



Think Green! Please do not print unless absolutely necessary



NATIONAL SOCIETY OF BLACK ENGINEERS

**NATIONAL VERIFICATION POLICY**

**VERSION 6.0**

**APRIL 2025**



## Table of Contents

<b>I. Purpose</b>	<b>3</b>
<b>II. Verification Basis</b>	<b>3</b>
<b>III. Verification Timeline and Requirements</b>	<b>3</b>
A. New Leaders Verification	3
B. Fall Verification	4
<b>IV. Verification Requirements</b>	<b>4</b>
A. Undergraduate Student Leaders	4
B. Cooperative Education/Intern Student Leaders	5
C. Graduate Student Leaders	5
D. Transfer Student Leaders	6
E. Professional Leaders	6
<b>V. Approved Degree Programs for National and Regional Leaders</b>	<b>7</b>
A. Approved Programs	7
B. Degree Program Not Listed Under Approved Programs	8
<b>VI. Verification Process Notification and Compliance</b>	<b>8</b>
A. Notification	8
B. Compliance with Verification	8
C. Reinstatement	9
<b>Version Control</b>	<b>10</b>



## I. Purpose

The National Constitution and National Bylaws of the National Society of Black Engineers requires all leaders of the organization to be members in good standing throughout their entire term of office along with additional criteria. In order to confirm a member is in good standing, eligible for, and maintain leadership, the following policy will ensure a consistent process is utilized to verify the status of leaders in the society.

## II. Verification Basis

The Verification policy follows the good standing and membership protocol indicated in the following documents:

- A.** National Constitution Article XII – Offices, Section 1
- B.** National Constitution Article III – Membership, Section 3
- C.** National Constitution Article XII – Offices, Section 4
- D.** National Bylaws Article VI – National Executive Board, Section 3 (A)
- E.** National Bylaws Article VI – National Executive Board, Section 4 (A)
- F.** National Bylaws Article XI – Elections, Section 3 (F)
- G.** Regional Bylaws requirements, as applicable

## III. Verification Timeline and Requirements

The National Society of Black Engineers conducts verification for all National and Regional elected and appointed leaders and candidates. Leadership Verification shall occur twice throughout the year. The first is for New Leaders Verification and the second is for Fall Verification. The following sections will detail the timeline and requirements for each.

### *A. New Leaders Verification*

1. New Leader Verification shall occur during National and Regional elections and appointments.
2. The National and Regional Parliamentarian must confirm all candidates' verification prior to the Annual Convention unless they are running from the floor.
3. Running from the floor is not allowed for the National Executive Board or Professional Executive Board. Although not required, Regions can allow candidates to run from the floor provided:
  - a) they have not met the requisite number of elected positions to meet their board quorum, or
  - b) the Region does not have a candidate for any Regional Executive Officer position.
4. Regions allowing candidates to run from the floor must submit the candidate's leadership verification documents, as detailed in Section IV, to the National and Regional Parliamentarians 24 hours before Regional voting commences at the Annual Convention.



5. A notice that indicates candidate eligibility status shall be sent to candidates before National and Regional voting commences.
6. After the Annual Convention appointments for vacant positions are allowed to occur on an ongoing basis until all board positions are filled; however, the board Parliamentarian must complete all verifications.
7. If the board does not have a parliamentarian, the National Parliamentarian must complete the verification before the candidate can be appointed to leadership.

### ***B. Fall Verification***

1. Fall Verification is required for all board members in an elected or appointed position.
2. Fall Verification will be conducted via a form dictated by the National Parliamentarian.
3. Fall Verification shall begin during the fall season and will remain open for a period of no less than thirty (30) days as set by the National Parliamentarian.
4. All required verification documents must have a printed date of no earlier than August 15<sup>th</sup> and no later than the ending of Fall Verification, unless excused by the National Parliamentarian.
5. Board members who are professionals and serve in appointed positions on the NEB/REB or leaders on the PEB/RPEB, are not enrolled in a graduate program, and were previously verified are exempt from submitting verification documentation for Fall Verification as approved by the National Parliamentarian. Said board members must have professional membership dues paid by August 15<sup>th</sup> to fulfill Fall Verification requirements.

## **IV. Verification Requirements**

In the Section III of this policy, it is stated that verification will occur twice throughout the year. Each leader must provide the correct verification documents based on the type of leader they are during the time period. The verification form will be made available to leaders by the National Parliamentarian for faster verification. All documentation is subject to verification by the National Parliamentarian and should have the University Letterhead, Seal, or Registrar Office Information.

### ***A. Undergraduate Student Leaders***

The following section lists the requirements for verification:

1. Must be a paid NSBE Collegiate Member.
2. Must submit a transcript (official or unofficial).
  - a) The document must contain: University Name, Full Name, Major, Class Standing, Grade Point Average (GPA), and Academic Standing.
  - b) Transcript submissions are used to verify enrollment, student, and academic standing status.
  - c) All classes from the start of the academic record to the current fall term must be documented on the transcript.



- d) Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.

## ***B. Cooperative Education/Intern Student Leaders***

The following section lists the requirements for verification:

1. Must be a paid NSBE Collegiate Member.
2. Must submit a transcript (official or unofficial).
  - a) Transcript submissions are used to verify co-op enrollment, student, and academic standing status.
  - b) All classes from the start of the academic record to the current fall term must be documented on the transcript.
  - c) Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.
3. Must submit a letter from your employer indicating your cooperative education term of employment (3 month, 6 month, etc.) on official company letterhead.

## ***C. Graduate Student Leaders***

The following section lists the requirements for verification:

1. First Year Graduate Student
  - a) Must be a paid NSBE Collegiate Member.
  - b) Must submit an official acceptance letter from your university.
  - c) Submit a screenshot of the university online system to show registration for fall classes (Blackboard, Canvas, etc.).
  - d) Submit a transcript (official or unofficial) from the previous degree granting university demonstrating degree conferral.
  - e) Transcript submissions are used to verify enrollment, student, and academic standing status.
  - f) All classes from the start of the academic record to the current fall term must be documented on the transcript.
  - g) Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.
2. Second year (and beyond) Graduate Student
  - a) Must be a paid NSBE Collegiate Member.
  - b) Must submit a transcript (official or unofficial).
  - c) Transcript submissions are used to verify enrollment, student, and academic standing status.
  - d) All classes from the start of the academic record to the current fall term must be documented on the transcript.
  - e) Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.



## ***D. Transfer Student Leaders***

The following section lists the requirements for verification:

1. Must be a paid NSBE Collegiate Member.
2. Must submit an official acceptance letter from your university and transcript from your immediate past and current institution.
  - a) Transcript submissions are used to verify enrollment, student, and academic standing status.
  - b) All classes from the start of the academic record to the current fall term must be documented on the transcript.
  - c) Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.
3. If applying to the NEB, must provide proof that you will transfer in as at least a Junior using a letter from your advisor or registrar's office.

## ***E. Professional Leaders***

As a Professional Leader, there are two steps to complete verification. The leader must be a paid NSBE Professional member and submit a transcript or photocopy of their degree to prove they have graduated from an approved NSBE Major. This degree/transcript submission is required for New Leader Verification only.

The following section lists the requirements for verification:

1. Must be a paid NSBE Professional member.
2. Submit an electronic unofficial transcript demonstrating degree conferral or a photocopy of their degree.
3. Note: Additional documentation may be requested to complete verification if submitted documentation is deemed insufficient.



## **V. Approved Degree Programs for National and Regional Leaders**

The following list includes the degree programs that are approved under the National Constitution Article III, Section 3 (A) (1 & 2) (per guidance from the National Science Foundation's list defining degrees in engineering, engineering technology, and applied/physical sciences).

### ***A. Approved Programs***

1. Aeronautical and Astronautical Engineering
2. Applied Chemistry
3. Applied Earth Sciences
4. Applied Mathematics
5. Astronomy
6. Biomedical Engineering
7. Chemical Engineering
8. Civil Engineering
9. Computer Science and Engineering (within a College of Engineering or Computer Science)
10. Electrical and Computer Engineering
11. Engineering Physics
12. Engineering Technology
13. Environmental Engineering
14. Food, Agricultural, and Biological Engineering
15. Industrial and Systems Engineering
16. Materials Science and Engineering
17. Mechanical Engineering
18. Nuclear Engineering
19. Petroleum Engineering
20. Welding Engineering



### ***B. Degree Program Not Listed Under Approved Programs***

In the event that a candidate and/or board member has a major that is not included in the aforementioned list, and they believe the major is a program in either engineering, engineering technology or applied/physical science, the following actions can be taken:

1. Check the Accreditation Board for Engineering and Technology, Inc (ABET) webpage to verify if the major is listed for your university. The link can be found here: <https://amspub.abet.org/aps/name-search?searchType=institution>
2. If it is listed on the ABET site, please include a screenshot of the page on the verification form.
3. If the major is not found on the ABET site, the leader should contact the National Parliamentarian. The National Parliamentarian shall work with the Standards and Ethics Committee to determine the eligibility of the major in question.
4. A formal memo will be sent to the membership committee for cases requiring a review for determination of an individual's class of membership as outlined in the National Bylaws (Article III, Section 2.B).

## **VI. Verification Process Notification and Compliance**

As part of the verification process, all National and Regional Leaders will be notified of their verification status. In addition to notifying leaders of their verification status, all collegiate and professional leaders are expected to be compliant and remain compliant throughout the elected or appointed term of office.

### ***A. Notification***

1. Leaders will be notified at least three (3) days before the verification deadline informing them of their status.
2. Documents received as part of the verification process will not be returned to the leader.

### ***B. Compliance with Verification***

Failure to submit verification materials by the dates specified in the verification timeline will result in a number of follow-up actions:

1. If the leader has not submitted verification materials by the deadline, the leader and the responsible Vice Chairperson or Chairperson Elect will be notified that the leader will be suspended if verification materials are not received within seven (7) days following the date of communication.
2. If the leader has not submitted verification by the outlined date, all NSBE accounts will be suspended, and a formal complaint will be submitted to the Standards and Ethics Committee (SEC) to vacate the position. The leader and the responsible Vice Chairperson or Chairperson Elect will be notified.



3. In the event a board member is suspended or removed from the board, the responsible Vice Chairperson or Chairperson Elect will be contacted to determine proper reassignment of the board member's current account and responsibilities. At this point, the board member in question should cease conducting any NSBE business until a final review and determination of verification status is completed.
4. In the event a board member is suspended or removed from the board due to noncompliance, the board member will be ineligible to receive any financial assistance from NSBE as outlined in Section VI of the National Financial Policy.
5. Board leaders discovered or reported keeping suspended or removed leaders due to verification noncompliance on their boards will be subject to disciplinary actions as determined by the SEC.

### ***C. Reinstatement***

1. If a member has been suspended from their position on their board and seeks reinstatement, they must draft an email from an external account to the Standards and Ethics Committee within seven (7) days of notice of suspension including:
  - a) Reason why verification was not completed
  - b) All missing documentation required to complete verification in accordance with Section III B and Section IV of this policy.
2. If the SEC determines that a member has satisfied the requirements for reinstatement, the member and the responsible Vice Chairperson or Chairperson Elect will be notified, and the member will be reinstated with all rights and privileges afforded to their position.
3. If the SEC upholds the decision for removal, the removed board member in question must follow the procedure to overturn an SEC decision outlined in the National Bylaws (Article X, Section 2.C.4).



## Version Control

Version	Date	Description	Modified By
6.0	April 2025	Amended as outlined in APF 2025 4 VERIPOLI UPDATE	Obum Egolum, 2023-2025 National Parliamentarian