



**National Society of Black Engineers Constitution University  
of Tennessee – Knoxville  
Chapter Approved (March 30, 2020)**



## **CONSTITUTIONAL AUTHORITY**

The National Society of Black Engineers National Constitution describes the manner in which the national organization shall be governed and structured. This document shall supersede and take authority in matters where working rules of NSBE sub bodies do not exist or are in conflict. As such, all working rules of the sub bodies of NSBE shall comply, and be consistent with this 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, engineering technology and applied/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 minority community. Members of this organization are also 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 of this organization shall be the NATIONAL SOCIETY OF BLACK ENGINEERS, UNIVERSITY OF TENNESSEE-KNOXVILLE, a non-profit, student-run organization; hereafter referred to as NSBE-UTK.

### **Article II – Objectives and Mission Statement**

This objective of NSBE UTK is to enhance the interests and enrollment of minority students in the various aspects of engineering, increase the retention of students in the College of Engineering, and to provide career opportunity information to the members of the Society.

The mission statement of the National Society shall be to increase the number of culturally responsible Black engineers, who excel academically, succeed professionally, and positively impact the community.



## **Article III – Membership**

### **Section 1**

Membership in NSBE-UTK shall be designated as member, affiliate member, honorary member, or absentee member

### **Section 2**

1. A collegiate member shall be defined as:

- A. An undergraduate/graduate student enrolled at the University of Tennessee-Knoxville, in a STEM field and/or other major field
- B. Has paid the annual chapter membership fees

2. Members can gain full funding privileges from the chapter by participating in all of the following per semester.

- I. A Community Service event (1)
- II. An additional Non-meeting event (1)
- III. A Fundraising event (1)
- IV. Be a nationally paid member of NSBE
- V. Shall attend at least three (3) general body meetings per semester

Otherwise funding will be given based on a two-thirds vote from the Executive Board

2. Affiliate member shall be defined as a person who is not a student at the University of Tennessee-Knoxville, and is pursuing or has received a degree in engineering, engineering technology, or applied physical sciences and has paid the annual membership fees.

3. Alumni member shall be defined as:

- A. A person who has graduated from any university but wishes to be a part of the Chapter.
- B. Has paid annual membership fees

4. Honorary member shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of NSBE-UTK, and has been nominated by a member of NSBE-UTK, subject to approval of the Executive Board.



5. Absentee member is defined as a member enrolled at the University of Tennessee-Knoxville who is not scheduled for classes that academic semester

### **Section 3**

Membership and participation shall be free from discrimination on the basis of sex, race, religion, major, ethnic group, age, or national origin **in accordance with the University of Tennessee's guidelines which are as follows.**

**All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.**

## **Article IV – Membership Fees**

### **Section 1**

Membership fees shall be reviewed annually by the Executive Board and can only be changed by two-thirds (2/3) vote of the members in good standing, with the recommendation of the Executive Board.

### **Section 2**

New membership fees shall take effect at the start of the NSBE fiscal year which spans August 1 through July 31 of each year.



### **Section 3**

Dues Deadlines:

1. Deadline for returning membership fees are due no later than six (6) weeks after the first general body meeting of the Fall semester for all enrolled students
2. New members can join NSBE-UTK at any time during the semester
3. Absentee chapter membership fees are due no later than six (6) weeks after the first day
4. of classes upon their return to the University

## **Article V – Elected Offices**

### **Section 1**

There shall be an Executive Board of the National Society at the University of Tennessee which shall consist of the:

- A. President
- B. Vice President
- C. Programs Zone Chair(s)
- D. Secretary
- E. Treasurer
- F. Parliamentarian

### **Section 2**

The Chapter Executive Board shall consist of the elected officers.

### **Section 3**

Elected officers of NSBE-UTK shall not hold any elected positions on a regional or national level in the society during the term of their office.

### **Section 4**

Any member of NSBE-UTK who meets the following requirements is eligible for an elected office:

- A. A member for at least two (2) consecutive semesters with the exception of students absent



on co-op assignment

- B. A full-time or part time student, with a minimum 2.0 cumulative GPA, who is not on academic or disciplinary probation
- C. Resides within a thirty mile radius of the University of Tennessee-Knoxville campus during the term of their office
  - a. In the event of an unforeseen catastrophe or crisis including, but not limited to: fires, tornados, hurricanes, earthquakes, pandemic, or man made event that prevents residence within this area, a NSBE-UTK member must make supplementary arrangements for executive board eligibility satisfactory with approval by the rest of the executive board.

## **Section 5**

Officers shall be elected by the membership.

## **Section 6**

All elected offices shall serve a term of one year.

## **Section 7**

Three weeks written notice of resignation from an office must be given to the President

## **Section 8**

President and Vice President All elected offices may serve no more than two consecutive terms in the same office

## **Section 9**

Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice President

Should a vacancy occur in any other office, the vacancy shall be filled by appointment by the President and approved by the Executive Board

## **Section 10**

The Parliamentarian shall serve as Election Officer. He/she shall:



- A. Announce the candidates for office at the election meeting
- B. Prepare the voting ballots
- C. Formally announce the results of the election no later than the first meeting following the election
- D. If the parliamentarian is running for a position, the President will control and maintain the counting of the ballots.
- E. The President shall perform the Election Officer duties if the Parliamentarian office is vacant.

## **Article VI – Appointed Offices**

### **Section 1**

NSBE-UTK shall have an Extended Executive Board (EEB) consisting of the following positions:

- A. Historian
- B. Academic Excellence Chair
- C. Communications Chair
- D. Conference Planning Chair
- E. Fundraising Chair
- F. Membership Chair
- G. PCI (or) TORCH
- H. Senator
- I. Telecommunications Chair
- J. Finance Chair
- K. President Emeritus

### **Section 2**

(a) The EEB shall have general supervision of the affairs of NSBE-UTK between its business meetings and shall perform such other duties as are specified in this constitution. The EEB shall be subject to the orders of the Society.

## **Article VII – Duties of Elected Officers**

### **Section 1**

Elected officers shall have the following duties:



- (a) Attend all executive board and general body meetings
- (b) Attend the general body meetings at least 30 minutes prior to start.
- (c) Notify President or Vice President, if you will be unable to attend a meeting, at least 24 hours in advance.
- (d) Each officer is in charge of meeting with their respective committees and maintaining accurate and updated minutes of each committee meeting
- (e) All minutes taken need to be posted on the respective group page on Google Drive Document
- (f) Prepare a monthly report, using the approved format, and send to the Vice President by the 15th of each month
- (g) Prepare a budget of all funds needed for the upcoming semester and submit to Treasurer (h) Communicate regularly with their regional counterparts
- (h) Complete a report that consists of a summary of the programs and activities held by the respective committees
- (i) This will be due three weeks prior to the last Executive Board Meeting of the Spring Semester

## **Section 2**

President:

- (a) Shall serve as the representative of the National Society
- (b) Responsible for developing a written vision and leading the organization in this direction (c) Responsible for ensuring that all officers in the chapter society are performing their responsibilities
- (d) Ensure that the chapter is running properly and by the constitution
- (e) Preside over all meetings of the General Body
- (f) Delegate responsibility as required by size and subject of activity
- (g) Appoint temporary officers in the event of vacancy until an election can be held, with the approval of the Executive Board
- (h) Preside over all special meetings
- (i) Possess veto power over any proposal brought before the General Body or Executive





Board. This veto may be overridden by two-thirds (2/3) of the membership present

### **Section 3**

Vice President:

- (a) Act in absence of President
- (b) Head of Internal Affairs
  - i.) Over Infraction System process
- (c) Share the responsibilities of the President
  - i) Prepare the Executive Board meeting agendas with the approval of the President
- (d) Compile the Annual Report which consists of the year end financial report and summarizes programs and activities held during the year, due at the last Executive Board meeting of the Spring Semester
- (e) Appoint, with the assistance of the Executive Officers, all standing committee chairpersons within two weeks after the elections.
- (f) Compile necessary information for the monthly reports to be sent to the Regional Vice Chair.
- g) The monthly reports should be submitted to the Regional Vice Chair on the first Saturday of each month.
- (h) Oversee and advise all committee chairpersons
- (i) Responsible for enforcing the duties of all executive officers and committee chairs.
- (j) Be responsible for the completion of all solicitation forms

### **Section 4**

Programs Chair:

- (a) Head the Programs Committee
- (b) Responsible for the implementation of national and regional programs
- (c) Responsible for creating, maintaining, and planning all chapter programs and events president
- (d) Events include an annual Spring Banquet, and Induction Ceremony
- (e) Responsible for completing the Chapter Development Program



(f) Responsible for planning, and organizing at least one

## **Section 5**

Secretary:

- (a) Keep detailed, typed records of each meeting
  - i. Responsible for posting the minutes of the General Body and Executive Board Meetings within a week after the meetings on Google Drive Documents.
  - ii. Responsible for ensuring that the minutes of each meeting are posted on the website.
- (b) Distribute and keep records of all incoming correspondences. This includes emails and letters sent to the NSBE chapter in regards to programs, and future contacts of the organization.
- (c) Carry out the necessary communications for successful operations. This includes ensuring that in planning events all parties involved are contacted.
- (d) Keep a detailed address book; record the full names and addresses of all speakers and their companies
- (e) Maintain supplies of stationery, forms, and office supplies as needed. Work with Treasurer in getting all supplies needed for the organization \_
- (f) Act in absence of the President and Vice President
- (g) Arrange for an orderly transfer of all records and information to the incoming Secretary
- (h) Head the Communications Zone, which entails the Communications and Telecommunication committees. Responsible for ensuring that each committee chair is fulfilling the responsibilities.
- (i) Responsible for sending out a weekly announcement email to all of the general body
- (j) Must send a monthly report to the Vice President by the third of each month
- (k) Manage the nsbe.utk.edu accounts
- (l) Member of the Communications Zone and must be a member of the Programs Committee.

## **Section 6**

Treasurer:

- (a) Deposit all monies received in the name of NSBE-UTK in an appropriate depository authorized by the Executive Board



- (b) Maintain an exact accounting of all receipts and expenditures concurred throughout the school year.
- (c) Post and update the account expenditures on Google Drive.
- (d) Maintain and be aware of all current balances in all NSBE-UTK accounts, every 2 weeks.
  - i. Ensure that all members debts are paid by within 30 days of the deadline.
  - ii. Ensure that the accounts are budgeted so the officers that are elected for the following year will have money to start off with.
- (e) Only make monetary disbursements if they have been approved by the President, Vice President, or Treasurer.
- (f) Prepare a financial report at the end of each school semester
- (g) Prepare an operating budget for Chapter activities. Contact each officer to receive the individual budgets needed for the upcoming semester
- (h) Keep a record of all paid chapter and national dues.
  - i. Update the Current Member list on Google Drive with all payments made for dues
  - ii. If the Current Member list does not exist, create and maintain one
- (i) Revise and maintain the corporate solicitation packet. Send packets to potential corporate Sponsors
- (j) Head the Finance Zone, which entails the Fundraising committee and conference planning committee. Responsible for ensuring that each committee chair is fulfilling their responsibilities

## **Section 7**

Parliamentarian:

- (a) Serve as a resource on parliamentary procedure
- (b) Assure that meetings are conducted effectively by implementing Robert's Rules of Order
- (c) Preside and maintain order and effectiveness at all executive board meetings



## **Article VIII – Appointed Positions**

### **Section 1**

The appointed positions of the Extended Executive Board are:

- (a) Historian
- (b) Academic Excellence Chair
- (c) Communications Chair
- (d) Conference Planning Chair
- (e) Fundraising Chair
- (f) Membership Chair
- (g) PCI (or) TORCH/ Community Service Chair
- (h) Senator (2)
- (i) Telecommunications Chair

### **Section 2**

- (a) Appointed positions shall be chose by the President and approved by a two-thirds (2/3) vote by the Executive Board
- (b) Other committees and committee requirements shall be established by the President according to the Chapter's needs

### **Section 3**

- (a) All Committee chairpersons have to have a committee

### **Section 4**

- (a) Report all events and ideas to appropriate Zone Chair

## **Article IX – Duties of Appointed Positions**

### **Section 1**

All appointed positions must attend all Zone meetings; if unable to attend:

- (a) Notify Zone Leader



- (b) Attend the Chapter Executive Board meeting to give update to the Executive Board
- (c) Two-thirds (2/3) of the Engineering Board members shall constitute quorum during Executive Board meetings.

## **Section 2**

Committee chairpersons must:

- (a) Submit monthly activity reports to Zone Leader.
- (b) Have a committee meeting at least once per month

## **Section 3**

Historian:

- (a) Compile, update, and maintain historical record of NSBE-UTK
- (b) Compile the history of all NSBE-UTK graduates, listing names, majors, and year of graduation
- (c) Provide a record of all NSBE-UTK events and meeting, along with at least one photograph from each event

## **Section 4**

Academic Excellence Chair:

- (a) Plan activities and programs that foster academic growth and development for the membership
- (b) Plan activities that provide the membership with an avenue to network and plan their career path

## **Section 5**

Communications Chair:

- (a) Head the communications committee
- (b) Assume responsibility for putting up fliers, sending emails and advertising all chapter events and programs through various communication techniques (These duties are delegated to the



committee; however, the Communications Chair is responsible for ensuring the duties are fulfilled).

i. **Fliers should be put up at least 3 days prior to meetings**

(c) Work with the Telecommunications Chair to ensure all events and programs are publicized on the webpage accurately and in a timely manner.

(d) All communication documents should be double checked with the communications committee

(e) Utilize resources such as the Daily Beacon, Students at Tennessee weekly update, and other nontraditional and creative ways to get NSBE-UTK events and programs out to the student body.

(f) When needed work with partnering organizations in publicizing.

(g) Maintain all online advertising resources, such as Facebook, Snapchat, Instagram and LinkedIn.

## **Section 6**

Conference Planning Chair:

(a) Coordinate all transactions concerning attendance to NSBE conferences and conventions

## **Section 7**

Fundraising Chair:

(a) Head the fundraising committee

(b) Responsible for planning activities that will generate money for the chapter. These activities consist of general fundraising programs, and soliciting companies for donations.

(c) Responsible for maintaining a contact list of all potential and current sponsors.

(d) Utilize the National and Regional board of NSBE in finding sponsors for any chapter programs. Utilize the NSBE Chapter Relief Fund and other national and regional fundraising programs offered.

(e) Work with the Treasurer to prepare ways of soliciting money to cover the upcoming budgets for each semester.



## **Section 8**

Membership Chair:

- (a) Submit all membership information to the regional and national offices
- (b) Plan membership drives
- (c) Organize Induction Ceremony
- (d) Organize other social events
- (e) Create and maintain a list of all members, the meetings and the events they have all attended and the committees they participate in
  - i. Post and update the current member list and their activities on Google Drive
  - ii. Update current Google Drive Document roster as needed.
  - iii. Maintain the 'Group Page' members and access.

## **Section 9**

PCI Chair:

- (a) Work with local high schools to encourage young men and women to pursue majors in technical fields
- (b) Oversee production of annual Mini-S.E.E.K event; including but not limited to, outreach, finance, projects, etc.

## **Section 10**

TORCH Chair:

- (a) Organize community events that promote growth in STEM
- (b) Responsible for planning, and organizing at least two community service event per semester

## **Section 11**

Senator:

- (a) Be informed of constitutional changes made on the Regional and National levels
- (b) Vote at Regional Conference and National Convention on chapter's behalf.
- (c) Attend Regional Conference and National Convention



## **Section 12**

Telecommunications Chair:

- (a) Maintain the NSBE-UTK chapter website
- (b) The website should be updated weekly with new announcements, upcoming events and posted general body meeting minutes and picture.
  - i) Work with Historian to get pictures from all events posted on the website.
  - ii) Work with the Communications committee to ensure all events and programs are publicized on the webpage in an accurate and timely manner.

## **Section 13**

Finance Chair:

- (a) Research companies for sponsorship
- (b) Compile and maintain solicitation packets
- (c) Remain in contact with all companies

## **Section 14**

Freshman Liaison:

- (a) Act as the liaison between the organization and the freshman students
- (b) Serve under the Membership Chair

## **Section 15**

President Emeritus:

- (a) Serves as an aid to the Board
- (b) Must be a past NSBE-UTK president to be considered for position

# **Article X – Meetings**

## **Section 1**

The General Body shall meet at least bi-weekly during the Fall and Spring semesters at a time





designated by the Executive Board. A meeting shall be defined as any organized event requiring general body attendance

## **Section 2**

A special meeting may be called by the President or Vice President. In the event of special meetings, the members shall be notified of the date, place, and time of the said meeting

## **Section 3**

Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held at least two times a month, at a time specified by the Board

# **Article XI – Voting**

## **Section 1**

Each office of the Executive Board shall be entitled to one vote in all Executive Board meetings

## **Section 2**

The President shall vote only in the case of a tie

## **Section 3**

Two-thirds (2/3) of the Executive Board shall constitute a quorum during Executive Board meetings

# **Article XII – Elections**

## **Section 1**

(a) Elections of all officers should be held by the meeting prior to NSBE National Convention in the spring semester. New officers shall take office at the last meeting of the spring semester.

(b) Extended Executive Board members must submit an application to the President or Parliamentarian.

(c) In the event that all elected offices are not filled, another election may be held in the fall semester by a two-thirds vote of the executive board. This election will take place during the second general body meeting of the fall semester.



## **Section 2**

Deadline for accepting nominations shall be one week prior to elections. Provisions can be made for write-ins and/or unannounced candidates.

## **Section 3**

Speeches shall be given at the meeting prior to the distribution of ballots for voting.

## **Section 4**

A simple majority of ballots received shall be necessary to elect each officer

## **Section 5**

A ballot shall be provided for absentee members. The absentee ballot must be received by Election Day

## **Section 6**

Elected officers shadow current officers for a time limit designated by the Chapter Executive Board

# **Article XIII – Infraction System**

### **A. Basis**

- a. To help maintain discipline, promote reliability, and uphold fairness in order to set an example of good behavior, unity, and professionalism.

### **B. Guidelines**

- a. Only chapter advisor(s) can appoint or dismiss demerits. The Vice President may submit a formal demerit proposal against other board members should the advisor deem befitting.
  - i. Board members may propose demerits if Head of Internal Affairs fails to do so
- b. Fifteen\* demerits accumulated during the year, will result in extraction from the board
- c. Penalties of the demerit system:



- i. Five and over demerits: Mandatory meeting with accused board member to why demerits are being issued
  - a. Failure to attend meeting will result in removal effective immediately
- ii. Fifteen demerits: Removal from executive board
- d. Absences that are excused and do not result in a demerit include:
  - i. Illness with a doctor's note
  - ii. Family emergency
  - iii. Academic responsibilities

but prior approval must be obtained from the Vice President. Any other excuses must be authorized by the Vice President and chapter advisor. The timeframe for these excuses will be left up to the board's discretion.

- e. Administered demerits may be appealed with chapter advisor

### C. Demerits

- a. The following infractions will result in one (1) Demerit:
  - i. Any tardy greater than fifteen minutes (executive board meetings, general body meetings, volunteer events, etc.)
- b. The following infractions will result in two (2) Demerits:
  - i. Missing general body and executive board meetings for any reason besides an excused absence.
  - ii. Leaving meetings and volunteer events without prior approval.
  - iii. Failure to wear executive board member attire to sponsored events.
  - iv. Unnecessary public scenes (arguing with another UTK-NSBE member(s)).
  - v. Failure to adhere to the duties of the office held as stated in this Chapter constitution
  - vi. Failure to show progress towards completion of assigned projects
- c. The following infractions will result in five (5) Demerits:
  - i. Disruptive behavior to the other board members or other members of the UTK NSBE chapter (defamation, derogatory verbiage, swearing).
  - ii. Failure to attend volunteer events
    - a. These events are not mandatory but if commitment is made, board member must attend
  - iii. Inappropriate behavior towards chapter advisor.



## **Article XIV – Chapter Advisors**

### **Section 1**

Chapter advisors shall be full-time faculty members, staff, or alumni who are dedicated to the diversity initiatives in the college of engineering at the University of Tennessee- Knoxville selected by the Executive Board

### **Section 2**

(a) The Chapter advisor’s duty is to advise and he/she shall be informed of all Society activities

### **Section 3**

The Chapter advisor has the option to be in attendance at General Body meetings and the conferences.

### **Section 4**

(a) The Chapter advisors shall serve a term of one year, beginning at the last meeting of the spring semester.

i) Can serve multiple terms from the board’s approval

### **Section 5**

(a) The chapter advisor will appoint or dismiss demerits from infraction system

i.) Chapter advisor is the only one who can appoint or dismiss demerits

### **Section 6**

Three weeks written notice of resignation must be given to the Executive Board

## **Article XVI – Amendment of the Constitution**

### **Section 1**

This constitution may be amended at any general body meeting of NSBE-UTK by two- thirds vote of all that are in attendance, provided that the amendment has been submitted in writing at a previous executive board or general body meeting. All revisions shall be approved by the general body.

## **Article XVII – Dissolvement of the Chapter Section 1**

Any funds remaining if and when NSBE-UTK dissolves will be put into a scholarship fund for African American Engineers at UTK.