

NATIONAL SOCIETY OF BLACK ENGINEERS
University of Illinois at Chicago
Constitution

PREAMBLE

The University of Illinois at Chicago (UIC) Chapter of the National Society of Black Engineers (NSBE), as a student based 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 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 - Official Name and Symbol

Section I.

The name of the governing body shall be the University of Illinois at Chicago Chapter of the National Society of Black Engineers, a non-profit student run organization; hereafter referred to as the UIC Chapter.

Section II.

The official symbol of NSBE shall be a torch symbolizing our everlasting burning desire to achieve as engineers in our present society and the lightening bolts representing the striking impact with which the National Society of Black Engineers contributions are felt by society and industry.

ARTICLE II - Objective

The Chapter Executive Board (CEB) shall serve 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. The CEB 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 UIC Chapter according to the direction of the Region at the beginning of each term of office, sixty (60) days following the election.

ARTICLE III - Membership

Section I.

Membership in the chapter shall be designated as member.

Section II.

Members shall be defined as:

- a) an undergraduate enrolled in the University of Illinois at Chicago seeking a degree in the field of engineering, engineering technology, or applied/physical science, or
- b) a graduate student who has received an undergraduate degree in engineering, engineering technology, or applied/physical science enrolled at the University of Illinois at Chicago, and
- c) Has received a registered membership and through the payment of annual membership fees.

Section III.

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

ARTICLE IV - Voting

Section I.

The UIC Chapter, while in good standing, is entitled to two votes during regional and national conferences and meetings.

Section II.

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

Section III.

The chapter shall select two delegates to represent the UIC Chapter in regional and national business.

ARTICLE V - Dues

Annual membership fees shall be reviewed annually by the National Executive Board (NEB) and can be changed only by a two-thirds vote of the delegates attending the National Conference upon recommendation of the NEB.

ARTICLE VI - Administration

Section I.

There shall be an Executive Board of the chapter which shall consist of the:

- a) Chapter President
- b) Chapter Vice-President
- c) Chapter Secretary
- d) Chapter Treasurer
- e) Eight (8) Standing Committees
- f) President Emeritus, who shall serve as a non-voting member

Section II.

The Executive Board shall:

- a) Determine all questions of policy and shall administer the affairs of the chapter under the Constitution and 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, or the goals and objectives of the organization.
- c) Not receive any salary for service.
- d) Serve as a liaison between the Region IV Executive Board and the members of the chapter.
- e) Coordinate activities at all level of the chapter.

ARTICLE VII - Committees

Section I.

There shall be eight standing committees of the chapter, which are:

- a) Academic Excellence
- b) BE Net/Public Relations
- c) Charter/Membership
- d) Communication
- e) Finance
- f) NSBE Net
- g) Pre-College Initiative (PCI)
- h) Programs

There shall be three Special Interests committees, which are:

- i) Awards
- j) Banquet
- k) Scholarship

Section II.

Standing committees shall have the following duties:

- a) Academic Excellence
 - i) Distribute information pertaining to Regional and National Academic Excellence programs.
 - ii) Maintaining and address the Academic Excellence concerns of the

chapter members.

- b) BE Net/Public Relations
 - i) Identify other minority engineering faculty at UIC or other professional engineering organizations for the purpose of collaboration with and/or support of the chapter.
 - ii) Identify minority owned businesses to utilize for entrepreneurial and educational purposes.
 - iii) Develop a library (a history) and a database of minority engineering faculty, professional engineering organizations, and minority owned businesses.
 - ii) Encourage participation in conference activities and encourage and support members in their pursuit to become entrepreneurs.
- c) Charter/Membership
 - i) Distribute membership information to existing and potential members.
 - ii) Maintain updated rosters of the chapter members.
 - iii) Encourage recruitment of new NSBE members and encourage graduating NSBE members to become members of the Alumni Extension.
- d) Communication
 - i) Distribute all information pertaining to the chapter in communication packet via electronic mail.
 - ii) Responsible for all regional and national Publications for the chapter.
 - iii) Responsible for the publication of the Chapter Executive Board Newsletter.
 - iv) Responsible for disseminating chapter meeting dates, times, and locations and information on chapter activities.
- e) Finance
 - i) Responsible for corporate solicitation and sponsorship to meet budget goals.
 - ii) Responsible for fund-raising activities of the chapter.
 - iii) Collect chapter member resumes for the regional resume book.
- f) NSBE Net
 - i) Maintain the UIC Chapter Web Site.
 - ii) Compete regionally and nationally.
 - iii) Maintain the chapter electronic mail distribution list.
 - iv) Promote the use of the World Wide Web, as well as its many components, amongst the chapter membership.
- g) Pre-College Initiative (PCI)
 - i) Coordinate traditional UIC Chapter PCI programs.
 - ii) Support regional and national PCI programs.
 - iii) Oversee the UIC NSBE Jr. chapter.
- h) Programs
 - i) Develop traditional chapter programs
 - ii) Support regional and national programs.
 - iii) Implement a community service project for the chapter.

Special Interest committees shall have the following duties:

- i) Awards
 - i) Responsible for implementing UIC Chapter award competition including Member of the Year.
- j) Banquet
 - i) Responsible for planning the UIC NSBE/SHPE (Society of Hispanic Professional Engineers) engineering banquet held annually.
- k) Scholarship
 - i) Responsible for disbursing available scholarships to NSBE members in good standing.

Section III.

In addition to the above duties, the committees will carry out assignments deemed necessary by the Chapter Executive Board.

Section IV.

The Chapter Executive Board will create and appoint chairs for special committee(s), as necessary.

ARTICLE IX – Offices

Section I.

All elected offices will be held by members in good standing.

Section II.

The elected offices of the Chapter Executive Board are:

- a) Chapter President
- b) Chapter Vice-President
- c) Chapter Secretary
- d) Chapter Treasurer
- e) Three (3) Elected Chairs
 - i) Communications
 - ii) Finance
 - iii) Programs

Section III.

The Chapter Executive officers are The Chapter President, Chapter Vice-President, Chapter Secretary, and Chapter Treasurer.

Section IV.

Any member of the UIC Chapter is eligible for a chapter office that meets these requirements:

- a) Has a minimum classification of junior undergraduate status of the equivalent for the elected term.
- b) All candidates for elected and appointed positions shall submit a letter from their respective colleges verifying the candidate is an enrolled part-time in good standing or an official co-op at the time of the elected or appointed term.
- c) All elected and appointed positions must maintain part-time student status throughout their elected term unless graduating during the elected or appointed term.
- d) Graduate students who have fulfilled member status must maintain full-time student status throughout the elected term.

Section V.

The Chapter Executive Board-elect shall take office sixty (60) days following the election and shall serve a one-year term.

Section VI.

Should a vacancy occur in the office of Chapter President, the Chapter Vice-President shall fill the unexpired term. Should a vacancy occur in any office other than Chapter President, the unexpired term shall be filled by appointment by the Chapter President and approved by the Chapter Executive Board.

Section VII.

The previous Chapter President shall serve as President-Emeritus, with the approval of the Executive Board.

- a) The President-Emeritus shall serve as an advisor to the Chapter Executive Board and shall not have a vote as President-Emeritus. The term will be one (1) year beginning sixty (60) days after elections of chapter offices.

ARTICLE X – Duties of Elected Offices

Section I.

The duties of the elected offices are:

- a) Chapter President:
 - i) Shall preside over all official meetings of the University of Illinois at Chicago Chapter.
 - ii) Shall serve as representative of the UIC Chapter to the Region IV Executive Board.
 - iii) Shall serve as representative of NSBE, University of Illinois at Chicago chapter.
 - iv) Shall appoint members of all special committees, with advice and consent of the UIC-CEB.
 - v) Shall compile the chapter monthly report.
 - vi) Shall oversee the Chapter Development Program (CDP).
 - vii) Shall oversee the development of chapter goals and objectives.
 - viii) Shall submit names of candidates for appointed positions to be approved by the UIC-CEB.

- ix) Shall notify newly appointed members of transition meeting and acceptance.
 - x) Shall vote in UIC-CEB meetings only in the case of a tie.
 - xi) Shall attend all Regional conferences and National Convention.
 - xii) Shall produce a semester "State of the Chapter" report addressing issues faced during the term of office at the end of the semester.
- b) Chapter Vice-President
- i) Shall preside over all official meetings in the absence of the President during official meetings.
 - ii) Shall act as UIC-CEB parliamentarian during official meetings.
 - iii) Shall perform any other duties as designated by the Chapter President.
 - iv) Shall prepare all chapter meetings agendas.
 - v) Shall coordinate all chapter elections.
 - vi) Shall collect and review all officer monthly reports.
 - vii) Shall review the status of the chapter on the Long-Range Plan (LRP).
 - viii) Shall serve on the Chapter Academic Excellence Committee.
 - ix) Shall serve on the Chapter Awards Committee.
 - x) Shall preside over the annual NSBE/SHPE banquet (along with SHPE Vice-President).
 - xi) Shall preside over the Chapter Development and Planning Zone.
 - xii) Shall attend all Regional conferences, the National Leadership Institute and the National Convention.
 - xiii) Shall produce an official transition report at the close of the term of office.
- c) Chapter Secretary
- i) Shall record and report the minutes of all chapter meetings and other chapter business.
 - ii) Shall keep and maintain the chapter timeline and deadlines.
 - iii) Shall keep and maintain updated files of all chapter correspondence and be responsible for submitting old files to history.
 - iv) Shall revise and maintain chapter by-laws and submit changes as they are proposed.
 - v) Shall chair the Chapter Awards Committee.
 - vi) Shall serve on the Chapter Scholarship Committee.
 - vii) Shall preside over the Chapter Executive Board Communication Zone.
 - viii) Shall serve as communication liaison between the UIC-CEB and Chicago Alumni Executive Board (Chicago AEB).
 - ix) Shall attend all Regional Conferences, the National Leadership Institute, and the National Convention.
 - x) Shall produce an official transition report at the close of the term of office.
- d) Chapter Treasurer
- i) Shall keep accounts and deposit organization funds of the Chapter Treasury.
 - ii) Shall oversee expenditures made for chapter business.
 - iii) Shall keep account of all tax-exempt (NSBE) financial records.

- iv) Shall document and keep account of all in-kind services.
- v) Shall oversee budget of the UIC-CEB.
- vi) Shall prepare financial reports to distribute to the UIC-CEB after each Regional Conference.
- vii) Shall prepare chapter board operation budgets and obtain modifications as necessary.
- viii) Shall serve on the Chapter Scholarship Committee.
- ix) Shall chair the Chapter Executive Board Finance Zone.
- x) Shall attend all Regional Conferences, the National Leadership Institute, and the National Convention.
- xi) Shall produce an official transition report at the close of the term of office.

e) Committee Chairs

- i) Shall carry out the duties of the committees.

ARTICLE XI – Meetings

Section I.

A quorum for all transaction of business at UIC-CEB meetings shall be no less than $\frac{3}{4}$ (three fourths) of the voting members of the University of Illinois at Chicago CEB excluding the Chapter President.

Section II.

All business meetings of the CEB shall be open to the membership and the minutes shall be made available for chapter members upon request.

Section III.

The Chapter President shall call chapter general meetings.

ARTICLE XII – By-Laws

The By-Laws of the chapter shall be amended by a $\frac{2}{3}$ (two-thirds) vote of the Chapter Executive Board.

ARTICLE XIII – Amendments

Section I.

Amendments to this constitution may be proposed by:

- a) a $\frac{2}{3}$ (two-thirds) vote of the Chapter Executive Board, or
- b) $\frac{1}{4}$ (one-fourth) of the chapter membership.

Section II.

Proposed Amendments must be submitted in written form to the Chapter Executive Board to be reviewed. The proposal must be clearly stated and justified.

Section III.

Ratification of any amendments to this constitution shall be subject to a $\frac{3}{4}$ (three-fourths) affirmative vote of the Chapter Executive Board.