



National Society of Black Engineers
 University of Illinois at Chicago Chapter
 750 S. Halsted Street, Room 380-L (M/C 118)
 Chicago, IL 60607-7012
 Office: (312) 355-5104
 Email: nsbe.uic@gmail.com
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National Society of Black Engineers (81382267753)
The University of Illinois at Chicago Chapter By-Laws

PREAMBLE

The National Society of Black Engineers, as a national professional engineer-student organization, does hereby dedicate itself to the development of intensive programs for increasing African-American and other ethnic minority participation in the fields of engineering, engineering technology, and the physical sciences. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the African-American 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

The name of the governing body shall be the University of Illinois at Chicago Chapter Executive Board (CEB) of the National Society of Black Engineers, or simply the E-Board.

ARTICLE II - OBJECTIVE

The University of Illinois at Chicago Chapter Executive Board, serving as a liaison between the Region IV Executive Board of the National Society of Black Engineers and the members of the local chapter at the University of Illinois at Chicago, shall promote and encourage effective communication between the members, as well as improve lateral communication amongst the executive board. Moreover, part of the responsibility of the board will be to set the direction of the chapter according to the direction of the Region at the beginning of each term of office, sixty (60) days following the election.

ARTICLE III - OFFICERS

The following officers shall be elected to the University of Illinois at Chicago Chapter Executive Board: President, Vice-President, Secretary, Treasurer, Telecommunications Chair, Programs Chair, Publications Chair, Charter Membership Chair, Academic Excellence Chair, and Finance Chair.

The following officers shall be appointed to the UIC-CEB by the newly elected University of Illinois at Chicago Chapter President, with the approval of the elected officers Public Relations, PCI Chair, and Assistant Treasurer.

ARTICLE IV - DUTIES OF OFFICERS

Section I - Qualifications for Candidacy

- A. All candidates for elected (or appointed) positions shall submit a letter from their respective colleges verifying that the candidate is an enrolled part-time student in good academic standing or an official co-op at the time of the elected or appointed term.
- B. All elected and appointed positions must maintain part-time student status throughout their elected term unless the individual is graduating during the elected or appointed term.

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Section II - Duties of Elected Officers

The following officers shall be elected to the University of Illinois at Chicago Chapter Executive Board and hold a vote in UIC-CEB meetings (excluding President):

A. Chapter President

1. Shall preside over all official meetings of the University of Illinois at Chicago Chapter.
2. Shall serve as representative of the Chapter to the Region IV Executive Board.
3. Shall serve as representative of NSBE, University of Illinois at Chicago Chapter.
4. Shall appoint members of all special committees, with advice and consent of the UIC-CEB.
5. Shall compile the Chapter monthly report.
6. Shall oversee the Chapter Development Program.
7. Shall oversee the development of Chapter goals and objectives.
8. Shall submit names of candidates for appointed positions to be approved by the UIC-CEB.
9. Shall notify newly appointed members of transition meeting and acceptance.
10. Shall vote in UIC-CEB meetings only in the case of a tie.
11. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
12. Shall produce a yearly State of the Chapter report addressing issues faced during the term of office at the end of term.

B. Chapter Vice-President

1. Shall preside over all official meetings in the absence or the inability of Chapter President.
2. Shall act as UIC-CEB parliamentarian during official meetings.
3. Shall perform any other duties as designated by the Chapter President.
4. Shall prepare all Chapter meeting agendas.
5. Shall coordinate all Chapter elections.
6. Shall collect and review all officer monthly reports.
7. Shall review the status of the chapter on the Long Range Plan (LRP).
8. Shall serve on the Chapter Academic Excellence Committee.
9. Shall serve on the Chapter Awards Committee.
10. Shall preside over the annual NSBE/SHPE banquet. (along with SHPE Vice-President)
11. Shall preside over the Chapter Development and Planning Zone.



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12. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.

13. Shall produce an official transition report at the close of the term of office.

C. Chapter Secretary

1. Shall record and report the minutes of all Chapter meetings and other Chapter business.

2. Shall keep and maintain the Chapter timeline and deadlines.

3. Shall keep and maintain updated files of all Chapter correspondence and be responsible for submitting old files to history.

4. Shall revise and maintain Chapter by-laws and submit changes as they are proposed.

5. Shall chair the Chapter Awards Committee.

6. Shall serve on the Chapter Scholarship Committee.

7. Shall preside over the Chapter Executive Board Communication Zone.

8. Shall serve as communication liaison between the UIC-CEB and Chicago Alumni Executive Board (AEB).

9. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.

10. Shall produce an official transition report at the close of the term of office.

D. Chapter Treasurer

1. Shall keep accounts and deposit organization funds of the Chapter Treasury.

2. Shall oversee expenditures made for Chapter Business.

3. Shall keep account of all tax-exempt (NSBE) financial records.

4. Shall document and keep account of all in-kind services.

5. Shall oversee budget of the UIC-CEB.

6. Shall prepare financial reports to distribute to the UIC-CEB after each regional conference.

7. Shall prepare Chapter Board operation budgets and obtain modifications as necessary.

8. Shall serve on the Chapter Scholarship Committee.

9. Shall chair the Chapter Executive Board Finance Zone.

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10. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
11. Shall produce an official transition report at the close of the term of office.

E. Telecommunications Chair

1. Shall distribute all information pertaining to the chapter in communication packet via electronic mail.
2. Shall be responsible for all Regional and National Publications for the chapter (NSBE magazine, NSBE Bridge)
3. Shall be responsible for publication of the UIC-CEB Newsletter. (approved by zone leader - *Secretary* and faculty advisor.)
4. Shall be responsible for disseminating Chapter meeting dates, times, and locations.
5. Shall be responsible for disseminating information on Chapter activities.
6. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
7. Shall produce an official transition report at the close of the term of office.

F. Programs Chair

1. Shall develop traditional Chapter programs.
2. Shall support Regional programs.
3. Shall support National programs.
4. Shall implement a community service project for the UIC Chapter.
5. Shall serve on the Chapter Awards Committee.
6. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
7. Shall produce an official transition report at the close of the term of office.

G. Finance Chair

1. Shall be responsible for corporate solicitation and sponsorship to meet budget goals.
2. Shall be responsible for fund-raising activities in the Chapter.
3. Shall collect member resumes for the Chapter Resume Book.
4. Shall compile and distribute a Corporate Solicitation Packet by July 1st of the election year.
5. Shall compile and distribute a University Sponsorship packet for the budget outlined by the Chapter Treasurer.
6. Shall compile and distribute a Corporate Sponsorship Packet for 3 (three) regional conferences and 2 (two) national conferences.
7. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.



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8. Shall produce an official transition report at the close of the term of office.

Section III - Duties of Appointed Officers

A. Pre-College Initiative (PCI) Chair

1. Shall coordinate traditional Chapter PCI programs.
2. Shall support Regional PCI programs.
3. Shall support National PCI programs.
4. Shall oversee the UIC NSBE Jr. Chapter.
5. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
6. Shall produce an official transition report at the close of the term of office.

B. Assistant Treasurer

1. Shall chair the Chapter Scholarship committee.
2. Shall oversee UIC Chapter conference arrangements.
3. Shall assist the Chapter Treasurer and the finance zone in their performance of duties.
4. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
5. Shall produce an official transition report at the close of the term of office

C. Public Relations Chair

1. Shall identify other minority engineering faculty at UIC for the purpose of collaboration with and/or support of NSBE.
2. Shall identify other professional engineering organizations for the purpose of collaboration with and/or support of NSBE.
3. Shall identify minority owned businesses to utilize for entrepreneurial and educational purposes.
4. Shall develop a library (a history) and a database of minority engineering faculty, professional engineering organizations, and minority owned businesses.
5. Shall develop public signage campaigns for the NSBE UIC Chapter.
6. Shall encourage participation in conference activities.

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7. Shall encourage and support members in their pursuit to become entrepreneurs.
8. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
9. Shall produce an official transition report at the close of the term of office.

D. Chapter Membership Chair

1. Shall distribute membership information to existing and potential members.
2. Shall assist with renewing UIC Chapter Charter.
3. Shall maintain updated rosters of UIC Chapter members.
4. Shall assist Chapter President with the Chapter Development Program.
5. Shall encourage recruitment of new NSBE members.
6. Shall encourage graduating NSBE members to become members of the Alumni Extension.
7. Shall serve on the Chapter Awards Committee.
8. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
9. Shall produce an official transition report at the close of the term of office

D. Academic Excellence Chair

1. Shall support Regional and National Academic Excellence Programs.
2. Shall be responsible for distributing information pertaining to Regional Academic Excellence Programs.
3. Shall be responsible for distributing information pertaining to National Academic Excellence Programs.
4. Shall preside over the Academic Excellence Committee for the UIC Chapter.
5. Shall serve on the Chapter Scholarship Committee for the UIC Chapter.
6. Shall be in charge of maintaining and addressing the Academic Excellence concerns of the UIC Chapter members, preside over the maintenance of the NSBE archive of tests, textbooks and academic materials.
7. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
8. Shall produce an official transition report at the close of the term of office.

E. Banquet Planning Committee Vice-Chair

1. Shall assist Chapter Vice-President with all NSBE/SHPE Banquet planning concerns.
2. Shall produce an official transition report at the close of the term of office

F. Corporate Liaison

1. Shall maintain relationships with NSBE UIC's corporate sponsors.



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2. Shall be responsible for planning meetings with corporate sponsors.
3. Shall be in charge of maintaining and addressing the career success concerns of the UIC Chapter members.
4. Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
5. Shall produce an official transition report at the close of the term of office

Section IV – Junior Executive Board

NSBE-UIC shall have a Junior Executive Board, consisting of the same positions as the UIC-CEB for the purpose of training these members for future CEB positions. These positions will be filled on a voluntary basis at the beginning of each Fall semester.

Section V - Chapter President Emeritus

The previous chapter president before election shall serve on the Chapter Advisory Board as a Chapter Advisor. The Chapter President Emeritus is a member of the Chapter Executive Board. The term is one year concurrent with the elected UIC-CEB.

Section VI - Reports

Each board member shall have the responsibility of submitting a monthly report to the Chapter Chair and their respective zone leader and a copy to the Chapter Secretary at an agreed upon date. The Chapter Chair shall submit a monthly report to the UIC-CEB, Region IV REB, NEB and UIC Chapter.

ARTICLE V - TERMINATION OF BOARD MEMBERS

A. Elected Officers

Any elected officer of the Chapter may be impeached for a lapse in duties by the affirmative vote of no less than $\frac{3}{4}$ (three-fourths) of the voting delegates.

B. Appointed Officers

Any appointed officer of the Chapter may be removed from their said position by the affirmative vote of $\frac{3}{4}$ (three-fourths) of all remaining officers of the UIC Chapter Executive Board.

C. Any elected or appointed officer who does not communicate that they will miss or be late to an e-board meeting, conference call, or general meeting three times in a row will be subject to removal from office.

D. In the event an officer resigns, the President shall initiate the appointment process to fill the vacancy.

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ARTICLE VI - UIC CHAPTER EXECUTIVE BOARD ZONE STRUCTURE

The UIC Chapter Executive Board shall be divided up into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently. These zones will be the Chapter Development and Planning Zone, Communications Zone, Finance Zone, and Programs Zone. Each zone is headed by zone leader respectively: Vice-President, Secretary, Treasurer and Programs Chair.

Each zone leader has been endowed with following responsibilities:

- A. Regularly contacting each board member in the zone for updates.
- B. Reporting and relaying information and concerns to the Chapter Chair.
- C. Ensuring that all zone members are functioning in their assigned duties.

The Visual Zone structure of the UIC-CEB shall be:

Administrative Zone: President			
Chapter Development & Planning Zone Zone leader: Vice President	Communications Zone Zone leader: Secretary	Finance Zone Zone leader: Treasurer	Programs Zone Zone leader: Programs Chair
Academic Excellence Chair Banquet Planning Committee	Public Relations Chair Telecommunications Chair	Assistant Treasurer Finance Chair/Corporate Liaison	PCI Chair Charter/Membership Chair

ARTICLE VII - STANDING COMMITTEES

- A. Scholarship Committee

The Scholarship Committee shall be chaired by the Assistant Treasurer, Committee members include the Treasurer, Secretary, Academic Excellence Chair, faculty advisor, and MERRP advisor. The committee will be responsible for disbursing available scholarships to NSBE members in good standing.

- B. Awards Committee

The Awards Committee shall be chaired by the Secretary, Committee members include the Programs Chair, Charter Membership Chair, and the Vice-President. The committee will be responsible for implementing Chapter Awards competitions on the Chapter level including Member of the Year and Chapter of the Year.

- C. Banquet Committee

The Banquet Committee shall be chaired by the Vice-President. Committee members include the Banquet Committee Vice-Chair (an appointed position), Programs chair and members of the chapter appointed by the UIC-CEB. The committee will be responsible for planning the NSBE/SHPE minority engineering banquet held annually.

- D. Academic Excellence Committee

The Academic Excellence Committee shall be chaired by the Academic Excellence Chair. Committee members include the Programs Chair, a member of the CAB and members of the chapter appointed by the UIC-CEB representative of each curriculum (ME, EE, CS, IT) as a cross-section of our membership. The committee is responsible for the academic welfare of our organization. They shall keep members aware of tutoring,



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supplemental instruction, scholarship applications, torchbearer, academic recognition (3.0 crew, dean’s list) and calculating our academic strength (NSBE UIC membership overall GPA).

E. Elimination of Committee Members

Any committee member of the above or ad hoc committee whose chapter submits information for judging (i.e. Chapter of the Year, Member of the Year), may not participate in the voting on that particular issue.

ARTICLE VIII - MEETINGS

A. Quorum

A quorum for all transaction of business at UIC-CEB meetings shall be no less than ¾ (three-fourths) of the voting members of the University of Illinois @ Chicago Chapter Executive Board, excluding the Chapter President.

B. General

All business meetings of the UIC-CEB shall be open to the membership and the minutes shall be made available for chapters upon request.

ARTICLE IX - ELECTIONS

Section I - General

- A. A society member shall seek election to a chapter position by filing a declaration of intent by a date specified in the Elections timetable.
- B. The Vice-President shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but need be limited to, all requirements as specified in the by-laws.
- C. No candidate shall be elected to office unless an approved declaration of intent is on file with the Vice-President.
- D. No candidate shall run for more than one position on the University of Illinois @ Chicago Chapter Executive Board in a given election.

Section II - Candidate Qualifications

Each candidate shall have met the following qualifications in order to be place on the ballot for Chapter positions.

- A. Each candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is registered as a part-time student in good academic standing with the university.
- B. Candidates must be members in good academic standing.

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- C. Candidates who are currently co-op students must meet all of the above requirements and submit a letter from the appropriate university official verifying co-op status.
- D. The declaration of intent and the official letter from the Registrar or appropriate university official must be received by the Vice President one week prior to the date elections are to place.

Section III - Voting

A. Voting Qualifications

Each active and financial (National, Regional and Chapter) member in the Chapter will be allowed to cast one vote.

B. Absent ballots shall not be allowed.

C. Counting of Ballots

The current Vice President, unless running for an elected office, and the Banquet Committee co - chair shall oversee the counting of ballots immediately following the voting procedure.

D. Election Date

Elections shall take place at the Chapter meeting immediately before the National Convention.

E. Vacant Offices

Any remaining vacancies, of elected offices, shall be appointed by the 2nd Summer UIC-CEB meeting. These appointed officers will lose their vote in UIC-CEB meetings.

Section IV - Election Results

- A. The winner of each office shall be the person who received the plurality of the votes cast for the office.
- B. In the event of a tie, the current UIC-CEB shall select the winner by majority vote of the elected officers.
- C. The results shall be announced on the NSBE UIC web site no more than 2 days after the election procedure.
- D. The newly elected Chapter officers will be given the oath of office by the current Chapter President or an appointee.

ARTICLE X - CHAPTER ADVISORY BOARD

The UIC Chapter Advisory Board shall offer assistance on the chapter level where needed, aid Chapter officers in carrying out the duties of their offices, help in making policy decisions, and ensure continuity from year to year within the Chapter.

Section I - Selection

- A. Individuals interested in serving on the CAB or who have been nominated to serve must send a letter and background information indicating the intent to the President the UIC-CEB.
- B. Each interested party or nominee will be interviewed at a meeting approved by the UIC-CEB. The Chapter Secretary shall notify interested parties at least one month prior to the meeting as to the time and location of the interview and will provide a copy of the by-laws (National, Regional and Chapter) and the constitution (National, Regional and Chapter).



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- C. The CAB interviews will be conducted by the current Chapter President and the faculty advisor. Recommendations from all parties shall be considered and will be put to vote. All applicants will be informed by written notification within two weeks as to the outcome of their application.
- D. New advisors shall take office on the same day as the new UIC-CEB.

Section II - Qualifications

- A. The UIC-CEB shall actively recruit Advisory Board Members from the following backgrounds: NSBE Alumni, Technical Fields, Industry College Relations, Academia, and Professional Areas.
- B. Advisory Board members shall be selected and regarded by their qualifications as individuals and not by the firm he/she may represent. In the event an Advisory Board Member resigns, a new party shall be recommended and the selection process shall begin.

Section III - Duties

- A. Advisory Board members shall attend the following: monthly UIC-CEB chapter executive board meetings and one Chapter meeting. Failure to attend at least two of the five meetings will lead to a review of the CAB member’s status by the CAB and the UIC-CEB.
- B. Each advisory shall be assigned to with the UIC-CEB on at least one committee or in the capacity of: Financial Advisor, Academic Excellence Program Advisor, Annual Banquet Advisor, Charter Membership Chair Advisor, NSBE Jr. Advisor, PCI Advisor, Telecommunications Advisor and NSBE Net Advisor, BE Net/Publication Relations Advisor.

Section IV - Structure

- A. The election of a formal executive board shall be optional by the CAB, however the board must have a Chair and a secretary.
- B. The CAB chair shall have been a member of the CAB for a period of one year prior to appointment to the CAB. The length of the term shall be one year.
- C. The CAB secretary shall have been a member of the CAB for a period of one year prior to appointment to the CAB. The length of the term shall be one year.

Section V - General

ARTICLE XI - AMENDMENT PROCESS

- A. The by-laws of UIC Chapter shall be amended by any member of the chapter or the UIC-CEB member by submitting said change in written form to the Chapter Secretary two weeks prior to a Chapter meeting on the day the of the weekly UIC-CEB Board meeting.
- B. The Chapter Secretary shall submit all proposed changes to the UIC-CEB for approval.

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C. A change to the by-laws shall be made by the affirmative vote of the following:

1. majority vote of the UIC-CEB (or),
2. 2/3 vote of the members in good academic standing and in attendance at the chapter meeting.