



National Society of Black Engineers
Massachusetts Institute of Technology
Chapter Constitution & Operational By-Laws
<http://web.mit.edu/nsbe/www/>



Article I – Name

The name of this organization shall be the National Society of Black Engineers-Massachusetts Institute of Technology Chapter; hereafter referred to as NSBE-MIT.

Article II – Purpose

As a student-based organization, we intend to develop intensive programs for increased minority participation in the fields of engineering and science. These programs will be initiated both within and without the Institute community and will serve to strengthen relations between industry, the Institute, and the minority community. This organization will provide general counseling to all.

Article III – Membership

Section 1.

The term "member" when printed without an initial capital, where used in this Constitution, includes all categories of membership. The term "Member" when printed with an initial capital, where used in this Constitution, is defined in Article III, Section 3(a).

Section 2.

Membership in NSBE-MIT shall be designated as Member, Associate Member, Senior Associate Member, and Honorary Member.

Section 3.

- (a) A member shall be defined as any person pursuing a degree at the Massachusetts Institute of Technology who has paid his/her dues to the National Society and a Chapter fee as determined by the Steering Committee.
- (b) A senator shall be defined as a Member appointed by the elected officers as defined in Article IV, Section 2. There shall only be two senators per election year.
- (c) An Associate Member shall be defined as a person of high moral character who has received a registered membership card through payment of dues to the National Society and who:
 - i. Is a certified engineer in training.
 - ii. Has completed studies and received a degree as an engineer, associate engineer, engineering technologist, or its equivalent.

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- (d) A Senior Associate Member shall be defined as a person of high moral character who:
 - i. Has been employed in an engineering or physical science capacity for at least twelve (12) years.
 - ii. Is duly registered as an engineer by the Society of Professional Engineers.

- (e) An Honorary Member shall be defined as a person of high moral character who is not a member of the MIT student body, but who has contributed through their efforts to the goals of the National Society. Designation is to be set by the Executive Officers of NSBE-MIT.

Section 4.

Membership and participation shall be free from discrimination based upon sex, race, religion, ethnic group or national origin.

Section 5.

All Members, as defined in Article III, Section 3(a), shall have one vote each.

Section 6.

Associate, Senior Associate, and Honorary Members shall not be entitled to vote in meetings of NSBE-MIT.

Article IV – Officers

Section 1.

All elected positions will be held by Members in good standing as defined in Article III, Section 3(a) of this Constitution.

Section 2.

The elected offices of the NSBE-MIT Executive Board are:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Secretary
- (d) Treasurer
- (e) Programs Chairperson

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Section 3.

The NSBE-MIT Executive Offices are:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Secretary
- (d) Treasurer
- (e) Programs Chairperson

Section 4.

The NSBE-MIT Appointed Offices are:

- (a) Finance Chairperson
- (b) Telecommunications Chairperson
- (c) Pre-College Initiative Chairperson
- (d) Membership Chairperson
- (e) Public Relations Chairperson
- (f) Academic Excellence Chairperson

Section 5.

The previous Chapter Chairperson shall serve as Chairperson-Emeritus, with the approval of the Chapter Executive Board.

- i. The Chairperson-Emeritus shall serve as an advisor to the Chapter Executive Board and shall not have a vote as Chairperson-Emeritus.
- ii. The term will be one (1) year beginning thirty (30) days after the new Chapter Officers take office.

Section 6.

The previous Chapter Treasurer shall serve as Treasurer-Emeritus, with the approval of the Chapter Executive Board.

- i. The Treasurer-Emeritus shall serve as an advisor to the Chapter Executive Board and shall not have a vote as Treasurer-Emeritus.



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- ii. The term will be one (1) year beginning thirty (30) days after the new Chapter Officers take office.

Section 7.

There will also be appointed at least one (1) Faculty Advisor and at least one (1) Industrial Advisor. The Advisor(s) will be subject to review at the end of each academic year.

Article V – Elections

Section 1.

Elections of new officers will be held in March of each academic year.

Section 2.

Special elections will be held for elected officials in the case of impeachment, resignation, or otherwise ineligibility.

Section 3.

All elected officials shall serve for a term of one year. All newly elected chapter officers shall take office on 1st of May.

Section 4.

All elected officials are eligible for re-election.

Section 5.

In the event that a Chairperson resigns, the Vice-Chairperson automatically becomes Chairperson and a new Vice-Chairperson is elected at a special election. In the event that the Chairperson and Vice-Chairperson are incapable of holding their positions, the Secretary becomes Chairperson.

Section 6.

No candidate will be considered for an office if that candidate will not be able to complete his/her term if elected. In the event that an officer is impeached, resigns, or is otherwise vacated from office, a special election will be held within one month of vacancy.



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Article VI - Administrative

Section 1.

The Zone Structure shall be as follows:

(a) Administrative Zone:

- i. The Administrative Zone shall consist of the Chapter Chairperson, the Chapter Vice-Chairperson, the Chapter Secretary, the Chapter Treasurer and the Chapter Programs Chairperson.
- ii. The Chairperson-Emeritus, Treasurer-Emeritus, and Advisors shall also work with this zone as advisory members.
- iii. Members of this zone shall oversee all other zones.
- iv. The Chapter Chairperson shall coordinate the work of this zone.

(b) Membership Zone:

- i. The Membership Zone shall consist of the Chapter Vice-Chairperson, the Chapter Membership Chairperson, and the Chapter Pre-College Initiative Chairperson.
- ii. The Chapter Vice-Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/he shall also present regular reports of zone activities to the Chapter Chairperson.

(c) Communications Zone:

- i. The Communications Zone shall consist of the Chapter Secretary, the Chapter Public Relations Chairperson, and Chapter Telecommunications Chairperson.
- ii. The Chapter Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/he shall also present regular reports of zone activities to the Chapter Chairperson.

(d) Finance Zone:

- i. The Finance Zone shall consist of the Chapter Treasurer, the Chapter Finance Chairperson, the Treasurer-Emeritus, and the Conference Planning Committee.
- ii. The Chapter Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. She/he shall also present regular reports of zone activities to the Chapter Chairperson.

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- (e) Programs Zone:
- i. The Programs Zone shall consist of the Chapter Programs Chairperson, the Chapter Pre-College Initiative Chairperson, and the Chapter Academic Excellence Chairperson.
 - ii. The Chapter Programs Chairperson shall manage the work of the zone and provide zone members with support they need in order to function effectively. She/he shall also present regular reports of zone activities to the National Chairperson.

Section 2.

The duties of the NSBE-MIT Executive Officers are:

- (a) Chapter Chairperson
- i. Shall preside over all official meetings of NSBE-MIT.
 - ii. Shall research and process all information concerning the non-institute affairs relating to the general purpose of NSBE-MIT.
 - iii. Shall serve as the representative of NSBE-MIT.
 - iv. Shall appoint members of all special and standing committees.
 - v. Shall be ex-officio member of all committees.
 - vi. Shall serve as a liaison between the Executive Board and the Chapter Advisors.
 - vii. Shall develop the Chapter objectives for the duration of the elected term.
 - viii. Shall chair the Administrative Zone as Zone Leader
- (b) Chapter Vice-Chairperson
- i. Shall preside over all general meetings of NSBE-MIT
 - ii. Shall act as Chairperson in the absence or inability of the elected Chairperson.
 - iii. Shall research and process all information concerning the institute affairs relating to the general purpose of NSBE-MIT.
 - iv. Shall oversee the Steering Committee.
 - v. Shall make monthly inspections of the chapter's financial ledger.
 - vi. Shall serve as parliamentarian of all NSBE-MIT meetings.
 - vii. Shall chair the Membership Zone as Zone Leader.
 - viii. Shall oversee the Freshman Committee.
 - ix. Shall oversee the Pre-College Initiative Committee.

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(c) Chapter Secretary

- i. Shall be responsible for the record-keeping of all NSBE-MIT meetings.
- ii. Shall report the minutes of previous meetings at the present meeting of NSBE-MIT.
- iii. Shall supervise communication within the Chapter.
- iv. Shall distribute Zone, Regional, and National information to the Chapter.
- v. Shall submit Chapter Monthly Reports to the Zone Programs Chairperson.
- vi. Shall chair the Communication Committee.
- vii. Shall chair the Communications Zone as Zone Leader.

(d) Chapter Treasurer

- i. Shall have served on the Finance Committee, as listed in Article VII, Section 3, for at least one semester prior to elections.
- ii. Shall produce and be accountable for the Chapter's budget.
- iii. Shall fill out and countersign all financial certificates issued and make proper entries in the books of the Chapter.
- iv. Shall, upon request, have books ready for inspection by Members of NSBE-MIT.
- v. Shall, upon request, make reports of the chapter's financial status at general body meetings.
- vi. Shall submit a monthly financial report to the Chapter Vice-Chairperson.
- vii. Shall chair the Finance Committee.
- viii. Shall determine the chapter fee per academic year.
- ix. Shall chair the Finance Zone as Zone Leader.

(e) Chapter Programs Chairperson

- i. Shall function as a direction finder and general coordinator of NSBE-MIT activities.
- ii. Shall oversee and assist in the development of all Chapter programs.
- iii. Shall report and/or propose the formation of special committees.
- iv. Shall set up and implement programs recommended in writing by registered NSBE-MIT members or committees.
- v. Shall work in conjunction with other organizations on the MIT campus.
- vi. Shall chair the Programs Committee.
- vii. Shall chair the Programs Zone as Zone Leader



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Section 3.

The duties of the NSBE-MIT Appointed Officers are:

(a) Finance Chairperson

- i. Shall be responsible for maintaining and identifying new Chapter solicitation and fundraising events.
- ii. Shall assist members in solicitation and fundraising activities.
- iii. Shall serve as a liaison between corporations and NSBE-MIT.
- iv. Shall oversee all NSBE-MIT career fairs.
- v. Shall prepare and distribute the Corporate Solicitation Packet and the Chapter Resume Books.
- vi. Shall reside on the Finance Committee.
- vii. Outgoing and incoming Finance Chair will jointly be responsible for sending out solicitation packets by June 1.
- viii. Shall submit a monthly report to the Zone Leader.

(b) Telecommunications Chair

- i. Shall ensure that all Chapter Members have access to the Chapter list-server.
- ii. Shall maintain the use of the Chapter list-server.
- iii. Shall record system-wide usage, perform a needs assessment, and determine current operational system compatibility.
- iv. Shall maintain the Chapter web page.
- v. Shall reside on the Communications Committee
- vi. Shall Chair the website sub-committee of the Communications Committee.
- vii. Shall submit a monthly report to the Zone Leader.

(c) Pre-College Initiative Chairperson

- i. Shall oversee the implementation of Chapter PCI programs.
- ii. Shall preside over all PCI Chapters hosted by NSBE-MIT.
- iii. Shall evaluate proposals from members and/or committees to receive funds for Pre-College Initiative programs under the advisement of the Chapter Treasurer.
- iv. Shall chair the Pre-College Initiative sub-committee of the Programs Committee.



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- v. Shall submit all documentation for activities sponsored by NSBE-MIT for PCI.
- vi. Shall collaborate with the Programs Chairperson on all PCI activities.
- vii. Shall visit all PCI Chapters of NSBE-MIT at least once per month.
- viii. Shall be responsible for all PCI attendance at NSBE conferences and events.
- ix. Shall submit a monthly report to the Zone Leader.

(d) Membership Chairperson

- i. Shall identify potential Members of NSBE-MIT.
- ii. Shall assist in the adjustment of all newly joined Members.
- iii. Shall work to solve the organizational problems of inactive Members.
- iv. Shall ensure that all existing NSBE-MIT Members are re-newed at the end of each membership term.
- v. Shall be responsible for the operation of NSBE-MIT Orientation and CPW events.
- vi. Shall submit a monthly report to the Zone Leader.

(e) Public Relations Chairperson

- i. Shall prepare articles and release for distribution about activities and events within the Chapter.
- ii. Shall coordinate and distribute information to organizations and the public to promote the image of the Chapter at the Institute.
- iii. Shall make official statements for the Chapter with the approval of the Chapter Chairperson.
- iv. Shall reside on the Communications Committee.
- v. Shall chair the newsletter sub-committee of the Communications Committee.
- vi. Shall submit a monthly report to the Zone Leader.

(f) Academic Excellence Chairperson

- i. Shall oversee all Chapter academic excellence programs.
- ii. Shall assist in the development of all Chapter academic excellence programs.
- iii. Shall collaborate with the Programs Chairperson on academic excellence programs.
- iv. Shall reside on the Programs Committee.
- v. Shall chair the academic excellence sub-committee of the Programs Committee.
- vi. Shall submit a monthly report to the Zone Leader.



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Article VII - Standing Committees

Section 1.

There shall be six (6) Standing Committees of NSBE-MIT, which are:

- (a) Communications Committee
- (b) Conference Planning Committee
- (c) Freshman Committee
- (d) Finance Committee
- (e) Programs Committee
- (f) Steering Committee

Section 2.

Standing Committees shall have the following duties:

- (a) Communications Committee
 - i. Shall be presided over by the Chapter Secretary.
 - ii. Members of this committee shall be appointed by the Secretary.
 - iii. Shall consist of two sub-committees; web page committee and newsletter committee.
 - iv. Shall, upon request, make reports to the NSBE-MIT general body.
 - v. Shall be responsible for publication as specified by the purpose of NSBE-MIT.
 - vi. Shall inform all members of business of NSBE-MIT.
 - vii. Shall take care of all communication of NSBE-MIT.
- (b) Conference Planning Committee
 - i. Shall be presided over by the Chapter Chairperson.
 - ii. Shall be responsible for the logistics of the Zone, Regional, and National conferences.
 - iii. Shall be responsible for all flight details and hotel accommodations surrounding NSBE Zone, Regional, and National conferences.
 - iv. Shall be responsible for all conferences held by NSBE-MIT.



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(c) Freshmen Committee

- i. Shall be presided over by the Chapter Vice-Chairperson.
- ii. Shall be responsible for the Chapter Chant.
- iii. Shall be responsible for the Chapter T-Shirt Design.
- iv. Shall be responsible for all Plans of Action as put forth by the Executive Board.

(d) Finance Committee

- i. Shall be presided over by the Treasurer.
- ii. Shall, upon request, write proposals for Institute Funding for NSBE-MIT.
- iii. Shall be responsible for all corporate solicitation and fundraising activities.
- iv. Shall assist in the coordination of the NSBE-MIT career fair.
- v. Shall coordinate and implement a finance workshop for the general body, to be held in the spring term of each academic year.

(e) Programs Committee

- i. Shall be presided over by the Chapter Programs Chairperson.
- ii. Shall be responsible for all programs and activities put forth by NSBE-MIT.
- iii. Shall consist of two sub-committees; the Pre-College Initiative committee and the Academic Excellence committee.
- iv. Shall organize the participation of NSBE-MIT in both cultural and community service projects.
- v. Shall organize the participation of NSBE-MIT in academic excellence programs.
- vi. Shall be responsible for the submission of the Chapter Development Program.
- vii. Shall assist in the development of all PCI Chapters hosted by NSBE-MIT.

(f) Steering Committee

- i. Shall be presided over by the Vice Chairperson.
- ii. Shall consist of the Vice Chairperson, (2) Senators, and an elected representative of each class currently enrolled at the Massachusetts Institute of Technology.
- iii. Shall determine the validity of the constitution and implement changes as required. Such changes are at the discretion of the chapter Executive Board and General Body.



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Article VIII – Quorum

Shall consist of one-third (1/3) of the active registered members of NSBE-MIT.

Article IX – Amendments to the Constitution

Section 1.

- (a) Proposed amendments to the constitution shall be initiated by the majority of the Steering Committee or by one-third (1/3) the vote of registered members of NSBE-MIT. Ratification of any amendment of this constitution shall need a one-third (1/3) vote of the active, registered members, one-third (1/3) of which voting in the affirmative.
- (b) Proposed amendments to this constitution presented by the membership must be in written form, signed by one-third (1/3) of the registered members and presented at a general body meeting.

Section 2.

All appointments to special committees are subject to approval by NSBE-MIT. No appointment is considered approved until presented to a quorum at a regularly scheduled meeting. All objections to an appointment must be supported by the majority of the quorum.

Section 3.

- (a) The general body of NSBE-MIT shall meet at a frequency determined by the officers and the Steering Committee at the beginning of each academic year.
- (b) Special general body meetings can be called by the Chairperson.

Article X – Impeachment

- (a) Impeachment proceedings shall be initiated by a petition with not less than fifty per cent (50%) of the registered members' signatures. The petition is to be submitted to the Secretary during a general body meeting. The Vice-Chairperson shall initiate and conduct a formal hearing within the week.
- (b) For removal from office, a one-third (1/3) vote of the registered members is needed, of which one-third (1/3) must vote in the affirmative. In the event the Vice-Chairperson is being impeached, the responsibility is delegated to the Secretary.

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Article XI – Parliamentary Authority

The executive officers shall agree on a parliamentary authority that is consistent with the NSBE MIT constitution, i.e. Robert's Rules of Order.

Article XII – Proxy Votes

A proxy vote for a registered member shall be presented at a general body meeting provided a written document signed by the absent registered member is presented to the Secretary before the meeting is brought to order.

Article XIII – The Association of Student Activities

As a member of the Association of Student Activities (ASA), NSBE-MIT will comply with all policies and rules outlined in its constitution. This includes, but is not limited to, the submission of a list of officers each year and a financial report to the Finance Board.