

## **The National Society of Black Engineers – University of Missouri Constitution**

The undergraduate and graduate students enrolled at The University of Missouri, College of Engineering; desire to combine our efforts and interests for the purpose of:

- A. Promoting cooperation between the College of Engineering and African - American undergraduate and graduate engineering students.
- B. Promoting unity between African – American undergraduate and graduate engineering students.
- C. Improving the retention and graduation of African – American undergraduate engineering students.
- D. Increasing the enrollment of African – American students in the College of Engineering.
- E. Promoting the engineering profession in Missouri’s primary and secondary schools.
- F. Equipping African American students with professional skill sets that will benefit them post-graduation

Do ordain and hereby establish this Constitution.

## **ARTICLE I – ORGANIZATION**

### **SECTION 1 – NAME**

The name of the organization shall be: *The University of Missouri chapter of the National Society of Black Engineers*

### **SECTION 2 – MISSION**

The mission 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.

### **SECTION 3 – GOVERNMENT**

This student organization shall be governed by this constitution, bylaws, and the rules and regulation of the University of Missouri, College of Engineering. In all situations not

otherwise covered, Robert's Rules of Order, revised by the Parliamentary Authority.

#### **SECTION 4 – NOTICE OF NON-DISCRIMINATION**

This organization shall not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

#### **SECTION 5 – COMPLIANCE CLAUSE**

We agree to abide by the established Student Organization and Student Life Policies listed in the Collected Rules and Regulations of the Board of Curators (Guide lines for recognized student organizations ) as well as all University and UM system rules, regulations, policies, and procedures, as well as all federal, state, and local laws.

#### **SECTION 6 – ADVISOR**

A. At least one faculty or staff member (at least 0.75 FTE, meaning Full Time Employment)

shall be selected to serve as advisor to the Executive Board and General Body Members.

B. Removal- Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guide lines for recognized student organizations, University policies or any federal, state or local laws.

### **ARTICLE II – QUALIFICATIONS**

#### **SECTION 1 – MEMBERSHIP QUALIFICATIONS**

Membership in this organization shall be limited to:

A. All students attending The University of Missouri and surrounding Colleges/Universities within the stated boundaries, who prescribe to the purpose of the National Society of Black Engineers, as stated in the preamble, shall be eligible

to become members of this organization.

- A. These students satisfy the eligibility requirements as set forth in Sections 1 – 3 of Faculty Rule 53.03.
- B. Membership shall be open to all students irrespective of qualities stated in Article I Section 4.
- C. Membership shall be open to any currently enrolled student or employee of the University.

## **SECTION 2 – LOSS OF MEMBERSHIP**

In case of substantial misconduct as outlined in the National Constitution of the National Society of Black Engineers and the University of Missouri M–Book chapter members may forfeit membership and/or benefits thereof by a 3/5 vote of the Executive Board.

## **SECTION 3 – Conferences**

NSBE holds three major conferences per year (i.e. The Regional Leadership Conference, The Fall Regional Conference, and The National Convention)

In order to be funded by the organization to travel to these conferences, a member must fulfill the following requirements:

1. Be a paid and registered member.
2. At the time of conference have a 2.5 or greater GPA\*
3. Once selected to attend the conference, they must attend all remaining general body meetings, and must be able to stay after the meetings for instructions. They also must attend the MO Zone Meeting. If unable to attend any of these meetings, there must be a reasoning that the President views as valid.
4. Do a resume review, an elevator pitch, and a mock interview in either the College of Engineering's career center or the Mizzou Student Success Center.
5. Attend all general sessions and at least 2 workshops during conferences.
6. Submit a half to full page write up of your experience at the conference within a week of the conferences end.

Failure to complete any of items 1-4 will result in the treasurer withdrawing funding for a member to travel. Failure to complete items 5 & 6 will result in the treasurer withdrawing funding for a member to travel to the next major conference.

\*If the GPA requirement is not met, the member must attend 2 study halls per month unless alternative arrangements have been made with the Academic Excellence Chair. The study halls will be under the discretion of the Academic Excellence Chair.

## **SECTION 5 – APPEAL PROCESS**

If someone has their membership rebuked or has funding withdrawn for future conferences, they can attempt to appeal the decision.

1. They must organize a meeting with the President, Vice President, and Advisor to discuss the situation and why the decision was made.
2. From that meeting, there must be a signed agreement from everyone involved, and a probationary period with a necessary repercussion will be instilled on that person.
  - a. Repercussion and probationary period will depend on the severity of the incident, and will be established by the President, Vice President, and Chapter Advisor.
  - b. Any repercussions or probationary periods that extend beyond the current executive board's term, must still be honored by the next executive board.
3. After the probationary period ends, the person will be reinstated into the chapter and will be eligible for membership and funding at conventions.

## **ARTICLE III – DUES**

Annual membership fees shall be reviewed annually by the Executive Board. These fees shall include both annual dues to the national organization, regional, and possibly chapter level.

## **ARTICLE IV – OFFICERS AND DUTIES**

### **SECTION 1 – ELECTION OF OFFICERS**

#### A. Eligibility

1. Paid member on NOL ([www.nsbe.org](http://www.nsbe.org))
2. Require 2.5 cumulative GPA

#### B. When Nominations and Elections Should Occur

1. Elections should take place before the end of April, such that the newly elected board can make a transition with the outgoing Executive Board before the end of the school year.

#### C. Officiating Over Elections

1. The parliamentarian shall officiate over the elections.

#### D. Voting

1. All members in good standing in accordance with Article II, Section 1, and are paid members are eligible to vote anonymously.

#### E. Presidential Requirements

1. In order to be elected president, a member must have served at least two semesters on the executive board and have a 2.75 GPA.

### **SECTION 2 – ELECTED OFFICERS**

The officers of this organization and their duties shall follow respectively.

#### A. President

1. Shall preside over all Executive Board and General Body meetings of the National Society of Black Engineers.
2. Shall schedule all meetings and make room reservations, along with the Vice President.
3. Shall be responsible for implementing all decisions of the General Body.
4. Shall initialize all solicitation letters.
5. Shall appoint the Jr. Executive Board Advisor and any vacant positions with the approval of the Executive Board.

6. Shall recommend replacements of officers and chairpersons for approval by the Executive Board.
7. Shall oversee 5 of the 10 executive board positions.
8. Shall communicate with other schools in the region.

#### B. Vice – President

1. Perform all duties of the President in his/her absence, or at the request of that officer.
2. If the office of President should fall vacant, the Vice – President shall assume the office of President.
3. Shall schedule all meetings and make room reservations, along with the President.
4. Shall oversee 5 of the 10 remaining executive board positions. 5. Shall ensure that all meetings are conducted with the proper decorum. 6. Shall implement Robert's Rules of Order, revised at all times.

#### C. Treasurer

1. Shall maintain all finances of the organization, according to University policy.
2. Shall keep an accurate record of the organizations financial status at all times.
3. Shall maintain a current balance report, monthly report, and annual report of receipts and disbursements to the Executive Board.

#### D. Recording Secretary

1. Shall keep a record of all General Body meetings.
2. Shall keep a record of all Executive Board meetings.
3. In the absence of the President and Vice – President shall preside over the Executive Board and General Body meetings.
4. Shall conduct all correspondence of the General Body including;
  - a. Letters, acknowledgements, and proposals.

In addition, all executive board members shall keep an open line of communication with Regional Executive Board officers as well as keep all necessary documentation and a transition journal to pass onto the next executive board.

All executive board members shall submit monthly reports to their Regional counterparts by the deadline indicated by Regionals.

### **SECTION 3 – IMPEACHMENT**

- A. Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guide lines for recognized student organizations, University policies or any federal, state or local laws.
  
- B. A complaint made about an officer must be stated at an Executive Board meeting. A majority vote of the Executive Board will be required to raise the complaint at the next General Body meeting. A 2/3 vote of quorum will be required to impeach and consequently remove the officer.

### **SECTION 4 – SUCCESSION OF OFFICERS**

A. President – If the President should leave office for any reason, the Vice President will assume the position with all its responsibilities.

B. Vice President, Secretary, Treasurer – If the stated officers should have to leave office for any reason, the President will temporarily appoint someone to these positions within one week of the resignation of the officer.

- 1. An election will be held immediately to elect another officer.
  - a. Nominations will be taken the day of the elections.

## **ARTICLE V – EXECUTIVE BOARD**

The affairs of this organization shall be managed by an Executive Board. Members of this Board will consist of the President, Vice – President, Recording Secretary, Treasurer, Programs Chair, Parliamentarian, TORCH Chair, Public Relations Chair, PCI Chair, Academic Excellence Chair, Membership Chair, Mentorship Chair, Telecommunications Chair, Fundraising Chair, Conference Planning Chair, and Jr. Executive Board Advisor.

## **ARTICLE VI – MEETINGS**

## **SECTION 1 – MEETING TIMES**

General Body meetings shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month in Ketcham Auditorium in Lafferre Hall, unless otherwise specified. At least two Executive Board meetings shall be held per semester as scheduled by the Executive Board. Although not required, it is strongly recommended to conduct Executive Board meetings approximately one week before and after General Body meetings.

## **SECTION 2 – QUORUM**

Three-fifths for the Executive Board and one-half of the General Body members, not including officers of the Executive Board, shall constitute a quorum for the transaction of any legal business which may come before any meetings is properly called.

## **SECTION 3 – RULES OF ORDER**

All meetings shall be conducted in an orderly manner and recommend use of our silent Robert's Rules of Order, revised.

## **ARTICLE VII – Roles**

The following shall be the roles of this organization, whose purpose is to execute the goals and mission of the organization. Any committee to be added unto this article must be done via amendment.

### **SECTION 1 – COMMITTEE CHAIRS**

#### **A. Fundraising Chair**

1. Shall be responsible for planning all events or activities that may generate funds for the organization.
2. Shall communicate with companies to establish relationships and raise money.
3. Responsible for assisting the Treasurer with the chapter finances.

#### **B. Pre – College Initiative (PCI)**

1. Shall be responsible for handling the organizations high school outreach and



tutoring.

#### C. Membership

1. Shall be responsible for collecting and registering all paid members at the national level.
2. Shall be responsible for making initial contact with incoming freshman through participation in freshman door knocking and possibly summer letters, and talking with MITE students.
3. Shall be responsible for renewing charter on an annual basis.
4. Shall keep membership informed at all times of all relevant activities/information.

#### D. Academic Excellence

1. Shall be responsible for handling all of the academic concerns of the organization which include organizing test files, organizing study sessions, and monitoring chapter GPA.

#### E. Telecommunications Chair

1. Shall be responsible for maintaining the website as well as communication with other chapters, regional, and national boards through the website.
2. Shall keep photographic history of all events.

#### F. Programs Chair

1. Shall be responsible for planning and implementing at least one social activity every semester.

#### G. Public Relations

1. Shall create and distribute flyers for General Body meeting and other activities.
2. Shall update the display case in Thomas and Lafferre Hall annually.

#### H. Mentorship Chair

1. Shall oversee all internal mentoring that goes on within the general body.
2. Shall oversee all external mentoring that goes on within the Columbia community.
3. Shall ensure throughout the year that mentor-mentee pairs are meeting the directives set forth by the mentorship chair.

I. Technical Outreach Community Help (T.O.R.C.H)

1. Shall be responsible for the chapter's community service requirements. 2. Shall create at least one program per semester that engages the Columbia community in a workshop that increases scientific or technological literacy.

J. Parliamentarian

1. Shall be responsible for making sure that meetings run fluidly and without interruption.
2. Acts as a senator at conferences.
3. Shall be responsible for hosting election proceedings in April.

K. Conference Planning Chair

1. Shall be responsible in planning the National and Regional chapter trips.

L. Jr. Exec Advisor

1. Elect or appoint the Junior Executive positions with the choice to have assistance from the chapter executive board.
2. Oversee and assist Jr. Executive Board and approve all of their planned operations with the President before implementing them.
3. Sit in all executive meetings the Junior Executive Board holds unless their board says otherwise.

## **ARTICLE VIII – AMENDMENTS**

This constitution may be amended by a 2/3 vote of the quorum of membership of this organization or 3/4 vote of the quorum of the Executive Board, provided the amendment shall have been proposed at least one meeting prior to the time of voting.

Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.