

National Society of Black Engineers Potomac River Professionals Chapter Constitution

Amended: November 30, 2014

Preface

The National Society of Black Engineers (NSBE) Potomac River Professionals Chapter Constitution serves as the governing document for the chapter and it defines the manner in which NSBE Potomac River Professionals Chapter is structured and governed. This constitution is intended to accompany, and be consistent with, the NSBE Constitution and By-Laws and regional and national Operating Guidelines.

Article I - Name

The name of this organization is the National Society of Black Engineers Potomac River Professionals, hereafter referred to as NSBE Potomac River Professionals Chapter; an chapter of the National Society of Black Engineers, a student-based, student managed non-profit organization.

Article II – Mission and Focus

Section 1. The mission of NSBE Potomac River Professionals Chapter is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Section 2. The membership focus of NSBE Potomac River Professionals Chapter is to support professionals in the Dahlgren, King George, Fredericksburg, Northern Neck of Virginia, and Southern Maryland (St. Mary's County, Calvert County, and Charles County) areas. Activities shall be conducted to:

- (a) Enhance the technical, professional, and personal quality of Black entrepreneurial science/engineering professionals, co-ops, and interns involved in the surrounding area;
- (b) Increase the number of Black students successfully pursuing engineering degrees at both the graduate and undergraduate level;
- (c) Encourage Dahlgren, King George, Fredericksburg, Northern Neck of Virginia, and Southern Maryland (St. Mary's County, Calvert County, and Charles County) areas' black youth to pursue careers in science, technology, engineering, and mathematics (STEM);
- (d) Advance minority engineers in professional industry; and
- (e) Apply our technical expertise for the betterment of the Dahlgren, King George, Fredericksburg, Northern Neck of Virginia, Southern Maryland (St. Mary's County, Calvert County, and Charles County) areas and the nation.

Article III - Membership

- Section 1. Membership in NSBE Potomac River Professionals Chapter shall be open to any individual who has received a degree in science, technology, engineering, or mathematics (STEM). If the individual is a professional, but did not receive a STEM degree, they are still eligible for membership as a NSBE Professional Affiliate member. To be considered an active member, individuals must pay National dues of \$50, Chapter dues of \$25, and meet one of the following membership requirements:
- (a) Chapter Member
 - i. Must be a Member, as specified in the NSBE National constitution; or
 - ii. Must be twenty-one years of age or older, and be either a Lifetime, Honorary, or Affiliate member, as specified in the NSBE constitution; or
 - iii. An individual who has an Engineer-in-Training Certification or is a Licensed Professional Engineer.
- Section 2. The NSBE Potomac River Professionals Chapter Executive Board or a duly authorized representative shall process applications for membership.
- Section 3. Lifetime members who qualify for the membership category, as defined in the NSBE constitution, shall be considered equivalent to Members in this constitution and shall not be denied any opportunities afforded to Members by these or any other governing documents.
- Section 4. Individuals who are active members of a different Professional Chapter would be able to obtain membership with the Potomac River Professional Chapter by paying the Chapter Dues and following the By-Laws in the Potomac River Professionals Chapter Constitution.

Article IV - Dues

- Section 1. NSBE Potomac River Professionals Chapter dues shall be reviewed annually by the Potomac River Professionals Executive Board.
- Section 2. Any dues imposed by NSBE Potomac River Professionals Chapter shall accompany the NSBE National application for membership.
- Section 3. Except as otherwise noted in this constitution, changes in the amount of dues shall require a 2/3 vote of NSBE Potomac River Professionals Chapter membership, and shall take effect beginning in the upcoming operational year.
- Section 4. The NSBE Potomac River Professionals Chapter Executive Board shall retain all decision-making authority concerning the deposit, budget, and withdrawal of all NSBE Potomac River Professionals Chapter dues.

Article V - Administration

- Section 1. There shall be a Chapter Executive Board of NSBE Potomac River Professionals Chapter called the CEB, which shall consist of the following elected offices:
- (a) President
 - (b) Vice-President
 - (c) Secretary
 - (d) Treasurer
 - (e) Programs Chairperson
 - (f) Membership Chairperson
 - (g) Parliamentarian
- Section 2. The CEB shall determine and appoint any additional appointed offices. The CEB shall determine specific duties for any such offices.
- Section 3. The CEB shall:
- (a) Determine all questions of policy and shall administer the affairs of NSBE Potomac River Professionals Chapter according to this constitution.
 - (b) Be subject to the orders of NSBE Potomac River Professionals Chapter membership, and none of its acts shall conflict with decisions made by the vote of the general body, or the goals and objectives of the organization.
 - (c) Not receive any salary for service
 - (d) Coordinate NSBE Potomac River Professionals Chapter activities and programs.
 - (e) Monitor the activity and progress of members and thereby assist in their development.
 - (f) Facilitate communications between members and the National Society of Black Engineers.
 - (g) Make recommendations to the regional and national executive boards.
 - (h) Initiate and execute policies as deemed necessary for the day to day operations of NSBE Potomac River Professionals Chapter.
 - (i) Produce the year's agenda and budget no later than two months after taking office.
- Section 4. All officers must be NSBE members and must have satisfied all local chapter membership requirements.

- Section 5. Elections of Chapter Offices
- (a) Elections of chapter offices shall take place during the month of June.
 - (b) The following offices shall be elected:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Membership Chair
 - vi. Programs Chair
 - vii. Parliamentarian
 - (c) A simple majority of ballots received shall be necessary to elect each officer.
 - (d) The CEB-elect shall take office thirty (30) days following the election and shall serve a one (1) year term.
 - (e) The Offices of President, Vice-President, Secretary and Treasurer shall be filled as they are the Mandatory Officers required by NSBE Headquarters to fulfill its obligations to operate both locally and nationally.

- Section 6. Vacancies
- (a) Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice President.
 - (b) Should a vacancy occur in the office of Vice-President:
 - i. The unexpired term shall temporarily be filled by appointment by the President.
 - ii. The CEB shall initiate a special election to fill the office within 90 days.
 - (c) Should a vacancy occur in any other office of the CEB, the unexpired term shall be filled by appointment by the President and two-thirds approval by the CEB.

- Section 7. Quorum
- (a) A quorum is necessary to conduct the official business of the NSBE Potomac River Professionals Chapter.
 - (b) A quorum shall consist of:
 - i. General Membership meeting: Three Executive Board members including either the President or Vice-President, and at least five members.
 - ii. Executive Board meeting: Six (6) members of the Executive Board including either the President or Vice-President.
 - iii. Standing Committee meeting: The Standing Committee Chairperson, Chapter President, Chapter Vice-President, or Committee Vice-Chairperson, and two active committee members.
 - iv. A quorum may also be established by way of motion and majority vote to accept the members present.

- Section 8. Nomination and Elections
- (a) Election of officers shall be conducted annually at the general meeting in the month of June.

- (b) A slate of candidates for election shall be circulated for receipt by all voting members no less than thirty (30) days prior to the date on which elections will be held. Said circulation shall include the date, time and place of elections, and shall constitute full and proper notice of elections.
- (c) Nominations must be opened two months prior to elections. Therefore nominations must be opened at or before the May General Body Meeting. Nominations may be received from the floor immediately prior to the time of elections.
- (d) Election of officers shall be by ballot and shall be by a majority vote of the members present and in good standing.
- (e) The Executive Board shall appoint an elections committee to compile and disseminate documents and procedures to members seeking office. This election committee will also coordinate the election with the supervision of the Parliamentarian.
- (f) Parliamentarian shall contact nominees prior to election to acknowledge acceptance of nomination.

Article VI - Officer Duties

Section 1. The duties of the chapter executive board offices are:

- (a) President
 - i. Shall preside over all meetings of NSBE Potomac River Professionals Chapter
 - ii. Shall serve as the official representative of NSBE Potomac River Professionals Chapter
 - iii. Shall create committees, subject to confirmation by the CEB
 - iv. Shall appoint members to committees as necessary and confirm/deny committee appointments made by zone leaders
 - v. Shall approve the chapter monthly report and submit it to the Region 2 Executive Board
 - vi. Shall prepare a brief report for each business meeting highlighting chapter activities
 - vii. Shall prepare an Officer Transition Report by June 31

- (b) Vice President
 - i. Shall preside in the absence or inability of the President
 - ii. Shall oversee the activities of all committees
 - iii. Shall develop programs of interest for NSBE Potomac River Professionals Chapter in cooperation with the CEB
 - iv. Shall prepare the chapter Annual Report/CDP
 - v. Shall require from relevant CEB officers proper documentation for all chapter programs, activities, meetings and events
 - vi. Shall compile monthly reports from all zone leaders into a chapter monthly report
 - vii. Shall keep an online record of all chapter monthly reports
 - viii. Shall perform activities, duties, and responsibilities as designated by the President
 - ix. Shall prepare an Officer Transition Report by June 31
- (c) Secretary
 - i. Shall record accurately the minutes of CEB meetings and general membership meetings and make available the minutes to all members upon request
 - ii. Shall fill and countersign all certificates issued and keep and make proper entries in the books of the NSBE Potomac River Professionals Chapter.
 - iii. Shall serve all notices required by law or the By-Laws
 - iv. Shall record accurately the minutes of all meetings of the General Membership and the Executive Board and make available the minutes to all members upon request
 - v. Shall maintain a copy of the most updated version of the Constitution, By-Laws, and Standing Rules of NSBE and the NSBE Potomac River Professionals Chapter
 - vi. Shall publish and disperse to new and old members copies of the NSBE Potomac River Professionals Chapter and NSBE Constitution and By-Laws as necessary, required, or requested
 - vii. Shall require from the Executive Board, standing committees, and special committees of the NSBE Potomac River Professionals Chapter, a record of the activities of said body
 - viii. Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines
 - ix. In case of absence, refusal or inability to act, the duties of the office may be performed by any person whom the Executive Board may direct.
 - x. Shall prepare an Officer Transition Report by June 31
- (d) Treasurer
 - i. Shall ensure chapter compliance with all relevant financial laws, NSBE policies, and tax regulations
 - ii. Shall keep account and deposit of all NSBE Potomac River Professionals Chapter funds
 - iii. Shall make expenditures for NSBE Potomac River Professionals Chapter in a manner approved by CEB

- iv. Shall be responsible for maintaining accurate and complete financial records
 - v. Present a quarterly financial report identifying income and expenditures of NSBE Potomac River Professionals Chapter
 - vi. Shall annually prepare a chapter budget and submit to the CEB for approval
 - vii. Shall ensure chapter compliance with the chapter budget
 - viii. Shall develop a chapter Solicitation Packet, proposals, and other funding requests
 - ix. Shall develop an overall strategy for chapter financial growth, including but not limited to direct fundraising, solicitation, contract and grant activities, and investments
 - x. Shall oversee all chapter fundraising activities
 - xi. Shall be responsible for collecting chapter dues and other payments to the chapter
 - xii. Shall prepare an Officer Transition Report by June 31
- (e) Programs Chairperson
- i. Shall coordinate the programs and professional development activities that accomplish the Virginia goals and objectives of NSBE and the NSBE Potomac River Professionals Chapter
 - ii. Shall make necessary arrangements such as reservations, invitations, menu selections, etc.
 - iii. Shall prepare an Officer Transition Report by June 31
- (f) Membership Chairperson
- i. Shall periodically develop and implement membership surveys
 - ii. Shall develop and oversee quarterly membership drives
 - iii. Shall design and staff a recruiting table(s) during membership drives
 - iv. Shall be responsible for ensuring successful completion of chapter membership applications through the NSBE online system, coordinating with NSBE Headquarters to resolve any system problems
 - v. Shall re-charter the chapter nationally
 - vi. Shall maintain a membership roll and publish a chapter directory
 - vii. Shall recruit or help recruit manpower from the chapter membership for chapter projects/committees/etc.
 - viii. Shall prepare and distribute event maps/directions for all chapter activities
 - ix. Shall prepare an Officer Transition Report by June 31
- (g) Parliamentarian
- i. Shall ensure that Parliamentary procedure is observed and executed properly
 - ii. Shall serve as a resource on the governing documents of the Potomac River Professionals chapter
 - iii. Shall provide the most current edition of Robert's Rules of Order
 - iv. Shall assure meetings are conducted effectively by implementing Roberts Rules of Orders and enforcing the REB Protocols
 - v. Shall coordinate and oversee chapter elections

Article VII - Committees

- Section 1. NSBE Potomac River shall establish and disband committees as necessary for the conduct of NSBE Potomac River Professionals Chapter business.
- Section 2. Committees may be established by the President or majority vote of the CEB, and may be disbanded by majority vote of the CEB.
- Section 3. The following are NSBE Potomac River Professionals Chapter standing committees and their duties:
- (a) Pre-College Initiative Committee
 - i. Shall assist the Programs Chairperson in the performance of his or her duties related to pre-college students
 - ii. Shall endeavor to provide a mentoring and support network to NSBE pre-college members
 - iii. Shall act as an interface, resource, and support system for NSBE student chapters
 - iv. Shall promote technical education and careers
 - v. Shall enhance the availability of scholarships to technical minority students
 - vi. Shall interact with academia from pre-school to graduate school.
 - (b) College Initiative Committee
 - i. Shall assist the Programs Chairperson in the performance of his or her duties related to college students
 - ii. Shall endeavor to provide a mentoring and support network to NSBE collegiate members
 - (c) Social Committee
 - i. Assist the Membership Chairperson in the conduct of his or her duties
 - ii. Ascertain and represent the social and networking interests of the membership to the Membership Chairperson
 - (d) Telecommunications
 - i. Design, develop and maintain a professional and attractive website and presence
 - ii. Communicating with CEB to insure the most relevant and up to date information is posted on website
 - iii. Stay current with latest software and hardware to support website and servers
 - iv. Develop, maintain and relay responses to on line chapter forms
 - (e) Finance
 - i. Shall identify, secure and maintain new financial resources.
 - ii. Preserve financial relationship with sponsors
 - iii. Shall review short, intermediate, and long-term financial goals and objectives; measure performance; assist members to the fullest extent possible in goal attainment; and institute control systems to facilitate the administrative process
 - iv. Responsible for the development, coordination and execution of fund raisers

- (f) Public Relations/ Publications
 - i. Shall assist in the development and the implementation of innovative, efficient, and effective marketing campaigns
 - ii. Shall monitor the professional relationship between the external sectors (i.e. local business community, media, suppliers, etc.) and the National Society of Black Engineers
 - iii. Shall be responsible for publishing and coordinating press releases and kits.
 - iv. Shall be influential in establishing and maintaining media contacts.
 - v. Shall be influential in administering news conferences
 - vi. Shall help to project as well as protect a positive, corporate image.
 - vii. Shall coalesce pertinent marketing and demographic information.
 - viii. Shall measure consumer awareness, interest, and attitudes by conducting opinion surveys, focus groups, and other suitable measurement techniques
 - ix. Shall identify and interface with other technical organizations, Black professional associations, and civic organization
 - x. Shall be responsible for frequent, internal grass-roots communications, especially monthly newsletters
 - xi. Shall be responsible for external correspondence and print-making (i.e. pamphlets, brochures, programs, annual reports, tickets, quarterly newsletters) that are distributed to members, contributors, and other groups
 - xii. All correspondence must be prior approved, at a minimum, by the president and/or the executive board
- (g) Professional Development Committee
 - i. Shall assist the Programs Chairperson in the performance of his or her duties related to Professional Development
 - ii. Shall endeavor to provide mentoring, coaching, technical assistance, resources and networking services to the NSBE Professionals Chapter members
 - iii. Shall promote continuing technical education and careers
 - iv. Shall aim to assist chapter members with technical career advancement

- Section 4. All committees' chairs and their respective committees shall carry out assignments deemed necessary by the Executive Board:
- (a) Shall execute the duties of the committees.
 - (b) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
 - (c) Shall administer any official meeting of NSBE Potomac River Professionals Chapter after being provided consent/appointment and approved agenda from president.

Article VIII - Delegates

- Section 1. The President shall appoint, with approval of the CEB, two NSBE Potomac River Professionals Chapter Members to serve as delegates in regional and national business. At least one NSBE Potomac River Professionals Chapter Delegate must be a CEB member. A third individual may optionally be appointed as an alternate.
- Section 2. Delegates shall serve for one year. In the event that a delegate resigns his or her duties, a replacement must be appointed within one week.
- Section 3. Delegates are expected to attend at least one Region 2 Conference or National Convention, and are expected to attend Delegate business sessions at those events.
- Section 4. Delegates are responsible for becoming familiar with NSBE governing documents and with Robert's Rules of Order Newly Revised Latest Edition, as they are heavily used in NSBE regional and national business.

Article IX - Meetings

- Section 1. The General Membership and the Executive Board shall meet at least once per month.
- Section 2. Special meetings may be called by either the president, a majority of the Executive Board, or a majority of the General Members, provided that written notice is given seven (7) days in advance. In order to transact business at such meetings, a quorum must be present.
- Section 3. Meeting time and place should be determined by consensus, voting, or the discretion of the President or Chairperson.
- Section 4. The duration of meetings should not be longer than one and one-half hours unless voted by general body.
- Section 5. The NSBE Potomac River Professionals Chapter shall support the annual meeting of the National Society of Black Engineers in order to 1) promote technical expertise, professionalism, networking, and fellowship among black and ethnic minority engineers; 2) manage, plan, coordinate, and implement NSBE business functions; 3) provide at least one meeting of the NSBE Executive Board and local chapter personnel; and 4) review the past fiscal year of the National Society.

Article X - Conferences

- Section 1. NSBE Regional and National Conferences
NSBE Potomac River Professionals Chapter shall conduct incentive and recruiting activities to increase chapter attendance at NSBE regional and national conferences.
- Section 2. Technical Conference Support
NSBE Potomac River Professionals Chapter shall provide manpower at least bi-annually to at least one technical conference held in the Dahlgren, King George, and Fredericksburg, Northern Neck of Virginia, and Southern Maryland (St. Mary's County, Calvert County, and Charles County) areas. This support shall be negotiated in a manner to help the chapter prepare to take the lead role in hosting future conferences.
- Section 3. Chapter Conferences
NSBE Potomac River Professionals Chapter shall endeavor to conduct at least one conference every five years. This may involve hosting a NSBE Region 2 conference or may be a technical conference of the chapter's creation.

Article XI - Removal

- Section 1. A member of the CEB may be removed from office with a two-thirds (2/3) vote of the CEB.
(a) A quorum must be present, excluding the CEB member in question, to vote.
(b) Members of the CEB can be considered for removal for the following reasons:
 i. Failure to adhere to the duties of the office held as stated in this constitution.
 ii. Failure to show progress towards completion of written personal goals and objectives.
- Section 2. Removal procedures:
To remove the President
 i. CEB member submits letter of concern to the Vice President about the President.
 ii. The Vice President will discuss the letter with the President.
 iii. The Vice President will establish a time period in which the President must show improvement.
 iv. If the Vice President deems that the President in question has not shown improvement, the Vice President will bring the issue before the entire CEB.
 v. The Vice President will call for a vote to remove the President.
- To remove any other elected CEB member:
 i. CEB member submits letter of concern to the President about the CEB member in question.

- ii. The President will discuss the letter with the CEB member in question.
- iii. The President will establish a time period in which the CEB member in question must show improvement.
- iv. If the President deems that the CEB member in question has not shown improvement, the President will bring the issue before the entire CEB.
- v. The President will call for a vote to remove the CEB member in question.

Article XII - Awards

- Section 1. The CEB shall establish annual awards to recognize significant contributions from NSBE Potomac River Professionals Chapter members.
- Section 2. The CEB shall establish annual awards to recognize performance above the call of duty from CEB members.

Article XIII – Amendments

- Section 1. Amendments to this constitution may be proposed by:
 - (a) A two-thirds vote of the CEB, or
 - (b) One-third vote of NSBE Potomac River Professionals Chapter members, or
 - (c) Joint proposal by the NSBE Potomac River Professionals Chapter delegates
- Section 2. Amendments must be submitted in a written proposal to the CEB to be reviewed at least two weeks prior to the meeting in which a vote will occur. The proposal must be clearly stated and justified.
- Section 3. Ratification of any amendment to this constitution shall be contingent upon a two-thirds vote of NSBE Potomac River Professionals Chapter members.

ARTICLE XIV - Parliamentary Authority

- Section 1. The rules contained in the most current edition of Robert's Rules of Order Newly Revised Latest Edition shall govern the proceedings of this Association in all cases not provided for in these Bylaws or in the standing rules.

ARTICLE XV – Interpretations

- Section 1. All questions of interpretation of the NSBE Potomac River Professionals Chapter Constitution and By-Laws shall be decided by the NSBE Potomac River Professionals Chapter Executive Board.