



NATIONAL SOCIETY OF BLACK ENGINEERS

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CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers National Constitution describes the manner in which the national organization shall be governed and structured. The NSBE Chapter Constitution document shall serve as a governing document for Clarkson University and not supersede or take authority in matters where working rules of NSBE sub bodies do not exist or are in conflict. As such, all working rules of NSBE Chapters shall comply, and be consistent with the National Constitution.

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



Section 1. Chapter Name

The name of this organization shall be the Clarkson University of the National Society of Black Engineers, hereafter called, “the Chapter.”

Section 2. Objectives

- A. The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.
- B. The objectives shall include programs that serve to stimulate and develop student interest in engineering; to strive to promote participation at all levels of responsibility in the field of engineering by the black communities; and to endeavor in the advancement of black professional engineers within the individual engineering disciplines.

Section 3. Tax Exempt Organization Statement

- A. The Chapter is organized exclusively for charitable, scientific, and educational purposes as defined and limited by Section 501(c)(3) of the Internal Revenue Code of 1986.
- B. Upon dissolution of the Chapter, assets in possession of the Chapter shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE II –CHAPTER GOVERNMENT

Section 1. Governing Laws

- A. This organization shall be governed by the Constitution, By-Laws and all amendments to the Constitution and Bylaws of this organization.
- B. The Constitution and the By-Laws of this organization shall be within the boundaries of the Constitution, By-Laws, and Rules for the Government of Chapters of the National Society.

Section 2. Final Approach

- A. The Constitution, By-Laws, and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive board of the National Society.



- B. The laws that govern this Chapter shall be in effect only after approval from the Executive Board of the National Society has been granted.
- C. No laws of this Chapter shall be retroactive.

ARTICLE III –MEMBERSHIP

Section 1. Membership

- A. Membership and participation in this organization shall be free from discrimination of the basis of sexes, race, religion, ethnic group or national origin.
- B. Membership shall require that the proper dues have been paid to both the National Society and this Chapter.
- C. Membership in this Chapter shall be designated as Affiliate Member, Member, or Honorary Member.
- D. The definition of each type of membership shall be defined as stated in the National Constitution and Bylaws.

Section 2. Voting

- A. A voting member shall be defined as a member enrolled as a student or affiliate member who is a current paid member of the National Society of Black Engineers both nationally and within the Chapter.
- B. Each Member and Affiliate Member in good standing is entitled one vote at all meetings
- C. All Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.
- D. A majority of voting members present shall be necessary for any business to take place except where noted in this document. –
- E. Voting quorum shall be defined as two thirds of the Chapter's eligible voting members.

Section 3. Dues

- A. All members of this organization shall pay proper dues to the National Society and this Chapter



- B. Chapter membership fees shall be reviewed annually by the Executive Committee and can only be changed by a two-thirds vote of the chapter
- C. Honorary Members shall be exempt from Chapter dues.
- D. National Society dues and chapter dues for the year shall be paid to the treasurer prior to the deadline set by the Regional Executive Board, and the National Society.
- E. A plan of payment can be made with the treasurer concerning payment of Chapter dues prior to the third regular meeting of each quarter concerning that quarter's dues

ARTICLE IV- MEETINGS

Section 1. First Meeting

The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year.

Section 2. Regularity

- A. Regular meetings shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the members present at the first meeting of the academic year.
- B. The President may call an unscheduled meeting when necessary provided that every member receives a notification at least 24 hours prior to the meeting.

ARTICLE V -OFFICERS

Section 1. Positions

- A. The elected officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Programs Chair and a Senator and any other officers the chapter deems necessary.
- B. The Appointed officers of the Chapter shall be Academic Excellence Chair, Freshman Representative Chair, Publications Chair, Public Relations Chair, Telecommunications Chair, T.O.R.C.H Chair, Conference Chair and Membership Chair
- C. The chapter shall have a minimum of one advisor responsible for informing other faculty of the activities of this chapter.
- D. No person who resigns from his position shall be allowed to return to that position during the same academic year.



Section 2. Elected Officers Duties

A. President

1. Guide the purpose and direction of the organization in accordance with the Regional and National Directives.
2. Ensure the Chapter is active.
3. Shall preside over all meetings of this chapter.
4. Prepare an agenda for executive board meetings with vice-president.
5. Shall serve as representative of this chapter.
6. Will work closely with the Upstate Zone Chairperson and Regional Chairperson.
7. Shall appoint and remove all chairpersons and members of all committees, except where otherwise provided for in this document, with the advice and consent of the Executive Committee.
8. Act as Membership Chair in the absence of a membership chair.
9. Submit a transition report at the close of office.

B. Vice President

1. Shall preside in the absence or the inability of the President.
2. Act to directives requested by the President that are consistent with the mission of the chapter.
3. Oversee all inter-chapter communications.
4. Overview constitutional changes for consistency.
5. Responsible for working with the other chapter officers to complete the Chapter Monthly Report (CMR) and submitting the Chapter Monthly Report (CMR) to the appropriate officials.
6. Shall perform such other duties as may be assigned to him/her by the President.
7. If the office of the President becomes vacant for any reason during his elected term, the Vice President shall become the President until the President is able to return to his position or the term expires; thereby, creating a vacancy of Vice President.
8. Act as Parliamentarian in the absence of the Chapter Parliamentarian.
9. Work with Upstate Zone and Regional Counterparts.
10. Submit a transition report at the close of office.

C. Secretary

1. Shall keep accurate minutes of each meeting.
2. Provide the primary record of all NSBE at Clarkson University meetings and oversee communications.
3. Record and distribute detailed minutes and attendance records of all Executive Board and General Body Meetings.
4. Work in conjunction with the programs chair to develop a monthly calendar of chapter events.



5. Shall keep an accurate record of membership and attendance at Chapter meetings.
6. Responsible or designate someone to be responsible for reserving a place for each regular meeting during the academic year.
7. Shall submit a semester report to the Chapter, at the last regularly scheduled meeting that contains all the activities of the Chapter during the present quarter.
8. Shall keep all official records of this chapter except for those herein that the custody and control of shall be that of another office.
9. Work closely with the Public Relation Chair and Publication Chair to improve internal communications.
10. Work with Upstate Zone and Regional Counterparts.
11. Submit a transition report at the close of office.

D. Treasurer

1. Shall keep an accurate account of the Chapter's funds.
2. Shall maintain a membership roll of the Chapter members.
3. Responsible for fundraising throughout the year.
4. Shall submit a report to the Chapter members at least once a month concerning the financial status of the Chapter, in writing.
5. Shall submit an annual report to the Executive Board of the National Society before February 1st of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
6. Shall be responsible for obtaining and/or maintaining a bank account in the name of this Chapter.
7. All monies received by the Treasurer shall be deposited in the Chapter's bank account, within five business days after such receipt, by the Treasurer.
8. Act as the Conference Chair in the absence of Chapter Conference Chair.
9. Work with Upstate Zone and Regional Counterparts.
10. Submit a transition report at the close of office.

E. Programs Chair

1. Shall plan informative programs to aid in professional development of chapter members.
2. Oversee all chapter programs and may establish committees to achieve successful events for the membership
3. Ensure Chapter participation in regional and national programs and competitions.
4. Develop technical and professional programs
5. Work closely with Upstate Zone Programs Chair and Regional Programs Chairperson.
6. Submit a transition report at the close of office.

F. Senators



1. Be knowledgeable of the National Constitution, National Bylaws, Regional Bylaws and Chapter Bylaws
2. Be knowledgeable of parliamentary law (Robert's Rules of Order)
3. Shall ensure that the chapter votes are cast during Regional and National Business.
4. Attend Senator meetings with the Regional Parliamentarian
5. Submit a transition report at the close of office.

Section 3. Appointed Officers Duties

A. Parliamentarian

1. Provides unbiased and fair set of rules for conduct at meetings.
2. Conduct nomination and election process of Chapter Executive Board members.
3. Serves as a resource on parliamentary procedure.
4. Provides at least one workshop each semester on parliamentary procedure.
5. Helps maintain order at all meetings.
6. Trains Chapter Senator for participation at Conference
7. Submits a monthly chapter report to Chapter Vice-President
8. Submit a transition report at the close of office.

B. Academic Excellence Chair

1. Foster the importance of strong academic performance.
2. Provide programs which help increase the GPA of the membership.
3. Develop and implement ideas that reward members who excel or improve their academic performance.
4. Oversee all chapter academic excellence programs
5. Reserve rooms and inform the membership of available academic support services, tutoring, workshops, help session etc.
6. Inform membership of scholarships available via NSBE.
7. Work closely with Upstate Zone and Regional counterpart.
8. Submit a transition report at the close of office.

C. Freshman Representative Chairperson

1. Must be a freshman.
2. Be a liaison for communication between freshman class members and the Executive Board.
3. Work in conjunction with the Programs Chairperson to plan workshops solely for the well-being of the freshman (time-management, study skills, etc.)
4. Work with the Academic Excellence Chair to establish mentors for each freshman member.
5. Submit a Bi-Weekly Chapter report to the Chapter Vice-President
6. Submit a transition report at the close of office.

D. Publication Chair

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Approved (October 2021) Revised (October 2021)

1. Creating Flyers to increase the internal and external knowledge about the mission, vision, and accomplishment of NSBE Clarkson Chapter
 2. Work in conjunction with the Secretary to publish a newsletter for the membership.
 3. Feature a member(s) and Alumni(s) in each newsletter.
 4. Submit a press release to Clarkson University.
 5. Submit a transition report at the close of office.
- E. Membership Chair
1. Responsible for recruitment of new members.
 2. Responsible for the retention of new and old members.
 3. Obtain feedback from membership to make improvements for the chapter.
 4. Ensure interaction between Executive Board members and the Membership.
 5. Submit a monthly Chapter Report to the Chapter Vice-President.
 6. Submit a transition report at the close of office.
- F. Public Relations Chair
1. Shall prepare articles and release for distribution about activities and events within the chapter.
 2. Coordinates and distributes information to organizations and the public to promote the image of the chapter
 3. Shall make official statements for the chapter with the approval of the president.
 4. Submit a transition report at the close of office.
- G. T.O.R.C.H Chair
1. Responsible for organizing activities aimed at encouraging youth to be better prepared for higher educational opportunities in STEM fields and in general.
 2. Responsible for using technical skills to provide a direct service to the community.
 3. Responsible for any other type of community service: Food and Clothing drives, Volunteering at a shelter, etc.
 4. Submit a monthly chapter report to the Chapter Vice – President.
 5. Submit a transition report at the close of office.
- H. Conference Chair
1. Increase participation in Regional and National Conference.
 2. Improve the planning processes for attendance at Conferences.
 3. Coordinate the logistical aspects of Conference attendance (registration, travel, housing) and collect monies for such activities in coordination with the Treasurer.
 4. Submit a monthly chapter report to the Chapter Vice-President.
 5. Submit a monthly chapter report to Chapter Vice-President.
- I. External Relations Chair
1. Communicate and Network with company recruiters in order to establish a relationship between our chapter and their company
 2. Communicate with executive officers and model a sponsorship package based on the necessities of the chapter
 3. Bring recruiters to facilitate the recruitment of our general body membership
 4. Submit a transition report at the close of office
- J. Social Media Chair

1. Managing social media accounts
2. Maintain correspondence with Publications Chair
3. Initiate outreach through said accounts
4. Create engaging posts
5. Submit a transition report at the close of office.
6. Advertise events as needed

Section 4. Elected Officers Requirements

- A. Only Paid National and Chapter Members can hold elected positions in the Chapter.



- B. Affiliate and Honorary members cannot hold elected positions in the Chapter.

Section 5. Nominations and Elections

- A. No later than the second regular meeting of the Spring semester, a Nominating Committee shall be appointed by the Chapter President. This committee shall consist of a chairperson and at least two other members.
- B. The nomination committee shall nominate at least one candidate for each elected position of the Chapter. The nominating committee shall report these nominees to the Chapter before the first regular meeting in March.
- C. Elections shall take place at the first regular meeting in April, for the offices of President, Vice President, Secretary, Treasurer, Programs Chair and at least one senator.
- D. The Nominations Committee shall present a slate containing the names of all the nominees they have for each elected position to each voting member on the day of the elections.
- E. The newly elected officers shall assume their positions at the third meeting in May and shall serve a term of one academic year.
- F. An absolute majority vote of the voting members present on Election Day shall be necessary for a person to be elected to an elected position.
- G. If any elected office becomes vacant, the office shall be filled by a simple majority vote at a meeting designated by the President.



ARTICLE VI -COMMITTEES

Section 1. Constitution

- A. The Committee shall make recommendations to the Chapter with respect to all proposed amendments to the Constitution and By - Laws that may properly be referred to it for consideration
- B. In The Committee reserves the right to make changes for the clarity of the Constitution.

Section 2. Fundraising

- A. The Committee shall make recommendations to the Chapter with respect to which activities to plan for fundraising.

Section 2. Communications

- A. The Committee shall be responsible for submitting all articles for publication in any printed news source that may from time to time occur.
- B. The Committee shall be responsible for informing members of any special meetings that may from time to time occur, by means of phone or letter.
- C. The Committee shall post announcements containing the time, place and date of all regular meetings at least two workdays prior to the meeting.

Section 3. Communications

- A. The Committee shall be responsible for submitting all articles for publication in any printed news source that may from time to time occur.
- B. The Committee shall be responsible for informing members of any special meetings that may from time to time occur, by means of phone or letter.
- C. The Committee shall post announcements containing the time, place and date of all regular meetings at least two workdays prior to the meeting.

Section 4. Nominations

- A. The Committee shall be responsible for making nominations for all elected positions.



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Approved (October 2021) Revised (October 2021)

- B. The Committee shall set the criteria for which a person must meet to run for any elected position. The criteria shall be required to be passed by the Executive Committee.
- C. The names of all persons wishing to run for an office shall be turned in to the Committee.



Section 5. Executive

- A. The Committee shall perform all duties assigned to it by this document
- B. The Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and of all committee chairpersons. The President shall serve as Chairperson of this Committee.
- C. Officers appointed by the Committee shall serve for the duration of that term, until the return of the elected officer, or until further action by the Committee.

ARTICLE VII -TERMINATION OF BOARD MEMBERS

Section 1. Impeachment of Officers

- A. Any board member of NSBE Clarkson University Chapter may be impeached and removed from their position in either of the following ways:
 - 1. A majority vote of the Chapter members; or
 - 2. A two-thirds vote of the Chapter Executive Board, not including the officer upon whom the charges have been brought.
- B. If a member feels that an officer is not fulfilling her duties, he shall, in writing, submit a request for impeachment to the President; however, if the officer in question is the President, the request shall be submitted the Chapter Advisor.
- C. Impeachment proceedings shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.
- D. An officer shall be required to be in good academic standing with the College or they will be subject to impeachment.

ARTICLE VIII -RATIFICATION, AMENDMENTS, EXCEPTIONS



Section 1. Ratification

A simple majority vote of the chapter members shall be necessary for ratification and establishment of this Constitution

Section 2. Amendment Proposals

- A. All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Chairperson of the Constitution Committee not less than two meetings before Chapter consideration.
- B. The Chairperson of the Constitution shall distribute copies of all amendments to each member not less than one meeting prior to the meeting in which the proposed amendment is to be considered.
- C. Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership provided there are at least nine members present at the meeting when it is considered.
- D. All amendment adoptions shall take place at regular Chapter meetings.

Section 2. Exceptions

- A. In matters that are expedient, ratification by a simple majority vote shall provide exception to the rules set down by this Constitution, provided there are at least ten members present at the meeting.
- B. All matters of exceptions to this Constitution shall be presented to the Constitution Committee by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption to the Constitution.
- C. All exceptions made shall be subject to annulment at the next regular meeting of the Chapter after the meeting at which the exception was made.

ARTICLE IX -HAZING AND SEXUAL HARASSMENT



Section 1. Hazing

- A. Neither this organization nor any of its members may authorize or participate in an action or situation that recklessly or intentionally endangers the mental or physical health of another member. The consumption forced or voluntary, of alcohol or drugs for purpose of initiation into, or affiliation with, this organization shall not be allowed. This organization shall be subject to rescission of permission to operate on campus property, and loss of CUSA recognition. Any members may face legal penalties if in violation of local, state, or federal laws.

Section 2. Sexual Harassment

- A. Neither this nor any of its members shall participate in any act of sexual harassment. Any and all Sexual Harassment incidents shall be referred to the Title IX Coordinator and handled through the Code of Conduct.