**NATIONAL SOCIETY OF BLACK ENGINEERS, GATOR CHAPTER**

**CONSTITUTION**

*Created June 26, 2004*

*Amended April 23, 2010*

*Revised August 28, 2013*

**PREAMBLE**

The Gator Chapter of 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. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members.

**ARTICLE I - Name of Organization**

The name and type of this organization shall be the Gator Chapter of the National Society of Black Engineers, a non-profit student run organization; hereafter referred to as NSBE Gator Chapter.

**ARTICLE II – Purpose Statement**

The objective of NSBE Gator Chapter shall be to stimulate and develop student interest in engineering; to strive to increase the number of students studying engineering at both the undergraduate and graduate levels; and to endeavor in the advancement of the ethnic minority engineer in professional industry.

The mission statement of the National Society shall be to increase the number of culturally responsible Black engineers, who excel academically, succeed professionally, and positively impact the community.

**ARTICLE III – Compliance Statement**

Upon approval by the Department of Student Activities and Involvement, NSBE Gator Chapter shall be a registered student organization at the University of Florida. NSBE Gator Chapter shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV – University Regulations**

**Section A. Non-Discrimination**

NSBE Gator Chapter agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

**Section B. Sexual Harassment**

NSBE Gator Chapter agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

**Section C. Hazing**

NSBE Gator Chapter agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

**Section D. Responsibility to Report**

If this organization becomes aware of any such conduct described in this article, NSBE Gator Chapter will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.

**ARTICLE V – Membership**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI – Officers**

The Executive Board shall:

1. Determine all questions of policy and shall administer the affairs of NSBE Gator Chapter under the Constitution and Bylaws, and the general provisions of the law under which it is incorporated.
2. Be subject to the orders of the 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.
3. Make recommendations to the general body.
4. Coordinate activities at all levels of NSBE Gator Chapter.

**Section 1.**

All elected and appointed offices will be held by members in good standing.

**Section 2.**

The elected officers of the Chapter Executive Board are:

(i) President

(ii) Vice President

(iii) Programs Chair

(iv) Secretary

(v) Treasurer

The appointed officers of the Chapter Executive Board are:

(i) Senators (2)

(ii) Membership Chair

(iii) Pre-College Initiative Chair

(iv) Academic Excellence Chair

 (vi) Benton Engineering Council Representative

(vii) Historian

(viii) Publications Chair

(ix) Webmaster

(x) Public Relations Chair

(xi) Finance Chair

(xii) Conference Planning Chair

(xiii) Social Chair

(xiv) T.O.R.C.H. Chair

(xv) Parliamentarian

**Section 3.**

The Chapter Executive officers are the President, Vice President, Programs Chair, Secretary, and Treasurer.

**Section 4.**

Any Student Member of NSBE Gator Chapter is eligible for a chapter executive office who:

(a) Has been a member of NSBE Gator Chapter for a minimum of one year, and

(b) Has been registered as a full-time student the academic semester prior to the beginning of the elected term and must maintain student status the academic term prior to and throughout the elected term

(c) Exceptions to Article VI, Section 4 (b), shall be handled on a case by case basis at the chapter executive board discretion.

(d) Graduate students who have fulfilled member status must maintain full-time student status throughout the elected term.

**Section 5.**

Any student member of NSBE Gator Chapter is eligible for all other appointed positions who:

1. has been a member of NSBE Gator Chapter for a minimum of one semester, and
2. Has been registered the previous semester as a full-time student.

**Section 6.**

Any student member of NSBE Gator Chapter is eligible to be appointed by the elected president for any non-elected positions with approval by the elected officers.

**Section 7.**

The Chapter Executive Board-Elect shall take office after the transition meeting in the elected term.

**Section 8.**

Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice President. Should a vacancy occur in any other elected position, the unexpired term shall be filled by appointment of the Chapter executive board. Should a vacancy occur in any appointed office, the unexpired term shall be filled by appointment by the President and approved by the Chapter Executive Board.

**Section 9.**

(a) The previous President shall serve as President-Emeritus, of their own free will, and the approval of the Chapter Executive Board.

(b) The President-Emeritus shall serve as an advisor to the Chapter Executive Board and shall not have a vote as President-Emeritus. The term shall coincide with the term of the National Executive Board.

**ARTICLE VII - Elections**

**Section 1.**

Each member in good standing, as defined in Article XI, Section 4, shall be entitled to one vote during chapter elections. Voting shall take place in the month of April.

**Section 2.**

In the event of a tie, the chapter president shall have the deciding vote.

**Section 3.**

In the event of a tie, where the president is candidate, the chapter executive board will determine the candidate.

**Section 4.**

In order to vote in the officer election, students will obtain a ballot as they enter the meeting. Each voter is asked to maintain confidentiality of their vote during the election meeting.

**Section 5.**

Any financial member of the Gator Chapter of the National Society of Black Engineers is eligible to run for office. NSBE Jr. Members cannot run for collegiate positions, similarly, collegiate members cannot run for any NSBE Jr. positions.

**ARTICLE VIII – Faculty Advisor**

The faculty advisor serves as a source of advisement to the officers and members of the organization. The faculty advisor is not required to attend general body meetings of the organization but should be aware of the events hosted by the organization. The faculty advisor shall be nominated by the Executive Board after taking office. The term of the faculty advisor shall be one academic year.

**ARTICLE IX - Finance**

NSBE Gator Chapter does not require chapter dues and will not as long as the organization is a Student Government Funded organization.

**ARTICLE X- Dissolution of Organization**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the STEPUP Program at the University of Florida.

**ARTICLE XI- Additional Membership Requirements**

**Section 1.**

Membership in NSBE Gator Chapter shall be designated as member, affiliate, NSBE Jr., or honorary.

**Section 2.**

Members shall be defined as:

1. i) an undergraduate enrolled in the University of Florida towards a degree in any field of engineering or is a candidate for a degree in engineering, engineering technology, or applied/physical science, or

ii) a graduate student who has received an undergraduate degree in any field of study from an accredited educational institution or program, and

iii) Has received a registered membership card through the payment of annual national membership fees.

1. An Affiliate member shall be defined as a person who is not a candidate for a degree in one of the areas defined in Article XI, Section 2 (a) (i), and as such is exempt from positions including, but not limited to a National or Regional office, or a position of Delegate.
2. A NSBE Jr. Member shall be defined as a pre-college student enrolled in high school in Alachua County and who has met the criteria to receive a registered membership card through the payment of annual membership fees.

NSBE Jr. Members shall vote only in NSBE Jr. Meetings and only on NSBE Jr. matters.

d) An Honorary Member shall be defined as

i) A person who does not meet the definition of Student, or NSBE Jr. but has contributed through efforts in support of the goal of NSBE Gator Chapter and has been nominated by the Chapter Executive Board.

ii) This person may be granted a one year membership or lifetime membership at the discretion of the Chapter Executive Board.

iii) and who does not have voting power. And as such is exempt from positions including, but not limited to, an elected or appointed position within NSBE Gator Chapter.

**Section 3.**

Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age, national origin, or country of abode.

**Section 4. (Active Membership)**

The “good standing” of a NSBE Gator Chapter member shall be defined as the definition of good standing dictated by the University of Florida.

The definition of an “Active Chapter Member” shall be determined annually by the Membership Zone of NSBE Gator Chapter.

**ARTICLE XII– Zones**

**Section 1.**

There shall be five zones, which consist of:

(a) Administration Zone

 (i) President

 (ii) Vice President

 (iii) Programs Chair

 (iv) Secretary

 (v) Treasurer

 (vi) Parliamentarian

 (vii) Senators (2)

(b) Programs Zone

(i) Academic Excellence Chair
(ii) T.O.R.C.H. Chair
(iii) Pre-College Initiative Chair
(iv) Social Chair

(c) Communications Zone

(i) Public Relations Chair
(ii) Historian
(iii) Webmaster
(iv) Benton Engineering Council Representative

(v) Publications Chair

(d) Finance Zone

(i) Finance Chair
(ii) Conference Planning Chair

(e) Membership Zone

(i) Membership Chair

# Section 2. Duties of Elected and Appointed Offices

* + - * 1. President

Preside over all official meetings of the Chapter

Serve as the representative of the Chapter

Help maintain the focus of the organization's programming towards primarily supporting the black engineering student academic and social community.

Support the other executive board in their efforts to implement the goals of the chapter for that term.

* + - * 1. Vice President

Preside in the absence or inability of the President

Perform any activities, duties, and responsibilities as designated by the President

Oversee the activities of the five Executive Board Zones (Administrative, Finance, Communications, Membership, Programs Zone)

Serve as the zone leader of the Membership Zone

* + - * 1. Secretary

Accurately record the minutes for the Executive Board and General Body Meetings and make available the minutes to all members upon request

Record all activities of the Chapter and attendees of said activities

Maintain communication between NSBE Gator Chapter Chapter Executive board and the chapter members

Serve as the zone leader of the Communication Zone

* + - * 1. Treasurer

Keep accounts and deposit organization funds of the Chapter

Responsible for the solicitation of funds and/or corporate sponsorship from companies

Responsible for drafting a budget for the chapter for the upcoming school year and responsible for providing the incoming treasurer with a rubric to use for managing the finances for the upcoming term

* + - * 1. Programs Chair

Responsible for the implementation of Chapter projects and programs

Work with the Executive Board and Regional Programs Chair to develop programs in keeping with the goals and directives of the Society

* + - * 1. Parliamentarian

Be well versed in parliamentary procedure and implement procedure in Executive and General Body meetings

Oversee Chapter elections

* + - * 1. Senator

Responsible for attending all conferences and informing NSBE Gator Chapter of activities

* + - * 1. Academic Excellence Chair

Responsible for helping NSBE Gator Chapter maintain and increase chapter GPA through implementing programs focusing on excelling academically

* + - * 1. T.O.R.C.H. Chair

Responsible for setting up events that allow NSBE Gator Chapter to reach out to the community

Implement programming at the T.O.R.C.H center

* + - * 1. Pre-College Initiative Chair

Serve as the point of contact between NSBE Jr. members and NSBE Gator Chapter

Implement Pre-College Initiative in surrounding communities

* + - * 1. Social Chair

Implement social programs and activities that promote a relaxed atmosphere for NSBE Gator Chapter

* + - * 1. Public Relations Chair

Responsible for maintaining NSBE Gator Chapter’s public image

In charge of communicating information regarding the chapter to others

* + - * 1. Historian

Responsible for maintaining detailed accounts of all of NSBE Gator Chapter activities complete with pictures and descriptions

Photograph all Chapter events

* + - * 1. Webmaster

Responsible for creating and maintain an informative and up-to-date website with all relevant NSBE Gator Chapter material

* + - * 1. Benton Engineering Council Representative

Responsible for attending all Benton Engineering Council meetings and informing e-board and general body of activities within the College of Engineering

* + - * 1. Publications Chair

Responsible for print publications of the chapter including updating chapter brochures and newsletters

* + - * 1. Finance Chair

Implementing fundraising ideas to help raise money for the chapter

* + - * 1. Conference Planning Chair

Responsible for coming up with the logistics of and costs estimation of conference trips which includes but is not limited to: hotel, transportation, and food

Organize other convention activities and preliminary activities including chapter chants

* + - * 1. Membership Chair

Responsible for coming up with programs that are geared towards generating and retaining members

Complete work as designated by the Vice President

**Section 3.**

In addition to the above duties, the committees will carry out assignments deemed necessary by the Chapter Executive Officers.

**Section 4.**

The Chapter Executive Board will create and appoint chairs for any special committee(s), as necessary.

**ARTICLE XIII – Meetings**

There will be a general body meeting bi-weekly and an e-board meeting every alternating week.

**ARTICLE XIV – Bylaws**

The Bylaws of NSBE Gator Chapter shall be amended by a two-thirds vote of the chapter present at the general body meeting in question or by two-thirds vote of the chapter executive board.

**ARTICLE XV – Amendments to Constitution**

**Section 1.**

Amendments to this Constitution may be proposed by:

(a) A two-thirds vote of the Chapter Executive Board.

(b) Two-thirds of the general body at a bi-weekly meeting.

**Section 2.**

Proposed Amendments must be submitted in written form to the Chapter Executive Board to be reviewed. The proposal must be clearly stated and justified.

**Section 3.**

Ratification of any amendments to this constitution shall be subject to a three-fourths (3/4) affirmative vote of the delegates present at general body meeting.