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# National Society of Black Engineers

## *NSBE Jr. Toolkit*



*The Mission:*

To increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community



## Introduction

### The History of NSBE

In 1971, two Purdue undergraduate students, Edward Barnetts (now deceased) and Fred Cooper approached the dean of engineering at Purdue University with the concept of starting the Black Society of Engineers (BSE). They wanted to establish a student organization to help improve the recruitment and retention of black engineering students. In the late 1960's, a devastating 80 percent of the black freshmen entering the engineering program dropped out. The dean agreed to the idea and assigned the only black faculty member on staff, Arthur J. Bond, as advisor.

Barnett served as the first president of the BSE. The fledgling group gained momentum in 1974, with the direction and encouragement of Bond and the active participation of the young men whose destiny was to become the founders of NSBE. Now known as the "Chicago Six", these men are Anthony Harris, Brian Harris, Stanley L. Kirtley, John W. Logan, Jr., Edward A. Coleman, and George A. Smith.

Encouraged by their on-campus success, Anthony Harris, president of the Purdue chapter, wrote a letter to the presidents and deans of every accredited engineering program in the country (288), explained the Society of Black Engineers (SBE) concept and asked them to identify black student leaders, organizations and faculty members who might support their efforts on a national basis. Approximately 80 schools responded. Many had similar Black student organizations with similar objectives. A date was set for the first national meeting and 48 students representing 32 schools attended the event, held April 10-12, 1975. Harris also changed the organizations' name from the BSE to the Society of Black Engineers (SBE).

It was at that historic meeting through majority vote, that SBE became the National Society of Black Engineers. The familiar NSBE symbol "N" with lightning bolts was chosen and it remains a distinctively recognizable symbol representing the premier technical organization for African American engineering students and professionals. NSBE was eventually incorporated in Texas, in 1976 as a 501 3 nonprofit organization. John Cason, also of Purdue, served as the first elected president of NSBE. As the organization grew, Virginia Booth became the first female National Chairperson and the first to serve two terms 1978-1980.

NSBE has since grown from six to over 35,500 members and the annual meeting has blossomed into the Annual National Convention, hosting over 8,000 attendees. Headquartered in Alexandria, Va., NSBE offers academic excellence programs, scholarships, leadership training, professional development and access to career opportunities for thousands of members annually. With a multitude of elected leadership positions, 12 regional conferences and an annual convention, NSBE provides opportunities for success that remain unmatched by any other organization.

### The Future of NSBE

The future of the National Society of Black Engineers is unlimited. With the continued dedication of the members and supporters, NSBE can and will achieve its full potential. The projects listed above are but a small sample of the infinite possibilities.



## The Call

In response to a call for more African American leadership in the technical fields of the nation, the National Society of Black Engineers (NSBE) with more than 35,500 members worldwide gives opportunities of leadership, technical excellence, cultural awareness, and community fellowship to those who have the drive to make a difference through science and technology. A family strong in values and honor, NSBE represents the largest student-managed organization in the country.

## The Organization

NSBE is comprised of more than 270 chapters on college and university campuses, 75 Alumni Extension chapters nationwide and 114 Pre-College chapters. To produce structure within the organization, these chapters are geographically divided into six regions which span the entire USA as well as representing many other nations of the world.

## The Mission

NSBE's mission is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community.

In striving to complete the mission, the members of NSBE set out, each year, in sight of accomplishing the following goals:

- ☒ Stimulate and develop student interest in the various engineering disciplines.
- ☒ Strive to increase the number of minority students studying engineering at both the undergraduate and graduate levels.
- ☒ Encourage members to seek advanced degrees in engineering or related fields and to obtain professional engineering registrations.
- ☒ Encourage and advise minority youth in their pursuit of an engineering career.
- ☒ Promote public awareness of engineering and the opportunities for Blacks and other minorities in that profession.
- ☒ Function as a representative body on issues and developments that affect the careers of Black Engineers.

## The Symbol

The NSBE torch symbolizes our everlasting burning desire to achieve success in this competitive society and to affect a positive change in the quality of life for all people. The lightning bolt represents the striking impact that will be felt by the Society and industry due to the contributions and accomplishments made by dedicated members of the National Society of Black Engineers.





## What is PCI?

The National Society of Black Engineers Pre-College Initiative program will lead the world in enhancing the pre-college students' Academic, Technical, and Leadership skills in order to maximize their success in life.

The Pre-College Initiative (PCI) Program is designed to stimulate the interest in science, technology, engineering, and mathematics fields, or STEM. The goal is to encourage students in grades K-12 to attend college and pursue technical degrees. Our PCI program provides activities to help students discover firsthand how engineering and technology relate to the world around them and discover the excitement of academic excellence, leadership, technical development and teamwork. One of our signature programs is Summer Engineering Experience for Kids (SEEK), a free, three-week day camp for students in grades 3-5 and grades 6-8.

## Objectives of PCI

- ❑ To help students have a positive attitude toward academic excellence
- ❑ To stimulate enthusiasm about science, technology, engineering and mathematics
- ❑ To encourage K-12th graders to pursue degrees in engineering and other technical fields
- ❑ To increase the number of African Americans attending and graduating from college
- ❑ To encourage and support parental commitment to children's education
- ❑ To raise cultural awareness among students

## What are the benefits of becoming a NSBE Jr. member?

- ❑ **Scholarships and Awards** – Awarded to NSBE Jr. members in high school who have excelled academically and expressed an interest in pursuing a career in engineering and related fields.
- ❑ **Discount Registrations** for conferences and events including the Annual Convention/PCI Mini Conference held annually in March. Our conferences offer innovative programming designed to expose youth to science, technology, engineering & math (STEM).
- ❑ **Leadership Development** – Develop your leadership skills by serving in many chapters and some regional leadership roles.
- ❑ **Opportunity to meet other NSBE Jr., Collegiate, and Alumni members** from around the world who have walked in the footsteps that you intend to.
- ❑ **Opportunities to be mentored** and/or tutored by College Students or Technical Professionals currently working in a STEM field.



## NSBE Leadership

### National Executive Board

The National Executive Board of the National Society consists of the following officers:

<ul style="list-style-type: none"><li>• National Chair</li><li>• National Vice-Chair</li><li>• National Secretary</li><li>• National Treasurer</li><li>• National Programs Chair</li><li>• Six (6) Regional Chairs</li><li>• Academic Excellence</li><li>• Charter/Membership</li></ul>	<ul style="list-style-type: none"><li>• Communications</li><li>• Finance</li><li>• Pre-College Initiative</li><li>• Publications</li><li>• Public Relations</li><li>• Alumni Chairperson (who serves as non-voting member)</li></ul>
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The National Executive Board determines all questions of policy and administers the affairs of the National Society under the Constitution and By-Laws and the general provisions of the law under which it is incorporated.

### Regional Executive Boards

There are six (6) regional executive boards, and each consists of the following officers:

<ul style="list-style-type: none"><li>• Regional Chairperson</li><li>• Regional Vice Chair</li><li>• Regional Secretary</li><li>• Regional Treasurer</li><li>• Regional Programs Chair</li><li>• Regional Parliamentarian</li><li>• Academic Excellence</li></ul>	<ul style="list-style-type: none"><li>• H) Charter/Membership</li><li>• Communications</li><li>• Finance</li><li>• Pre-College Initiative</li><li>• Publications</li><li>• Public Relations</li></ul>
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The Regional Executive Boards serve as liaisons between its chapters and the National Executive Board and administer the affairs of the Region according to the NSBE National Constitution, and By-laws.

### World Headquarters

Based in Alexandria, Virginia, the National Society of Black Engineers (NSBE) World Headquarters serves as the focal point for virtually all official NSBE business. It is staffed by NSBE's phenomenal National WHQ staff team that aids and advises NSBE's student leaders as we strive to accomplish the greater work of NSBE.

National Society of Black Engineers World Headquarters  
205 Daingerfield Road  
Alexandria, Virginia 22314  
Email: [info@nsbe.org](mailto:info@nsbe.org)



# Membership

## How do I join NSBE?

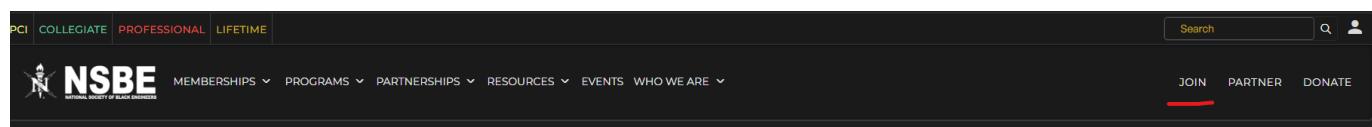
Greetings,

We are so excited that you decided to join our network of a growing industry of future engineers! If you are new to the organization and have not created an account, please navigate to the website and select the Join/Login tab. You will also be prompted to complete the membership application and select your membership type.

New to NSBE and don't have an account?

**1. Navigate to [nsbe.org](http://nsbe.org)**

**2. In the top-right corner of your screen, click "Join"**



**3. Select your membership type – NSBE Jr. Member. If you would like to subscribe to Auto Renewals, please check the box. Click "Next."**

Select Membership

 NSBE Jr. Member  
\$5.00  
 Check Here to Subscribe to Auto Renewals

 Collegiate Member  
\$15.00  
 Check Here to Subscribe to Auto Renewals

 Professional Member  
\$50.00  
 Check Here to Subscribe to Auto Renewals



4. You will be prompted to log in to your NSBE account. If you don't have one select, "Create Account."

NSBE

Username

Password

Log In

Forgot your password? [Create a Login!](#)

5. Email Verification: Enter a valid email address and click "Verify Email"

NSBE

NSBE Events Login

\*Email

mscieraj@gmail.com

Verify Email



## 6. Create your NSBE Account Credentials.

First Name:

Last Name:

Email:

Password:

Confirm Password:

\* I agree that I am 18 years or older  
--None--

This page uses Cookies [Read More.](#) [I Accept](#)

**Register**

## 7. Next, complete your member application and click “Next.”

NSBE Individual Join Process

**Customer**

\* First Name: Ciera (TEST)

Middle Name:

\* Last Name: Jeter

\* Preferred Email Type: Work

Personal Email: mscieraj@gmail.com

\* Work/School Email: mscieraj@gmail.com

\* Preferred Phone Type: Mobile

\* Mobile Phone:

Work Phone:

**Mailing Information**

\* Country: United States

\* Street:

\* City:  \* State/Province:

\* Postal Code:

**Next**



NSBE Jr. Membership Application

Personal Information

Name	Mobile Phone	Personal Email
Ciera (TEST) Jeter	3014623627	msciera@gmail.com

Demographics

Birthday:

Gender:  --None--

Residency Status:  --None--

Race/Ethnic Identity:  --None--

Chapter Selection

Chapter Country:  --None--

Location:  --None--

Please choose your Chapter:

Current Education

Education Institution:  Q. Type at least 3 characters to search

Other Institution (If Not Listed):

Current Grade:  --None--

Current GPA:

Anticipated Major:  --None--

Second Anticipated Major:

Graduation Date:  --None--

Did you complete an algebra class prior to high school?

Are you interested in being mentored?

Please submit your high school transcript to your NSBE Jr. Advisor for verification. After your GPA is verified, you will have access to apply for scholarships when they are available.

[Back](#) [Next](#) [Save and Finish Later](#)

**8. Select your communication preferences and click "Next." (For PCI, we recommend subscribing to the following communications: Chapters, NSBE Jr. Advisors, Professionals, Scholarships, Collegiate Programs and PCI)**

Communication Preferences

Personal Information

Name	Mobile Phone	Personal Email
Ciera (TEST) Jeter	3014623627	msciera@gmail.com

Great! We are almost finished. Please provide the information below so that we may better serve you.

You have chosen to become a member of the At Large NSBE Jr. (Region 2) Chapter. Each NSBE local chapter has dues to support local programs. Contact your local chapter to find out how to engage.

The National Society of Black Engineers (NSBE) shares your concern about how your information is used and distributed. NSBE will not use or share your information with anyone except as described in our Privacy Policy.

NSBE will use the selection submitted on this form to determine what information to send you about scholarships, programs, NSBE conferences, the NSBE Annual Convention and more. Please select the categories from the list below for which you would like to receive information in the future.

Chapter  
 Fundraising  
 NSBE Jr. Advisors  
 Professionals  
 Scholarships  
 Opt-out from All NSBE Communications

Collegiate Programs  
 NSBE Conferences and Convention  
 PCI  
 Regional  
 World Headquarters

Great! Thank you! Now let's check out!

[Back](#) [Next](#) [Save and Finish Later](#)



**9. Enter your payment information and submit.**

Checkout

◀ Shopping Cart

1. Choose a Payment Method

Online Payment

Card

Card number: 1234 1234 1234 1234    

Expiration date: MM / YY

Country: United States Zip code: 12345

Would you like to save this payment method for future use?

Order Summary

Discount Code:

Items (2):  **NSBE Jr. Member** **\$5.00**  
Plan: 1 Year Individual  
Quantity: 1  
Price: \$5.00

 **Z - At Large** **NSBE Jr. (Region 2)** **Free**  
Quantity: 1  
Price: Free

**10. You will receive confirmation on the screen and via email.**

# Chapters

## What if a chapter DOES NOT exist in my area?

If your city or state does not have a chapter, we invite you to start one!

*The following requirements must be met to charter or re-charter a chapter in NSBE:*

1. Each PCI chapter must have at least 5 active members to charter or re-charter a new chapter.
2. Each chapter must update/complete all relevant chapter information.
  - This information includes chapter address, phone number, etc.
3. Each chapter must submit a Chapter Constitution by downloading a copy from the [Constitution](#) link. (An example of the NSBE Jr constitution is listed at the end of this document).
  - Renewing chapters are not required to submit a constitution unless a modification has been made since the previous year.
4. Each chapter must declare their top 4 officers (President, Vice President, Secretary, Treasurer).
5. Each new chapter must be electronically approved by NSBE WHQ, Membership & Engagement Staff.
6. The chartering member must be a NSBE member unless you are an Advisor.
7. NSBE Jr. Advisors, volunteers, and chaperones who interact with our students complete a background check.

Please follow the link listed below to petition a NSBE JR chapter:

- [Submit Background Check Request](#)
- [Official Chapter Petition Form \(NEW CHAPTERS!\)](#)
- [Existing NSBE Jr. Chapter Re-charter](#)

If you have any questions regarding the membership process, please contact the **Membership & Engagement Department at NSBE Headquarters:**

National Society of Black Engineers Membership  
205 Daingerfield Road  
Alexandria, Virginia 22314  
[Membership@nsbe.org](mailto:Membership@nsbe.org)



## NSBE Regions

NSBE has more than 390 College, Pre-College, and Technical Professional/Alumni chapters in the United States and abroad.

### NSBE Region Map



**Region 1:** Connecticut, Massachusetts, Maine, New Jersey, New York, Rhode Island, East Canada, West Africa



**Region 2:** Washington, DC, Delaware, North Carolina, Pennsylvania, South Carolina, Virginia, West Virginia, Europe, North Africa, Middle East



**Region 3:** Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, Caribbean, South America



**Region 4:** Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, Michigan, Central Canada, Central Africa, East Africa.



**Region 5:** Arkansas, Iowa, Kansas, Louisiana, Missouri, North Dakota, Nebraska, Oklahoma, South Dakota, Texas, Central America, Mexico, South Africa, Dominican Republic



**Region 6:** Alaska, Arizona, California, Hawaii, New Mexico, Nevada, Oregon, Montana, Utah, Washington, Wyoming, West Canada, Baja Mexico, Asia, Australia, South Pacific



## Key Events

### Conferences

#### [Regional Leadership Conferences](#)

The Regional Leadership Conference (RLC) is held in each of the six (6) regions annually and gives NSBE leaders on the region and chapter level an opportunity to learn the functional duties of their positions as well as critical team building and project management skills. For more information on Regional Conferences contact [meeting@nsbe.org](mailto:meeting@nsbe.org).

#### [Fall Regional Conferences](#)

Fall Regional Conferences (FRC) attract between 500 and 1000 pre-college, collegiate and technical professional members per region. Conferences include a career fair (average of 20 companies), general conference with workshops, general sessions and entertainment; a Pre- College Initiative Conference, featuring a science fair, competitions, group projects, and workshops; featuring networking sessions, career fair, professional development workshops, and entertainment. For more information on Fall Regional Conferences contact your regional chairperson.

#### [Professional Development Conference](#)

The Professional Development Conferences (PDC) is a regional conference held annually. The conference features networking sessions, career fair, professional development workshops, and entertainment. For more information on Professional Development conference, contact [pebpdconf@nsbe.org](mailto:pebpdconf@nsbe.org)

#### [National Leadership Conference](#)

The National Leadership Conference (NLC) is an annual conference that trains incoming regional and national leaders in key areas such as time management, project management and board leadership.

#### [National Convention](#)

The National Convention is held annually and is designed to bring together officers, leaders, and members in a centralized location to conduct the business of NSBE. In addition to the business meetings, there are competitions, keynote speakers, banquets and luncheons, entertainment, college test preparation, professional certifications, workshops, and a 2-day career fair.

## Programs

Creative, engaging and interactive programs are the primary vehicles through which NSBE fulfills its mission of creating engineers who excel academically, succeed professionally and positively impact the community. We provide a variety of programs in the following core areas to the Collegiate Membership endeavors: Academic Excellence, Technical Excellence, Leadership Development, Community Impact, College Initiative, Pre-College Initiative and Chapter Development. By participating in any number of our programs each member of NSBE is ensured an opportunity to reach extraordinary heights in their technical, professional and community endeavors. The value of NSBE Programs depends on active participation.

## Scholarships

The NSBE Scholarship Program provides crucial financial support, ranging from \$500 to \$10,000 per year, to students in pursuit of engineering and applied science degrees. Meaningful scholarships increase the likelihood that students complete their engineering degrees. Scholarships help fulfill NSBE's mission, as the NSBE Scholarship Program continues to grow and positively impact members of the Society worldwide. To view and apply for scholarships, you must: be a **PAID** member & renew your NSBE membership for the year, have a verified GPA in your membership profile, and complete/update Eligibility Survey on [nsbe.smapply.io](http://nsbe.smapply.io). If you have questions about a particular scholarship, please email us at [scholarships@nsbe.org](mailto:scholarships@nsbe.org).

***ONLINE APPLICATION SUBMISSION THROUGH nsbe.smapply.io SCHOLARSHIP MODULE REQUIRED.***

1. Login at [nsbe.smapply.io](http://nsbe.smapply.io) (New Users **MUST** register first)
2. On the dashboard "Click" on Programs to view available scholarship opportunities  
(Members will only have access to the scholarships they meet the criteria for based on "Eligibility Survey" responses)
3. Click on the scholarship name and then click "Apply" to complete application
4. Once the application is completed, click "Submit". Applications **NOT** submitted as final will not be reviewed.

For more information contact:

Programs Department

Email: [scholarships@nsbe.org](mailto:scholarships@nsbe.org)

# Miscellaneous

## Sponsors

### Board of Corporate Affiliates

The NSBE Board of Corporate Affiliates (BCA) members are NSBE's corporate and government partners. Each institution has committed a minimum contribution of \$40,000 to the organization. Beyond their financial contribution, they have signed up as a partner to work with NSBE leadership to fulfill the NSBE mission. To view the list of current NSBE sponsors, visit <https://www.nsbe.org/Partnerships/Corporate-Partners/Board-of-Corporate-Affiliates>. Please consider one of these companies as your future employer.

## Acronyms

PEB - Professionals Executive Board AEC - Academic Excellence Committee PEO - Professionals Executive Officers

APC - Administrative and Personnel Committee BCA - Board of Corporate Affiliates

BD - Business Diversity

CCI - Community College Initiative CDP - Chapter Development Program CEB - Chapter Executive Board

CPC - Conference Planning Committee FRC - Fall Regional Conference

GTA - Golden Torch Awards IC - International Committee LRP - Long Range Plan

NAB - National Advisory Board NEB - National Executive Board NEO - National Executive Officers NEW - National Engineers

Week NLI - National Leadership Institute PCI - Pre-College Initiative

PDC - Professional Development Conference RAB - Regional Advisory Board

REB - Regional Executive Board REO - Regional Executive Officers

RLC - Regional Leadership Conference SRC - Spring Regional Conference

TPC - Technical Professional Conference USTR - Undergraduate Students in Technical

**Example NSBE Jr. Constitution**

**NATIONAL SOCIETY OF BLACK ENGINEERS**  
**NSBE Jr. CONSTITUTION AND BY-LAWS**

*Each newly chartered chapter must submit a constitution as part of the chartering process. Please submit this form along with your petition request*

**NATIONAL SOCIETY OF BLACK ENGINEERS EXAMPLE CHAPTER CONSTITUTION**

**ARTICLE I - NAME AND OBJECTIVES**

- SECTION 1 - Name
- SECTION 2 - Objectives

**ARTICLE II - CHAPTER GOVERNMENT**

- SECTION 1 - Governing Laws
- SECTION 2 - Final Approval

**ARTICLE III - MEMBERSHIP, APPLICATIONS, CHARTER CHAPTER, VOTING, DUES**

- SECTION 1 - Membership
- SECTION 2 - Applications
- SECTION 3 - Charter Chapter
- SECTION 4 - Voting
- SECTION 3 - Dues

**ARTICLE IV - MEETINGS**

- SECTION 1 - First Meeting
- SECTION 2 - Meeting Regularity

**ARTICLE V - OFFICERS**

- SECTION 1 - Positions
- SECTION 2 - Duties
- SECTION 3 - Requirements
- SECTION 4 - Nominations and Elections

**ARTICLE VI- COMMITTEES**

- SECTION 1 - Descriptions

**ARTICLE VII – CHAPTER ADVISOR**

- SECTION 1 - Definition
- SECTION 2 - Duties

## **ARTICLE VIII – ELECTIONS**

- SECTION 1 – Election Procedure

## **ARTICLE IX - IMPEACHMENT**

- SECTION 1 - Impeachment of Officers

## **ARTICLE X - RATIFICATION, AMENDMENTS, AND EXCEPTIONS**

- SECTION 1 - Ratification
- SECTION 2 - Amendment Proposals
- SECTION 3 - Exceptions

## **NATIONAL SOCIETY OF BLACK ENGINEERS 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 field of engineering and engineering technology. Through its NSBE Jr. chapters, NSBE aims to help pre-college students explore opportunities in the technical industry. This program also strives to encourage more African American students to attend college and pursue technical degrees. Members of this organization are encouraged to participate in programs that promote academic excellence, leadership development, and personal growth. These programs will serve to strengthen relations between academic institutions, industry and the black community.

## **ARTICLE I - NAME AND OBJECTIVES**

### **SECTION 1 – Name and Type**

1. The name of this organization shall be the (your chapter name goes here) NSBE Jr. Chapter of the National Society of Black Engineers.
2. NSBE is a Non-Profit Student Managed Organization. The name of this chapter shall be the (your chapter name goes here) NSBE Jr. Chapter

### **SECTION 2 - Objectives**

1. 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.
2. The objectives of the NSBE Jr. Chapters shall be to stimulate and develop interest in engineering among secondary school students; to strive to increase the number of secondary school students who choose to major in technical fields at the undergraduate and graduate school levels; and to strive to further, within its locality, the purpose and programs of the National Society of Black Engineers.

## **ARTICLE II - CHAPTER GOVERNMENT**

### **SECTION 1 - Governing Laws**

1. This organization shall be governed by the Constitution, By-Laws and all amendments to the Constitution and By-Laws of this organization.
2. 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 Approval**

1. The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the World Headquarters Membership Director under the leadership of the National Executive Board of the National Society.
2. The by-laws that govern this Chapter shall be in effect only after approval from the World Headquarters Membership Director under the leadership of the National Executive Board of the National Society.
3. Amendments to the constitution and by-laws approved and executed by this Chapter shall not be retroactive.

## **ARTICLE III - MEMBERSHIP, APPLICATIONS, CHARTER CHAPTER, VOTING, DUES**

### **SECTION 1: Membership**

1. Membership and participation in this organization shall be free from discrimination on the basis of sexes, race, religion, ethnic group or national origin.
2. A Member in good standing has paid all necessary National and Chapter dues.
3. Membership in this Chapter shall be designated as NSBE Jr. Member, Honorary NSBE Jr. Chapter Member
  - a. NSBE Jr. MEMBER shall be defined as a person of high moral character enrolled in any secondary school with an interest in exploring careers in engineering, engineering technology, or applied/physical science
  - b. HONORARY NSBE Jr. CHAPTER MEMBER shall be defined as a person who does not meet the definition of member but has contributed through efforts to achieve the goals of the National Society and has been nominated by the chapter and voted on by 2/3rds of active chapter members. An Honorary NSBE Jr. Member is germane to the NSBE Jr. Chapter and not the National Society. An Honorary NSBE Jr. Member cannot hold an office nor vote on any NSBE Jr. business.

### **SECTION 2 – Applications**

1. Each member in a NSBE Jr. Chapter must submit all required paperwork to the chapter advisor in accordance with the guidelines set forth by the chapter and the institution regarding student clubs/organizations. All documentation must bear the signature of the parent/guardian for all members under the age of 18 years old.
2. If a secondary school student has reached the age of 18 or older, no parent's or guardian's signature is required for application.

### **SECTION 3 – CHARTERED CHAPTER**

1. To charter a NSBE Jr. Chapter there must be a minimum of five (5) or more members attending the same secondary school and one advisor; or five or more members and one advisor in the same locality who are directly affiliated, advised and chartered by an official collegiate or professional chapter of the National Society of Black Engineers or a community based non-profit STEM Serving Organization.
2. The chapter must designate an Advisor, Chapter President, Chapter Vice President, Chapter Treasurer, and Chapter Secretary at the time of submitting their charter to be considered for recognition as a NSBE Jr. Chapter.
3. The Chapter President, Vice President, Secretary, and Treasurer make up the Executive Committee for the Chapter.
4. To complete the application process, an electronic version of the NSBE Jr. chapter constitution must be uploaded to the official NSBE Jr. Membership Website.
5. All chapters functioning under the official name of "NSBE Jr. Chapter" must have charters on file at the National Headquarters office.

### **SECTION 4 - VOTING**

1. Each Member in good standing is entitled to one vote at all meetings.
2. Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.
3. When a matter is handled by a vote, proper notice must be visibly posted in a suitable location where members frequent and sent out to the membership at least 24 hours prior to the vote.
4. In the event proper notice has been sent and there is low attendance at a meeting where a vote is to be conducted, there must be at least two members of the Executive Committee, the NSBE Advisor and a minimum of 60% of the chapter members present to conduct a vote. Cyber voting can be utilized to secure the votes of those who otherwise cannot attend.

### **SECTION 5 – DUES**

1. All members of this organization shall pay proper dues to the National Society and any required dues of this Chapter.
2. Chapter dues shall be reviewed annually by the Executive Committee and can only be changed by a two-thirds vote of the members in good standing of the chapter and must meet the voting requirements stated in section 4.
3. Honorary Members shall be exempt from Chapter dues. Honorary members and others are welcome to make a monetary contribution to the Chapter in accordance with fund raising activities. Such contributions may be tax exempt if they meet the requirements set forth by the Internal Revenue Service.
4. National Society dues should be paid online prior to registering for any regional or national event. Chapter dues for the year shall be paid to the Chapter Advisor and maintained according to the chapter guidelines as well as the institutional guidelines for school clubs/organizations.
5. A plan of payment can be made with the treasurer/advisor concerning payment of Chapter dues.

## **ARTICLE IV - MEETINGS**

### **SECTION 1 - First Meeting**

1. The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year.

### **SECTION 2 – Meeting Regularity**

1. A minimum of four general body meetings shall be held per school year.
2. A general body meeting should consist of at least one member of the Executive Committee, and 25% of the members and an advisor.
3. Voting meetings for the general body must meet the requirements of the voting process described above in Article III Section 4.3 and Section 4.4.
4. The Chapter President may call an unscheduled meeting when necessary provided that every member receives a notification (e-mail or phone call) at least 24 hours prior to the meeting.

## **Article V: Officers**

### **Section 1 – Definitions: Executive Committee and Executive Board**

1. All NEBE Jr. Chapters must have an **Executive Committee** that consists of President, Vice President, Secretary and Treasurer
2. All NSBE Jr. Chapter officers must be members as defined in Article III-Section 1.
3. NSBE Jr. Chapter officers will include the Executive Committee as well as Committee Chairs as defined in section 2 of Article V.
4. The Executive Committee and the Appointed Committee Chairs shall make up the (name of my chapter) **NSBE Jr. Executive Board**
5. All members of the Executive Board must be able to fulfill their office for the duration of the school year/
6. All members of the Executive Board must maintain membership in good standing for the duration of their term in office

### **Section 2 – Executive Committee Officers**

1. President:
  - a. Shall preside over all official meetings.
  - b. Shall submit to the NSBE National Headquarters Programs Team an official report of the activities of the year as stipulated by the Programs Team.
  - c. Shall recommend appointments for committee chair positions, and all vacant offices with the advice and consent of the Executive Board.

2. Vice President

- a. Shall preside over meetings in the absence or inability of the President.
- b. Shall perform any activities, duties and responsibilities as designated by the President.
- c. Shall oversee activities of all committees and officers of the NSBE Chapters to provide alignment with the strategic plan of the NSBE Jr. Chapter President.
- d. Shall coordinate and compile transition reports at the end of the term of office in preparation for smooth transition year to year.

3. Secretary:

- a. Shall record accurate minutes of the general body meetings and make them available to members upon request.
- b. Shall report the minutes of the previous meeting at the present meeting and file formal copies of all minutes within the Chapter Records.
- c. Shall maintain the membership roll including full and correct contact information including e-mail addresses, phone numbers, etc.

4. Treasurer:

- a. Shall keep the account of deposits and withdrawals of the chapter funds.
- b. Shall prepare a formal Treasurers Report to present at general body meetings.
- c. Shall conduct fund raising activities with the advisement of the Chapter Advisor to develop funding sources to sustain the activities of the chapter
- d. Shall oversee the activities of the Finance Committee Chair to provide leadership and support for committee activities.

## **ARTICLE VI – Committees SECTION 1: Description**

1. **Programs Committee Chair** shall focus on developing programs that enhance academic excellence, community service, and STEM focused activities that promote the NSBE mission.
2. **Finance Committee Chair** works with the Chapter Treasurer and Chapter Advisor to manage the chapter budget to ensure proper allocation of funds as well as develops fundraising strategies to achieve chapter objectives
3. **Membership Committee Chair** develops strategies to increase membership enrollment and chapter membership retention and keeps records of membership information as well as manages membership attendance in chapter focused activities.
4. **The Communications Committee Chair** develops strategies to keep the membership informed of chapter activities through approved social media sources, web-based information and newsletters.
5. **Constitution Committee Chair/Parliamentarian** shall learn and execute Roberts Rules of Order during general membership meetings, voting meetings, and were deemed necessary by the Chapter President. The role of the parliamentarian is to assist in effective meeting management, reviewing agenda prior to general membership meetings, and advising the Chapter President during the meeting as needed. The parliamentarian should sit next to the Chapter President during official meetings and be well versed in the understanding of the chapter constitution.

## **Article VII: Chapter Advisors**

### Section 1 – Definition: Advisor

Each chapter shall have one advisor. The advisor must be a faculty member if the NSBE Jr. chapter is affiliated with a secondary school or a NSBE member if a chapter is affiliated with an official NSBE student or alumni chapter.

### **Section 2 - Duties**

The duties of the Faculty/Chapter Advisor include but are not limited to:

1. Providing guidance in fiscal matters and assistance in obtaining group goals.
2. Encouraging open communication among members.
3. Serving as liaison between the chapter and the school or between the chapter and the community
4. Guiding the chapter in its actions and activities and providing leadership training as needed.
5. Shall communicate in writing the progress of chapter activities at least once per school term.

## **ARTICLE VIII - Elections**

### SECTION 1: Election Procedure

1. Elections shall be held at the end of each school year, for a term of no more than one calendar year and must adhere to the requirements set forth for voting as described in Article III Section 4.
2. No officer can serve more than two consecutive terms in the same position.
3. In preparation for the election of new officers, a nominating committee shall be appointed by the Chapter President, consisting of at least 2 members and not more than 5 members (in good standing) shall nominate a minimum of one candidate per office.
4. The nominating committee shall communicate the criteria for running for office to all members in writing and/or on the chapter website for consideration of potential candidates.
5. All nominees must meet the criteria of the Nominating Committee prior to the date established by the nominating committee and/or prior to their names appearing on the election ballot.
6. The report of the candidates whose names have been approved by the nominating committee shall be made at least one meeting prior to the election meeting; at this time names of additional nominees who have met the criteria may be taken from the floor to complete the ballot.
7. All candidates for office shall present their qualifications and their strategy for fulfilling the expectations of the office they are being considered for to the general membership at a time designated by the elections committee before the official ballot is presented for a vote at the election meeting.
8. An official ballot shall be made and presented to each member in good standing at the election meeting.
9. Immediately after the vote, confidential ballots must be collected, secured, and presented to the Chapter Advisor and Parliamentarian (or other individual designated by the Advisor) to determine the final results of the election.
10. There must be a confirmation vote of at least two individuals prior to the announcement of the winners.
11. The candidate that receives majority of the votes for each position shall be the winner,

12. Election results must be publicly announced to the membership within two business days from the election.

## SECTION 2 - Vacancy in Office

1. The Chapter President shall fill vacancies as described in Article V, Section 4. In the event the vacancy is for the position of Chapter President, the Vice President shall assume the position of the Chapter President and the position of Vice President shall be filled as described in Article V Section 4.
2. In the event the office of President and Vice President are vacant, a special election, using the same process as described in Article V-Section 2, shall be held to fill any vacant offices occurring before the next regular election.
3. No person who resigns from his position shall be allowed to return to that position during the same academic year.

## ARTICLE IX - IMPEACHMENT

### Section 1 - Impeachment of Officers

1. All elected officers are subject to impeachment procedures.
2. If a member feels that an officer is not fulfilling her duties, he/she shall, in writing, document the failure to perform and submit it to the Chapter Advisor for consultation.
3. After advisement, if the charges are substantiated, the Chapter Advisor should submit the request for impeachment to the Chapter President
4. If the officer in question is the President, the request shall be handled by the Chapter Advisor and communicated to the Executive Committee for resolution.
5. A two-thirds vote of the Chapter's membership shall be required to remove an officer.
6. The officer upon whom the charges have been brought will not be able to vote in an impeachment procedure.
4. 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.

## ARTICLE X - RATIFICATION, AMENDMENTS, EXCEPTIONS

### SECTION 1 - Ratification

1. A simple majority vote of the chapter members shall be necessary for ratification and establishment of this Constitution.

### SECTION 2 - Amendment Proposals

1. 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.
2. 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.
3. Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership provided the number of members present meet the criteria for a voting meeting as described in Article III Section 4 at the meeting when it is considered.
4. All amendment adoptions shall take place at regular Chapter meetings.

### **SECTION 3 - Exceptions**

1. In matters that are expedient, ratification by a simple majority vote shall provide exception to the rules set down by this Constitution, provided the number of members present meet the criteria for a voting meeting as described in Article III Section 4.
2. 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.
3. 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.

### **Chapter Name**

### **Chapter Advisor**

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Programs

### **Standing committees: Can be submitted later VIA NSBE portal**

- A. Telecommunications
- B. Finance
- C. Public Relations/ Publications
- D. Membership
- E. PCI/ CI

