executive Officers are:

- (a) Regional Chairperson
- (b) Regional Vice - Chairperson
- (c) Regional Secretary
- (d) Regional Treasurer
- (e) Regional Program Chairperson
- (f) Zone Chairperson

Section 4. The appointed offices of the Regional Executive Board are:

- (a) Finance Chairperson
- (b) Telecommunication Chairperson
- (c) Pre-College Initiative (PCI) Chairperson
- (d) Zone Chair/ Membership Chairperson
- (e) Zone Chair/ Business Diversity
- (f) Zone Chair/Public Relation Chairperson
- (g) Zone Chair/Publication Chairperson
- (h) Zone Chair/International Committee Chairperson
- (i) Conference Planning Chairperson (RLC, FRC, SRC, & PCI)
- (j) Academic Excellence
- (k) Assistant Treasurer

Section 5. Any member of the National Society is eligible for the Regional elected office who

- (a) Has a minimum classification of sophomore undergraduate status or the equivalent for the elected term.
- (b) Has been registered as a half-time student, in an accredited college, institute, or University within Region One, the academic semester prior to the beginning of the elected term and must maintain student status the academic term prior to and throughout the elected term.
- (c) Graduate students maintaining at least half-time status throughout the elected term.
- (d) The above criteria (a-c) do not apply to the Regional Chairperson and Vice-Chairperson. The Regional Chairperson and Vice-Chairperson must satisfy the eligibility requirements outlined in the National Constitution and By-Laws.

- Section 6. The Regional Executive Board - elect shall take office thirty (30) days following the election and shall serve a one year term.
- Section 7. The thirty (30) day interim shall serve as a transition period between the outgoing and incoming Regional Executive Boards. Outgoing Executive Board members shall supply incoming executive board members with transition reports and maintain correspondence during the transition period.
- Section 8. Should a vacancy occur in the office of Regional Chairperson, the unexpired term shall be filled by the Regional Vice-Chairperson. Should a Vacancy occur in any office other than Regional Chairperson, the unexpired term shall be filled by appointment by the Regional Chairperson and approved by the Regional Executive Board.
- Section 9. Chapter officers and their duties shall be defined by Chapter Constitutions in accordance with all regulations of the National Society.
- Section 10. The previous Regional Chairperson shall serve as Chairperson-Emeritus, with the approval of the Regional Executive Board.
- (a) The Chairperson-Emeritus shall serve as an advisor to the Regional Executive Board and shall not have a vote as Chairperson-Emeritus.
 - (b) The Chairperson-Emeritus shall serve as the Regional Parliamentarian, if he or she choose to and with the approval of the Regional Executive Board.
 - (c) The term will be one (1) year beginning thirty (30) days after elections of Regional Office.
- Section 11. The Regional Alumni extension Chairperson shall serve as a member of the Regional Advisory Board and Regional Executive Board shall not vote as Regional Alumni Extension Chairperson
- Section 12. There shall be a Regional Parliamentarian appointed by the Regional Chairperson and approved by the Regional Executive Board. (If the Chairperson-Emeritus is not approved or accept the position)
- (a) The Parliamentarian shall serve as an advisory member of the board and shall not vote.
 - (b) Shall serve as a resource on parliamentary procedures.
- Section 13. Election of Regional Officers.
- (a) Election of the Regional Executive Board will take place at the annual National Convention.
 - (b) The Regional Executive Board shall appoint an election committee to compile and disseminate documents and procedures to members seeking office. This elections committee will also coordinate the election at the annual National Convention with the supervision of the Regional Parliamentarian.

ARTICLE XI - Duties of Officers

Section 1. The duties of the elected officers are:

- (a) Regional Chairperson
 - i) Shall preside over all official meetings of the Regional Society.
 - ii) Shall serve as the representative of the Regional Society.
 - iii) Shall appoint members of all standing, and special committees, with advice and consent of the Executive Board, except where otherwise provided for in this document.
 - iv) Shall establish Regional policies.
 - v) Shall evaluate all Regional Executive Board members.
 - vi) Shall serve as a liaison between the Regional Executive Board and the Regional Advisory Board.
 - vii) Shall chair Administrative Zone as Zone Leader
 - viii) Shall submit transition report at close of office
- (b) Regional Vice-Chairperson :
 - i) Shall preside in the absence or the inability of the Regional Chairperson.
 - ii) Shall be responsible for overseeing the Regional Executive Board and all Committees.
 - 1.) Shall require from the Executive Board, standing committees, and special committees of the Regional body, a record of the activities of said body.
 - 2.) Shall submit monthly reports of activities of the Executive Board and the Regional body to the Regional Chairperson.
 - iii) Shall act as Parliamentarian in the absence of the Regional Parliamentarian.
 - iv) If the Regional Vice-Chairperson is seeking Regional offices, then voting procedures shall be handled by Regional Executive Officers not seeking a Regional office.
 - v) Shall handle all voting procedures.
 - vi) Shall submit monthly report to the Zone Leader
 - vii) Shall chair Chapter Zone as Zone Leader
 - viii) Shall submit transition report at the close of office.

(c) Regional Secretary :

- i) Shall supervise communication within the Region.
- ii) Shall prepare Regional reports.
- iii) Shall distribute Regional information to chapters.
- iv) Shall be responsible for the record-keeping of all Regional and Regional Executive Board meetings.
- v) Shall submit monthly report to the Regional Vice-Chairperson
- vi) Shall be Responsible for developing effective internal communications.
- vii) Shall be responsible for producing a Regional bulletin as prescribed by the Regional Executive Board.
- viii) Shall reside on the National Communications Committee.
- ix) Shall chair Communication Zone as Zone Leader
- x) Shall submit transition report at the close of office.

(d) Regional Treasurer :

- i) Shall produce and be accountable for a Regional budget.
- ii) Shall fill out and countersign all financial certificates issued and make proper entries in the books of the Region.
- iii) Shall be responsible for recording all expenditures in a manner approved by the Regional Executive Board.
- iv) Shall submit monthly report to the Regional Vice-Chairperson
- v) Shall chair Finance Zone as Zone Leader
- vi) Shall submit transition report at the close of office.

(e) Zone Chairpersons :

- i) Shall preside over Zone meetings of the respective Zones.
- ii) Shall oversee chapters within their respective Zones.

- iii) Shall facilitate effective chapter and Zone level programming.
 - iv) Shall maintain extensive communication with chapters in the Zone.
 - v) Shall coordinate a Zone project.
 - vi) Shall assume responsibility for one of the following standing committees or as outlined in Article VII- Section 5
 - vii) Shall submit monthly report to the Zone Leader
 - viii) Shall submit transition report at the close of office.
- (f) Program Chairperson
- i) Shall oversee all Regional and Zone programs.
 - ii) Shall assist in developing chapter programs.
 - iii) Shall work in conjunction with Zone Chairpersons.
 - iv) Shall reside on the National Programs Committee.
 - v) Shall submit monthly report to the Regional Vice-Chairperson
 - vi) Shall chair Program Zone as Zone Leader
 - vii) Shall submit transition report at the close of office.

Section 2. The duties of the appointed officers are :

- (a) Conference Planning Chairperson (RLC, FRC, SRC, & PCI):
- i) Shall suggest potential locations for Regional Conferences.
 - ii) Shall oversee conference structure with the sponsoring chapter.
 - iii) Shall secure assistance for the sponsoring chapter.
 - iv) Shall coordinate record-keeping at all Regional Conferences.
 - v) Shall keep conference expenditures within their respective budgets.
 - vi) Shall prepare, submit, and distribute conference reports.

- vii) Shall submit monthly report to the Zone Leaders,
 - viii) Shall submit transition report at the close of office.
- (b) Membership Chairperson :
- i) Shall identify potential National Society of Black Engineers Region One chapters.
 - ii) Shall assist in the development of newly chartered chapters.
 - iii) Shall work to solve the organizational problems of inactive chapters.
 - iv) Shall ensure that all existing Region One chapters are re-chartered.
 - v) Shall reside on the National Charter/Membership Committee.
 - vi) Shall submit monthly report to the Zone Leaders.
 - vii) Shall submit transition report at the close of office.
- (c) Public Relations Chairperson :
- i) Shall prepare articles and release for distribution about activities and events within the Region.
 - ii) Coordinates and distributes information to organizations and the public to promote the image of the Region.
 - iii) Shall make official statements for the Region with the approval of the Regional Chairperson.
 - iv) Shall reside on the National Public Relations Committee.
 - v) Shall submit monthly report to the Zone Leaders.
 - vi) Shall submit transition report at the close of office.
- (d) Telecommunications
- i) Shall ensure that all chapters have access to regional list-sever.
 - ii) Shall solicit funds for Region One list-sever usage.
 - iii) Shall record system-wide usage, perform a needs assessment, and determine system compatibility.
 - iv) Shall maintain regional web page.

- v) Shall reside on the National Telecommunications committee
 - vi) Shall submit monthly report to the Zone Leaders.
 - vii) Shall submit transition report at the close of office.
- (e) Pre-College Initiative (PCI) Chairperson :
- i) Shall oversee the implementation of Chapter, Zone, and Regional PCI programs.
 - ii) Shall evaluate proposals from chapters to receive funds for Pre-College Initiative programs under the advisement of the Regional Treasurer.
 - iii) Shall reside on the National Pre-College Initiative Committee.
 - iv) Shall submit monthly report to the Zone Leaders.
 - v) Shall submit transition report at the close of office.
- (f) Finance Chairperson :
- i) Shall be responsible for maintaining and identifying new regional solicitation and fundraising activities
 - ii) Shall assist chapters in solicitation and fundraising activities.
 - iii) Shall coordinate the Regional career fair.
 - iv) Shall prepare and distribute the Corporate Solicitation Packet and the Regional Resume Book.
 - v) Shall reside on the National Finance Committee.
 - vi) Outgoing and incoming Finance Chair will jointly responsible for Sending out solicitation packets by June 1.
 - vii) Shall submit monthly report to the Zone Leaders.
 - viii) Shall submit transition report at the close of office.
- (g) Business Diversity.
- i) Shall compile information on African-American and minority business and make available to member.

- ii) Shall be responsible for coordinating regional activities through African-American and minority owned business such as Regional expenditures, fundraising, and vendors.
 - iii) Shall be responsible for implementing business and entrepreneurial development at the Chapter, Zone, and Regional level.
 - iv) Shall maintain and update African-American and Minority Business Database.
 - v) Shall reside on the National Business and Entrepreneurial Network Committee.
 - vi) Shall submit monthly report to the Zone Leaders.
 - vii) Shall submit transition report at the close of office.
- (h) Academic Excellence Chairperson
- (i) Shall oversee all Regional and Zone Academic Excellence programs.
 - (ii) Shall chair the 3.0 Crew Advisory Board and recruit board members
 - (iii) Shall assist in developing chapter Academic Excellence programs.
 - (iv) Shall work in conjunction with Zone Academic Excellence Chairs
 - (v) Shall reside on the National Academic Excellence Committee
 - (vi) Shall promote, judge and distribute Fall and Spring Honor Roll Awards, Academic Vice-Squad Awards and National Academic Excellence Awards
 - (vii) Shall submit monthly report to the Zone Leaders.
 - (viii) Shall submit transition report at the close of office.
- (i) International Committee
- (i) Shall coordinate the activities of the International Committee.
 - (ii) Shall identify potential chapters to charter internationally.
 - (iii) Shall see that all international chapters receive the information and materials they need in order to function properly.
 - (iv) Shall produce an official transition report at the close of the term of office.

(k) Assistant Treasurer

- (i) Shall monitor the financial policies and procedures as set by the Regional Executive Board or the Regional Treasurer as they pertain to the Region and the Alumni Extension.
- (ii) Shall make all travel arrangements en lieu of the Treasurer for the Regional Executive Board.
- (iii) Shall mentor the members of the chapter finance zone.
- (iv) Shall assist the Regional Treasurer in the performance of their duties on an as-needed basis.
- (v) Shall perform other tasks as assigned by the Regional Treasurer.
- (vi) Shall submit a monthly report to the Zone Leader.
- (vii) Shall produce an official transition report at the close of the term of office.

(l) Publications Chairperson

- (i) Shall be responsible for all Regional publications, not specifically assigned to other REB committees.
- (ii) Shall evaluate, approve, and finalize the general content of the regional newsletter with the assistance of the Regional Secretary.
- (iii) Shall evaluate publication alternatives.
- (iv) Shall maintain chapter publications liaisons.
- (v) Shall serve on the National Publications Committee.
- (vi) Shall submit transition report at the close of office.

Section 3. All Regional Executive Board members must not miss more than 2 consecutive REB meetings and/or stay out of contact with the Regional Chairperson for a period of 4 weeks without extenuating circumstances. If these requirements are not met, the REB must inform all Region One chapters by mail of the existing conditions, and the intentions of the REB. After which, the delegates must vote on whether to implement or reject the intentions of the REB.

ARTICLE XII - Meetings

- Section 1. There shall be one regional leadership conferences, one fall conference and one spring conference annually. Regional meetings shall occur at the National Convention.
- Sections 2. A Conference Planning Committee shall be formed to coordinate conferences and meetings; a Conference Planning Committee Chair shall be appointed by the host chapter and approved by the Regional Executive Board.
- Section 3. There shall be at least one (1) Zone meeting prior to Regional Conferences and meetings to update chapters.
- Section 4. Chapter meetings shall be determined by each individual chapter.
- Section 5. Quorum: 2/3 of the voting members of the regional executive board and 2 zone chair to conduct business

ARTICLE XIII - IMPEACHMENT

- Section 1. The elected zone chairperson can impeached by a two-thirds (2/3) vote of the Zone in question with due cause.
- Section 2. The appointed officers and the Regional Advisory Board members can be impeached by two-thirds (2/3) vote of Regional Executive Board or chapter delegates with due cause.
- Section 3. Any elected regional board member may be impeached and removed from said position by the affirmative vote of three-fourths (3/4) of remaining elected officers of the Regional Executive Board.

ARTICLE XIV - Amendments

- Section 1. Amendments to these By-Laws may be proposed by :
- (a) A two-thirds (2/3) vote of the Regional Executive Board.
 - (b) One-third (1/3) of the voting members of chapters through Regional referendum.
 - (c) Two-thirds (2/3) of the delegates at a Regional meeting.
- Section 2. Proposed Amendments must be submitted in written form to the Regional Executive Board to be reviewed. The proposal must be clearly stated and justified.
- Section 3. Ratification of any amendments to this document shall subject to a three-fourths (3/4) affirmative vote of the delegates or members in good standing at any Regional Meeting.