

**CONSTITUTION OF THE UNIVERSITY OF PITTSBURGH CHAPTER OF THE NATIONAL SOCIETY OF BLACK
ENGINEERS**
Approved September 2005



NATIONAL SOCIETY OF BLACK ENGINEERS
University of Pittsburgh Chapter Constitution

Approved September, 2005

Revised October, 2009

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 field 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 University of Pittsburgh Chapter of the National Society of Black Engineers, a non-profit student run organization.

ARTICLE II - Purpose

The objective of the University of Pittsburgh Chapter of the National Society of Black Engineer shall be to stimulate and develop student interest in engineering; to strive to increase the number of students studying engineering at both the undergraduate and graduate levels; and to endeavor in the advancement of the Black engineer in professional industry.

ARTICLE III – Membership

Section I: Membership in the University of Pittsburgh Chapter of the National Society of Black Engineers shall be designated as a Chapter ember. In order to be in good standing and receive the full benefits of Chapter membership, a student must complete the following:

- A. Register nationally with NSBE and pay national dues
- B. Complete chapter membership forms and pay chapter dues in full

Section II: Chapter member shall be defined as (a) an undergraduate enrolled in the field of engineering and is a candidate for a degree in 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.

Section III: An Affiliate member shall be defined as a person who is not a candidate for a degree in one of the areas defined in Article III, Section 2 (a) (i), and who does not have voting power, and as such is exempt from positions including, but not limited to Chapter President, or an administrative position. An affiliate member may hold an appointed position.

Section IV: Neither membership, nor participation shall be denied on the basis of sex, race, religion, ethnic group, age, national origin, or country of abode.

Section V: The good standing of a University of Pittsburgh Chapter member shall be defined as the definition of good standing dictated by the University of Pittsburgh Chapter of the National Society of Black Engineers Constitution.

ARTICLE IV - Voting

Section I: Each member shall be entitled to one (1) vote in all Chapter General Body meetings in which the member is present.

Section II: Each member shall be eligible to represent the Chapter in regional and national business as a delegate. Delegation shall be granted with a 2/3 vote by the University of Pittsburgh Chapter of the National Society of Black Engineers Chapter Executive Board.

ARTICLE V - Administration

Section I: There shall be a Chapter Executive Board of the University of Pittsburgh Chapter of the National Society of Black Engineers which shall consist of the (a) President, (b) Vice-President, (c) Secretary, (d) Treasurer, (e) Programs Chair, (f) Parliamentarian, (g) Chair Emeritus, and (h) Standing Committee Chairs.

Section II: The Executive Board shall (a) administer the affairs of the PITT Chapter under the National, Regional and Chapter Constitution and Bylaws, (b) be subject to the orders of the membership and none of its acts shall conflict with decisions made by the vote of the chapter general body, or the goals and objectives of the organization, (c) not receive any salary for service, (d) make recommendations to the Regional Executive Board, (f) coordinate activities within the University of Pittsburgh Chapter.

ARTICLE VI – Standing Committees

Section I: There shall be six standing committees of the University of Pittsburgh Chapter, which are, Academic Excellence, Membership, Finance, Pre-College Initiative, Steering, and Public Relations.

Section II: The Academic Excellence Committee shall be responsible for collecting and maintaining data needed to establish the progress of the Chapter Academic Excellence Program, and creating and maintaining academic excellence programs and activities.

Section III: The Membership Committee shall be responsible for listing all of the various chapter members and problems incurred in renewing membership or charter. It shall actively engage in the development and maintenance of membership programming, and the University of Pittsburgh Chapter's member database.

Section IV: The Finance Committee shall identify and pursue chapter funding sources, and mechanisms for fund-raising.

- Section V: The Pre-College Initiative Committee shall manage and coordinate the activities with the Regional Pre-College Initiative Program. It shall work with the University of Pittsburgh Pre-College Engineering Career Access Program and INVESTING NOW in establishing and maintaining pre-college programming.
- Section VI: The Steering Committee shall stand as the voice of the chapter on a Regional and National level. It shall hold Town Hall Meetings at least once a semester to have the general body as well as the Executive Board discuss the current state and progress of the chapter.
- Section VII: The Public Relations Committee shall develop mechanisms for establishing and sustaining the TORCH Publication. This includes the funding and printing responsibilities for the publication. It shall also develop methods to recruit science, technology, engineering, and math majors into the University of Pittsburgh Chapter of the National Society of Black Engineers. It shall also distribute and collect University information affecting the operations of the University of Pittsburgh Chapter.
- Section VIII: In addition to the above duties, the committees will carry out assignments deemed necessary by the Chapter Executive Board.
- Section IX: The Chapter Executive Board will create and appoint chairs for any special committee(s), as necessary.

ARTICLE VII - Offices

- Section I: All elected offices will be held by collegiate members in good standing. The President and all elected offices shall have a minimum 2.5 QPA in order to be eligible for election to one of these offices.
- Section II: The elected offices of the Chapter Executive Board are President, Vice-President, Secretary, Treasurer, Programs Chair, and Standing Committee Chairs.
- Section III: The Chapter Executive Officers (CEO) is the President, Vice-President, Secretary, Treasurer, and Programs Chair. Any Chapter Executive Board (CEB) Member shall only be eligible for election into these offices.
- Section IV: The Chapter Executive Board-Elect shall take office 30 days following the chapter election and shall serve a one year term.
- Section V: Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice-President. Other vacant positions shall be appointed by the President.
- Section VI: The Chapter Executive Board may, by a two-thirds majority vote, dismiss from office, any member of the Executive Board for any of the following reasons: is absent from four or more Executive Board meetings of the Board over his/her term in office without excuse or adequate justification; fails to act in accordance with the responsibilities as outlined by this constitution or fails to perform the duties of an Executive Board Member as prescribed and determined by the Chapter Executive Board. Any vacancy for

the office of a Chapter Executive Board Member created by this dismissal shall be filled by a simple majority vote of the Chapter Executive Board after each candidate has been interviewed by the Chapter Executive Board.

Section VII: Elections of the Chapter Offices will take place at least one (1) week prior to the annual National Convention.

ARTICLE IX – Duties of Officers

Section I: Duties of Elected Officers

The following officers shall be elected to the Executive Board and hold a vote in CEB meetings. The President presiding over the meeting shall vote only in the case of a tie.

A. President shall:

1. Preside over all official meetings of the CEB.
2. Serve as the representative and liaison of the University of Pittsburgh CEB on the Regional and National Executive Board as well as to the University Administration and other university organizations.
3. Appoint Chairpersons of all standing and ad-hoc committees with the approval and consent of the executive board, except where otherwise provided for in this document.
4. Be responsible for correspondence with the Region II Advisory Board.
5. Establish chapter operating policies.
6. Produce Chapter Directives.
7. Evaluate the Chapter Long Range Plan.
8. Be responsible and held accountable for the Chapter Budget in coordination with the Treasurer.
9. Produce a yearly "State of the Chapter" report addressing issues faced during term of office at the end of term.
10. Coordinate and plan the Chapter Transition Meeting with the President-Elect and Chair Emeritus.
11. Perform additional duties as outlined in the Regional and National Bylaws.

B. Regional Vice-President shall:

1. Serve as leader of the Membership Zone and the Steering Committee.
2. Serve as internal manager of the CEB.
3. Preside in the absence or inability of the President.
4. Perform any activities, duties, and responsibilities as designated by the President.

C. Regional Secretary shall:

1. Serve as leader of the Communications Zone.
2. Serve as Editor-in-Chief for the CEB.
3. Create and maintain a CEB roster.
4. Record minutes of the CEB, CEO, and general body meetings.
5. Create and distribute bimonthly updates to the CEB and Chapter membership.
6. Formulate and maintain updated files of all chapter correspondences.
7. Keep records of all proceedings of the chapter
8. Distribute minutes and records to CEB and members upon request.
9. Maintain chapter Listserv.
10. Maintain timeline of chapter activities and events.

D. Treasurer shall:

1. Serve as the leader of the Finance Zone.
2. Keep accounts and deposit organizational funds of chapter.
3. Make expenditures made for Chapter business in a manner approved by the Executive Board.
4. Produce and be held accountable for the Chapter Budget in coordination with the Chapter President.
5. Produce a quarterly update of Chapter finances for the CEB.
6. Produce and be accountable for the chapter operating budget.
7. Work in conjunction with the CPC chairs regarding all financial matters of the conference planning.
8. Coordinate and approve CEB travel expenses.

E. Programs Chairperson shall:

1. Serve as the leader of the Programs Zone.
2. Develop and implement innovative programs consistent with the National, Regional, and Chapter Directives and the Long Range Plan.
3. Coordinate and administer Chapter Programs.
4. Prepare an accurate budget for Chapter Programs with Treasurer.

F. President Emeritus shall:

1. Serve as an advisor to the President and shall not have a vote.
2. Serve as an exofficio member of the CEB.
3. Serve as a resource to the Chapter on Parliamentary Procedure.
4. Assist the President and President-Elect in the planning of the Chapter Transition Meeting.

Section II:

Duties of Appointed Officers:

The following officers shall be appointed to the Chapter Executive Board after recommendation from the Chair and approval of the CEB. Appointed positions shall have no vote in CEB meetings.

A. Parliamentarian shall:

1. Serve as a resource on the governing documents of NSBE.
2. Serve as a resource on proper parliamentarian procedures.
3. Assure that meetings are conducted effectively by implementing Roberts Rules of Order and enforcing the CEB Protocol.
4. Create and maintain the chapter's senator roster.
5. Preside over all CEB meetings and ensure that topics are discussed in a timely manner.
6. Coordinate chapter election procedures at the CEB elections.

B. Conference Planning Committee Chairpersons shall:

1. Formulate a committee to assist with the planning of the conference.
2. Create a registration packet to include but not limited to a welcome letter, all conference fees, directions, events, and forms.
3. Manage conference logistics with assistance from the Treasurer.
4. Provide periodic updates related to upcoming conference to CEB and chapter membership.
5. Ensure conference expenditures are kept within their respective budgets.
6. Coordinate evaluation and assessment of regional conference.
7. Prepare and submit a conference report consisting of all business and monetary transactions no later than thirty (30) days following the conference.
8. Work in conjunction with the Treasurer to suggest future regional or national conference sites in the event the chapter is eligible for a chapter bid.

C. Business Diversity Chairperson shall:

1. Create a formal vehicle to support the development of members in their pursuit to become entrepreneurs.
2. Serve as a support mechanism for businesses owned by NSBE members.

3. Promote the utilization of African-American Owned Businesses, (AAOB), by members and also the National organization for all budgetary expenditures.
4. Create/Maintain a listing of corporate representatives to be utilized for all chapter expenditures.
5. Serve as a resource for identifying workshop speakers for Business and Entrepreneurial related workshop tracks.
6. Serve as liaison between chapter and corporate representatives.

D. Academic Excellence Committee Chairperson shall:

1. Coordinate and administer Chapter Academic Excellence Programs.
2. Track and assess the academic progress of the chapter membership.
3. Assist in developing chapter programs to enhance the academic achievements of regional members.
4. Plan and implement chapter activities during National Academic Excellence Month in November.
5. Prepare and distribute the Chapter Resume Book.

E. Membership Chairperson shall:

1. Distribute membership information to new members.
2. Compile membership statistics and make them available to the public.
3. Coordinate chapter membership renewals.
4. Maintain updated rosters of members and chartered chapters.
5. Encourage the creation of recruiting new NSBE members.

F. Telecommunications Chairperson shall:

1. Improve electronic communication within the region
2. Maintain the chapter website.
3. Follow the national and regional directives of the society and develop chapter telecommunications programs based on those directives.
4. Promote the National Society of Black Engineers through the medium of the Internet, (web, email, gopher, etc.).
5. Support all sections and division of the society as it pertains to telecommunications.
6. Encourage every chapter member to increase their skills as it pertains to telecommunications.
7. Be dedicated to keeping abreast of telecommunications as it is developed all over the world.

G. Finance Chairperson shall:

1. Develop and distribute a Corporate Sponsorship Packet by June 1st.
2. Be responsible for corporate participation in chapter professional programs.
3. Coordinate all contact with corporate contacts and all outside solicitation.

4. Assist chapter with corporate solicitation.
5. Work in conjunction with the Business Diversity Chairperson to solicit the participation of corporate representatives in chapter professional programs.
6. Coordinate and implement any and all chapter fundraising activities.
7. Identify any new chapter funding sources.

H. Pre-College Initiative Chairperson shall:

1. Create and manage proposals for the chapter to receive funds for PCI programs under the instruction of the Chapter Treasurer and Finance Chairperson.
2. Develop innovative workshops and activities to stimulate the interest of our youth in the field of engineering, science, and technology with INVESTING NOW or similar programs.
3. Oversee PCI activities at the chapter level.
4. Evaluate the effectiveness of PCI activities on an annual basis.

I. Community Outreach Chairperson shall:

1. Create and maintain a list of chapter community service activities.
2. Be the liaison between the chapter and volunteer service organizations

J. T.O.R.C.H Chairperson shall:

1. Coordinate and oversee chapter TORCH activities.
2. Create community activities that implement the digital divide.

K. Publications Chairperson shall:

1. Be responsible for chapter publications, not specifically assigned to other CEB members.
2. Evaluate, approve, and finalize the general content of The TORCH with the assistance of volunteers from the Chapter.
3. Produce and distribute four (4) editions (two in fall/two in spring) of a chapter magazine, namely The TORCH.
4. Evaluate publication alternatives and implement new initiatives to optimize the dissemination of chapter publications.
5. Develop guidelines to assist the region in organization of research and documentation of past and present NSBE affairs and leadership.
6. Direct activities and find literary contributions that reinforce knowledge of all aspects of NSBE history.

L. Public Relations Chairperson shall:

1. Prepare and submit article affecting the public image of NSBE to other publications.

2. Design and distribute brochures containing information about NSBE to general body members, other organizations, corporations, and general public.
3. Design and have published informational brochures, all carrying the NSBE logo and name, to be distributed to NSBE chapter members and the general public.
4. Create and submit press releases for each chapter event to media outlets (i.e. newspapers, radio stations) to obtain coverage.

Section III: Shared Officer Duties:

Each elected and appointed officer will be responsible for the following:

- A. Attending all Chapter meetings, Regional meetings and conferences, and National Convention, or providing notice thirty (30) days in advance if unable to.
- B. Completing a strategic plan containing goals and objectives within the designated time frame as set by the President.
- C. Submitting monthly reports to respective Zone Counterparts or the Vice President by the deadline set by the President.
- D. Producing a written transition report before the close of office by the deadline(s) set by the President.

ARTICLE XI - Meetings

Section I: There shall be at least two (2) general chapter meetings each month. This meeting shall serve as a vehicle to incorporate business and professional growth, allow for regional focus and networking.

Section II: There shall be at least three (3) Chapter Executive Board meetings held each month. Additional meetings can be called by the President or four (4) Chapter Executive Board Members. All actions of the Board shall be governed by the most recently revised edition of Robert's Rules of Order. In any instance where any provision of Robert's Rules of Order conflicts with any provision of this Constitution, the Constitution shall take precedence.

Section III: There shall be at least one (1) Chapter Executive Officer meeting held each month. Any additional Chapter Executive Officer meetings can be called by the President or two Chapter Executive Officers.

ARTICLE XII - Bylaws

Section I: The Bylaws of the University of Pittsburgh Chapter of the National Society of Black Engineers shall be amended by a two-thirds vote of the members attending the chapter's final yearly meeting, or by a two-thirds vote of the Chapter Executive Board.

ARTICLE XIII – Amendments

- Section I: Amendments to this Constitution may be proposed by (a) a two-thirds vote of the Chapter Executive Board, or by (b) one-third of the voting members through chapter referendum.
- 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 three-fourths affirmative vote of the members present at the final yearly meeting.