NSBE SEATTLE PROFESSIONALS

National Society of Black Engineers Seattle Professionals Constitution

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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 Seattle Professionals 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 Seattle Professionals 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 of 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 or affiliate member who is a current paid member of the National Society of Black Engineers 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 fiscal year shall be decided at the last meeting of the present fiscal 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, Delegate, and any other officers the chapter deems necessary.
B. The Appointed officers of the Chapter shall be all other positions
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 their position shall be allowed to return to that position during the same academic year.

Section 2. Elected Officers Duties

A. President
    1. Shall preside over all meetings of this chapter and provide an agenda for each member at each regular meeting.
    2. Shall serve as representative of this chapter.
    3. 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.
    4. Shall be responsible or designate someone to be responsible for reserving a place for each regular meeting during the academic year.

B. Vice President
    1. Shall preside in the absence or the inability of the President.
    2. Shall perform such other duties as may be assigned to them by the President.
    3. If the office of the President becomes vacant for any reason during their elected term, the Vice President shall become the President until the President is able to return to their position or the term expires; thereby, creating a vacancy of Vice President.
    4. Shall maintain the chapter business license, and maintaining with State of Washington

C. Secretary
    1. Shall keep accurate minutes of each meeting.
    2. Shall keep an accurate record of membership and attendance at Chapter meetings.
    3. Shall forward an annual report to the Executive Board of the National Society before February 1st, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.
    4. 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.
    5. Shall keep all official records of this chapter except for those herein that the custody and control of shall be that of another office.
    6. Shall complete all Chapter Health Initiative Program (CHIP) Marketing & Communication reports for the chapter

D. Treasurer
    1. Shall keep an accurate account of the Chapter's funds.
    2. Shall maintain accurate reporting to the IRS for tax purposes
    3. Shall maintain a membership roll and collect all dues of the Chapter members.
    4. Shall forward all National Society dues of the Chapter members.
    5. Shall submit a report to the Chapter members at least once a month concerning the financial status of the Chapter, in writing.
    6. 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.
    7. Shall be responsible for obtaining and/or maintaining a bank account in the name of this Chapter.
    8. 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.
    9. Shall complete all Chapter Health Initiative Program (CHIP) Finance reports for the chapter
    10. Shall maintain the format in which the chapter receives mail

E. Delegate
    1. Shall ensure that Parliamentary Procedure is observed and executed properly.
    2. Shall ensure that the chapter votes are cast during Regional and National Business.

Section 3. Appointed Officers Duties

A. Programs Chair
    1. Shall conduct all talent development, community impact, and technical excellence programming and workshops for the chapter
    2. Shall be responsible for all Technical Outreach Community Help (TORCH) events for the chapter
    3. Shall complete all Chapter Health Initiative Program (CHIP) Activity reports and TORCH reports for the chapter
B. Pre-Collegiate (PCI) Chair

1. Shall be responsible for coordinating all PCI events for the chapter
2. Shall coordinate with local school districts, other non-profits, and other organizations to facilitate events
3. Shall be responsible for driving the Chapter PCI Committee
4. Shall complete all Chapter Health Initiative Program (CHIP) Activity PCI reports for the chapter

C. External Connections Chair
   1. Shall create and maintain relationships with companies and other non-profits within the Seattle area
   2. Shall conduct programming and workshops with companies and other non-profits within the Seattle Area

D. Collegiate Initiative Chair
   1. Shall create and maintain relationships with local collegiate chapters in the Seattle Area
   2. Shall conduct programming and workshops targeted to the collegiate demographic
   3. Shall be responsible for the NSBE Seattle Professionals Scholarship, only if enough funding is available or fundraised during the term
   4. Shall complete all Chapter Health Initiative Program (CHIP) Collegiate Initiative reports for the chapter

E. Social Chair
   1. Shall keep the chapter informed of social activities to showcase the value of living in the Seattle area as a working professional
   2. Shall update and maintain the chapter's guide to Seattle (ex: All Things Seattle guide)
   3. Shall welcome new chapter members and provide the guide to Seattle
   4. Shall help the chapter engage with local black-owned businesses and venues within the Seattle area
   5. Shall coordinate with the Secretary for developing the various materials needed for social media and the website
   6. Shall complete all Chapter Health Initiative Program (CHIP) Membership and Membership Recognition reports for the chapter

F. Technology Chair
   1. Shall maintain the chapter website, and all technologies integrated into the website
   2. Shall coordinate with the President to determine additional capabilities needed to be added to the website
   3. Shall review chapter website analytics to ensure the website performs as needed

G. Finance Chair
   1. Shall collaborate with the Treasurer to determine all financial requirements for chapter programming
   2. Shall be responsible for the fundraising for the financial requirements of the chapter
   3. Shall be the liaison between corporate partners and the chapter
   4. Shall be responsible for creating, updating, and maintaining the list of all corporate partnership
   5. Shall be responsible for creating, updating, and maintaining the annual chapter partnership packet

H. Young Technical Professionals (YTP) Chair

1. Shall collaborate with the Programs Chair to determine programming dedicated to members in the 0-5 years in industry range, also called the YTP demographic
2. Shall conduct all YTP programming for the chapter

I. Gala Committee Chair
1. Shall ensure a successful and productive Gala on an annual basis
2. Shall build a committee to assist with the planning of the Gala.
3. Shall create and oversee programmatic Gala agenda with the approval of the Programs Chair and President
4. Shall manage Gala logistics with assistance from the Treasurer and Finance Chair

J. A Walk For Education (AWFE) Chair
1. Shall ensure a successful and productive AWFE on an annual basis
2. Shall build a committee as needed to assist with the planning of the AWFE.
3. Shall create and oversee programmatic AWFE agenda with the approval of the Programs Chair and President
4. Shall manage AWFE logistics with assistance from the Treasurer and Finance Chair

Section 4. Elected Officers Requirements

A. Only Paid 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 March General Body Meeting, a Nominating Committee shall be appointed by the Chapter President. This committee shall consist of the Chapter President 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 April.
C. Elections shall take place at the first regular meeting in May, for the offices of President, Vice President, Secretary, Treasurer, and Delegate.
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 shadow the previous officers in the month of June, they will assume their positions on July 1st, and shall serve a term of one fiscal year (July-June).
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 following the appointment process.

Section 5. Appointment Positions

A. For Appointment, the member seeking appoint fills out the nomination form for the chapter
B. The members of the chapter are notified at least 1 week in advance of the chapter officers meeting where the appointment will be made
C. The member seeking appointment passes with a majority vote within the chapter officers meeting

Section 6. Appointment of Vacant Elected Positions

D. If an elected office remains vacant by the start of the term, July, the currently serving officers (elected and appointed), can proceed with appointing the vacant officers:
    a. The member seeking appoint fills out the nomination form for the chapter
    b. The members of the chapter are notified at least 2 weeks in advance of the chapter officers meeting where the appointment will be made
    c. The member seeking appointment passes with a majority vote within the chapter officers meeting
E. If the conditions above are meet, then an elected officer position can be appointed to the board

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. 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.
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, , 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 Seattle Professionals 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 to 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 or through the medium of communication that best fits the need of the chapter.

Section 3. 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.