

**Kansas State University Chapter of the
National Society of Black Engineers
Bylaws**

PREAMBLE

The Kansas State University Chapter of the National Society of Black Engineers, as a local 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 initialized both within and outside the university community and will strive 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 to ensure successful matriculation and effective integration into the private and/or public sector in addition to instilling the need to give back to the community and society as a whole.

ARTICLE I – NAME

The name of the organization shall be the Kansas State University Chapter of the National Society of Black Engineers (KSU-NSBE).

The name of the governing body shall be the Chapter Executive Board (CEB) of the KSU Chapter of the National Society of Black Engineers.

ARTICLE II – OBJECTIVE

The objective of the KSU-NSBE Chapter Executive Board, serving as a liaison between the Regional Executive Board of Region V (REB) of the National Society of Black Engineers and KSU-NSBE members, shall be:

1. to stimulate and develop student interest in engineering;
2. to strive to increase the number of students studying engineering at both the undergraduate and graduate levels: and
3. to endeavor in the advancement of the ethnic minority engineer in professional industry.

Moreover, part of the responsibility of the board will be to set the direction of the chapter in accordance with the National Directives and Chapter, Regional, and National Long Range Plan (LPR) at the beginning of each term of office, seven days following the Transition Meeting.

ARTICLE III – MEMBERSHIP

Having paid National, Regional and Chapter dues, a member of KSU-NSBE shall be as defined in Article III of the KSU-NSBE Chapter Constitution. Dues collected shall be \$10 for the KSU chapter dues. Paying of the National and Regional dues must be taken care of online by the member.

ARTICLE IV – ELECTIONS

SECTION I – GENERAL

- A. Each Candidate's speech should be informative, incisive and demonstrative of his/her ability to take on the task of leading the Kansas State University chapter of the National Society of Black Engineers. Chapter members must be able to quantitatively evaluate the

skills and deficiencies and qualitatively determine the aptitude and fortitude of each Candidate on the grounds of the NSBE mission and duties ascribed in the Chapter Constitution and Bylaws.

- B. Both Parties, the Candidate and the chapter, must take this election procedure with the utmost solemnity and respect. Newly elected officers must be able to carry the chapter forward through resolute leadership while remaining coachable in their adeptness to complete the many tasks at hand.
- C. Candidates must identify their specific objective(s) and goal(s) for leadership, strategies and measures as the head of their respective zone, and overall contributions to the Chapter Executive Board and thereby the chapter. A lack of specific objectives threatens the functionality and existence of the chapter.

SECTION II – CANDIDATE NOMINATIONS

- A. Any chapter member may nominate another chapter member for Chapter President, Vice-President, Treasurer, Secretary, and Programs Chairperson. Self-nominations are acceptable. However, a nomination fails if it is not seconded by another member of the chapter body and accepted by the nominee.
- B. No candidate shall run for more than one position on the Chapter Executive Board in a given Election.

SECTION III – MEETING AGENDA

- A. The chapter election meeting shall have the following format:

President:

Candidate/Proxy Speech: 5 minutes / candidate maximum
Question and Answer Period: 20 minutes maximum

Vice-President:

Candidate/Proxy Speech: 3 minutes / candidate maximum
Question and Answer Period: 15 minutes maximum

Treasurer:

Candidate/Proxy Speech: 3 minutes / candidate maximum
Question and Answer Period: 15 minutes maximum

Secretary:

Candidate/Proxy Speech: 3 minutes / candidate maximum
Question and Answer Period: 15 minutes maximum

Programs Chairperson:

Candidate/Proxy Speech: 3 minutes / candidate maximum
Question and Answer Period: 15 minutes maximum

- B. Failure to comply with any of these criteria will result in immediate disqualification of the candidate.

SECTION IV- VOTING

- A. Each active NSBE member shall have one vote.
- B. Voting will take place by secret ballot.
- C. Absentee ballots shall be allowed.
- D. The ballot shall consist of the names of the Candidate who participated (or who were) in the entire Election Process and a “None of the above” option.
- E. An affirmative vote will be awarded to the Candidate checked “Yes” on the ballot.
- F. The current President shall oversee the counting of the ballots following the voting procedure. All counts shall be reported to the membership immediately.
- G. The winner will be specified as the Affirmed Candidate³ receiving a plurality of votes⁴. Failure to receive a plurality of the electorate will result in an immediate runoff⁵. Blank

- ballots will be available for runoffs and an affirmative vote will be awarded to the name of the Affirmed Candidate written on the ballot by the membership.
- H. Unopposed Candidates must also receive a plurality of votes. There is not runoff for unopposed Candidates.
 - I. If no Candidate can be clearly declared the winner by secret ballot, then the office shall be filled by appointment by the Chapter President-elect before the Transition Meeting⁶.
 - J. The CEB term of office shall begin after the Transition Meeting.

ARTICLE V – OFFICERS

SECTION I – ELECTED POSITIONS

The following Officers shall be elected to the KSU Chapter Executive Board:

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

SECTION II – APPOINTED POSITIONS

The Chapter President, with the approval and consent of the newly elected CEB, shall appoint the following Officers and Committee Chairpersons to CEB.

- A. Academic Excellence Chairperson
- B. Finance Chairperson
- C. Parliamentarian
- D. Pre-College Initiative (PCI) Chairperson
- E. Business Diversity Chairperson
- F. Public Relations Chairperson
- G. Publications/Communications Chairperson
- H. Strategic Planning Chairperson
- I. Telecommunications Chairperson

SECTION III – PRESIDENT EMERITUS

The immediate-past President shall serve as President Emeritus, a non-voting member of the CEB.

ARTICLE VI – CHAPTER BOARD ZONE STRUCTURE

The Chapter Board shall be divided into operating zones to facilitate discussion among the board, as well as allow business to be handled more efficiently. These zones will be the Membership Zone, Finance Zone, Communications Zone, and Programs Zone headed by the zone leaders Vice President, Treasurer, Secretary, and Programs Chairperson, respectively. Each zone leader will be responsible for the following:

- A. Regularly contacting each board member in the zone for updates.
- B. Reporting and relaying information to the Chapter President.
- C. Ensuring that all zone members are functioning in accordance with their assigned duties.

ARTICLE VII – DUTIES OF OFFICERS

SECTION I – MINIMAL QUALIFICATIONS

All candidates for elected (or appointed) positions shall be an enrolled full-time student in good standing or an official cooperative or internship at the time of the elected or appointed term. All elected and appointed positions must maintain full-time student status throughout their elected term unless graduating during the elected or appointed term, or participating in a cooperative or internship.

SECTION II – DUTIES OF ELECTED OFFICERS

The following officers shall be elected to the CEB:

- A. President:
 - a. Shall preside over all official meetings of the chapter.
 - b. Shall serve as representative of the chapter.
 - c. Shall appoint members of all special committees and vacant CEB positions, with advice and consent of the CEB
 - d. Shall submit the Chapter monthly report to the REB.
 - e. Shall oversee the development of Chapter objectives goals and Minimum Performance Requirements (MPRs)⁷
 - f. Shall submit names of candidates for appointed positions to be approved by the CEB
 - g. Shall vote in CEB meetings only in the case of a tie having exhausted all means of possible negotiation.
 - h. Shall produce a yearly “state of the Chapter” report addressing issues faced during term of office at the end of term.
 - i. Shall manage the preparation of all conference bids for submissions to the REB/
 - j. Shall produce an official transition report⁸ at the close of the term of office.
- B. Vice-President:
 - a. Shall preside over all official meetings in the absence or the inability of the Chapter President
 - b. Shall preside over the Chapter Membership Zone.
 - c. Shall distribute membership information/forms to perspective chapter members
 - d. Shall prepare all Chapter meeting agendas.
 - e. Shall review all zone monthly reports and submit them to the Chair.
 - f. Shall review the chapter LRP as needed and report to the Chapter the status of the LRP
 - g. Shall preside over the Chapter Awards Committee.
 - h. Shall perform any other duties as designated by the President.
 - i. Shall produce an official transition report at the close of the term of office.
- C. Chapter Treasurer:
 - a. Shall keep accounts and deposit organization funds of the Chapter Treasury.
 - b. Shall oversee expenditures made for Chapter Business.
 - c. Shall keep account of all tax-exempt (NSBE) financial records.
 - d. Shall prepare Chapter Board operating budgets before the first CEB meeting of the fiscal year and obtain modifications as necessary in accordance with the bylaws.
 - e. Shall maintain an updated electronic roster of chapter members including membership numbers, mailing and email addresses, phone numbers, majors, and KSU-ID numbers.
 - f. Shall serve as Conference Planning Chairperson, oversee the budget of the Conference Planning Committees, and negotiated all contracts and/or billing agreements.

- g. Shall prepare Chapter financial reports to distribute to CEB at each CEB meeting and after each conference/convention. Reports should include detailed transaction data.
 - h. Shall preside over the Chapter Scholarship Committee.
 - i. Shall chair the Chapter Finance Zone.
 - j. Shall produce an official transition report at the end of the term of office.
- D. Chapter Secretary:
- a. Shall record and report the minutes and action items of all Chapter meetings and other Chapter business.
 - b. Shall update actions items at each CEB meeting and alert the board of failure to comply
 - c. Shall keep copies and maintain updated files of all Chapter correspondence (membership forms, chapter reports, money orders, etc.) and be responsible for submitting old files to headquarters.
 - d. Shall keep the corporate seal, fill out and countersign all certificates issued and make proper entries in the book of KSU Chapter.
 - e. Shall serve all notices required by law or the bylaws of the KSU Chapter and in case of absence, refusal or inability to act, the duties of the office may be preformed by any person whom the Executive Board may direct.
 - f. Shall preside over the Chapter Communication Zone.
 - g. Shall serve as communications liaison between the CEB and the local alumni chapters.
 - h. Shall produce an official transition report at the close of the term.
- E. Programs Chairperson:
- a. Shall develop new Chapter programs and implement programs per the Regional and National guidelines.
 - b. Serves as the Freshman CEB⁹ mentor.
 - c. Shall coordinate NSBE Week¹⁰.
 - d. Shall chair the Chapter Board Programs Zone.
 - e. Shall produce an official transition report at the end of term of office.

SECTION III – DUTIES OF APPOINTED OFFICERS AND COMMITTEE CHAIRPERSONS

The following officers and committee chairpersons shall be appointed to the CEB after recommendation from the Chair and approval of the CEB.

- A. Academic Excellence Chairperson:
- a. Shall be responsible for producing and distributing information pertaining to Academic Excellence Programs including scholarship information from various sources.
 - b. Shall be responsible for implementation of Academic Excellence Programs and Awards¹¹ as set by the Society.
 - c. Shall be in charge of maintaining and addressing the Academic Excellence concern of the Chapter membership.
 - d. Shall produce an official transition report at the end of term of office.
- B. Finance Chairperson:
- a. Shall be responsible for corporate solicitation to meet budget goals.
 - b. Shall compile and distribute a Corporate Solicitation Packet.
 - c. Shall be responsible for other fund-raising activities in the Chapter
 - d. Shall research, identify, and present other means of cash income in accordance with the LPR.
 - e. Shall produce an official transition report at the end of term of office.

- C. Parliamentarian:
 - a. Shall oversee the Chapter Election Procedure.
 - b. Shall be knowledgeable of Robert's Rules of Order with at least 2 years experience and advise the membership of parliamentary procedure through chapter meetings and seminars/workshops.
 - c. Shall revise and maintain Chapter Constitution and Bylaws and submit changes as they are proposed.
 - d. Shall serve as Assistant Secretary.
- D. PCI Chairperson:
 - a. Shall coordinate Chapter PCI attendance at each Regional Conference.
 - b. Shall help charter and monitor NSBE Jr. chapters.
 - c. Shall maintain communication with NSBE Jr. coordinators and report activities to the CEB.
 - d. Shall produce an official transition report at the end of term of office.
- E. Business Diversity Chairperson:
 - a. Shall design and have published informational brochures (i.e. Job Searching/Resume Writing, Engineering Disciplines, etc.), all carrying the NSBE logo and name, to be distributed to chapters and the general public.
 - b. Shall develop a database of Black-owned businesses and encourage participation in chapter and conference activities.
 - c. Shall encourage and support members in their pursuit to become professionals and/or entrepreneurs in their own field of expertise.
 - d. Shall inform the membership of internship, co-op, and full-time job opportunities.
 - e. Shall compile the Chapter Resume Book.
 - f. Shall provide the membership with opportunities to speak with corporate recruiters.
 - g. Shall produce an official transition report at the end of term of office.
- F. Public Relations Chairperson:
 - a. Shall publicize upcoming events involving NSBE to persons in the campus and local community.
 - b. Shall design and distribute brochures containing information about NSBE to perspective chapter members.
 - c. Shall prepare and submit articles affecting the public image of NSBE to other publications and mass media.
 - d. Shall identify other minority engineering and technical student/professional organizations for the purpose of collaboration with and/or support of NSBE.
 - e. Shall produce an official transition report at the end of term.
- G. Publications/Communications Chairperson:
 - a. Shall be responsible for all Chapter Publications not assigned to other CEB members.
 - b. Shall be responsible for publication and circulation of the Chapter Newsletter or similar publication upon approval by each zone leader. The publication shall be distributed at least monthly and contain pertinent NSBE news and other reports to the chapter and other technical societies and organizations.
 - c. Shall research publication alternatives.
 - d. Shall serve as Chapter liaison for NSBE magazine, NSBE Bridge and Region V NSBE Torch.
 - e. Shall submit articles to be included in the Chapter Update section of the NSBE Torch.
 - f. Shall produce an official transition report at the end of term of office.

- H. Strategic Planning Chairperson:
 - a. Shall collect documentation from each CEB member and every KSU-NSBE function and program throughout the school year.
 - b. Shall photograph each KSU-NSBE function and make photographs available for the Publications and/or Telecommunications Chair.
 - c. Shall prepare the Chapter Development Packet¹² (CDP).
- I. Telecommunications Chairperson:
 - a. Shall maintain the Chapter website.
 - b. Shall maintain chapter email distribution lists, monitor all incoming electronic mail, and distribute to the necessary members.
 - c. Shall increase the number of members using the website.
 - d. Shall maintain the various levels of information flowing through the Chapter on the Internet, working with any members in charge of documentation of activities, when necessary.
 - e. Shall effectively distribute information on NSBE's programs, publications, campaigns, and objectives via the internet.
 - f. Shall produce an official transition report at the end of term of office.

SECTION IV – REPORTS

- A. Each board member shall have the responsibility of submitting a monthly report to the Chapter President and their respective zone leader at an agreed upon date.
- B. CEB member reports should include the following:
 - a. Unofficial minutes of committee meetings
 - b. Membership concerns
- C. The Chapter President shall submit a monthly report to REB.

ARTICLE VIII – MINIMUM PERFORMANCE REQUIREMENTS

SECTION I – GENERAL

- A. CEB members must make personal contact with their REB counterpart at least once a month¹³.
- B. CEB members are required to fulfill all action items as recorded in the official meeting minutes.

SECTION II – ADDITIONAL OFFICER PERFORMANCE REQUIREMENTS

- A. The President must submit a monthly report to the REB.
- B. The Vice-President must complete the following:
 - a. Ensure that the chapter charter is renewed by September 30.
 - b. Submit Nationals membership dues by the last day of each month.
- C. The Treasure must record and report the minutes and action items of all Chapter meetings.
- D. The Secretary must record and report the minutes and action items of all Chapter meetings.
- E. The Programs Chairperson must ensure that one program from each of the seven Key Business Areas¹⁴ is completed by the SRC, four (4) of which by Winter Break.
- F. The Finance Chairperson must prepare the CSP by May 1 for approval by the CEB.
- G. The Parliamentarian must conduct a Chapter Parliamentary Procedure workshop during the Fall Semester.
- H. The Pre-College Initiative Chairperson must have one committee meeting per month.
- I. The Business Diversity Chairperson must produce the Chapter Resume Book by the FRC.

- J. The Public Relations Chairperson must prepare and post flyers around campus advertising each Chapter General Assembly Meeting.
- K. The Publications Chairperson must produce (5) chapter publications, three (3) by Winter Break.
- L. The Strategic Planning Chairperson must complete the following:
 - a. Obtain documentation for each KSU-NSBE program and function.
 - b. Prepare the CDP in accordance with the National guidelines by December 1 approval by the CEB.
- M. The Telecommunications Chairperson must complete the following:
 - a. Update the Chapter website within one week of changes in CEB members, Chapter Constitution and Bylaws.
 - b. Distribute NSBE information from the Regional and National levels coming into the Chapter by e-mail.

ARTICLE IX – TERMINATION OF BOARD MEMBERS

SECTION I – ELECTED OFFICERS

Any elected officer of the Chapter may be impeached for actions unbecoming a CEB member by the affirmative votes of no less than three-fourths of the voting CEB members. Immediate termination will result from a second infraction of the MPRs if an official warning was issued

From the Chapter Chairperson on the first infraction

SECTION II – APPOINTED OFFICERS

Any appointed officer or committee chairperson of the Chapter may be removed from their said position by the affirmative vote of three-fourths of all the remaining members of the CEB . Immediate termination will result from a second infraction of the MPRs if an official warning was issued from the Chapter Chairperson on the first infraction.

SECTION III – RESIGNATION

In the event an officer resigns, the Chair shall initiate the appointment process to fill the vacancy. The respective Zone leader will be responsible for the duties of vacated position until the vacancy is filled.

ARTICLE X – CHAPTER BUDGET

SECTION I – GENERAL

- A. The chapter shall maintain a zero-based¹⁵ balanced budget.
- B. Budget proposals shall be submitted from each CEB member the Chapter Treasurer before May Intercession. Late proposals will have to be considered in the Budgetary Reallocation process.
- C. The budget must be approved by a two-thirds vote of the CEB before the beginning of the fiscal year¹⁶.

SECTION II – BUDGETARY REALLOCATION

Re-allocation of approved budgeted funds must be ratified by a two-thirds vote of the Executive Board.

ARTICLE XI – CHAPTER PROGRAMMING

SECTION I – PLANNING EFFECTIVENESS

- A. An outline shall be submitted to the CEB at least one month before any program, event, or function is implemented. An interim report shall be submitted to the CEB at least fourteen (14) days prior to the event. The CEB shall then determine whether to approve, postpone, or cancel the program or event. All outlines shall contain the following information:
 - a. General Budget,
 - b. Week and/or Date of event,
 - c. Special authorizations and/or documentation¹⁷ needed,
 - d. Assistance that will be needed of other CEB members, and
 - e. Contact information
- B. Evaluation forms shall be distributed to the membership following each program or function.
- C. Separated evaluations shall be completed by the CEB for all events and shall include the following information:
 - a. Organization before and after the event
 - b. Publicity
 - c. Membership feedback
 - d. Additional comments

ARTICLE XII – MEETINGS

SECTION I - QUORUM

- A. Quorum for all transaction of business at CEB meetings shall be no less than 51% of the CEB Members with voting privileges, excluding the Chapter Chairperson.

SECTION II - GENERAL

- A. All business meetings of the CEB shall be open to the membership and the minutes shall be made available for members upon request.

ARTICLE XIII – AMENDMENTS

SECTION I – GENERAL

- A. Any chapter member shall propose to amend the Bylaws of KSU-NSBE by submitting said change in written form to the Chapter Parliamentarian.
- B. The Parliamentarian shall submit all proposed changes to the CEB for approval.
- C. A change to the bylaws shall be made by the affirmative vote of the following:
 - a. Majority vote of the CEB (or),
 - b. Two-thirds (2/3) vote of the chapter members in good standing and in attendance at a Chapter General Assembly meeting.

² Candidate – A nominee of the chapter that participates (or is represented) in the Election Process.

³ Affirmed Candidate – Candidates receiving at least 20% affirmative votes from the chapter.

⁴ Plurality of votes shall be defined as 51% percent of the affirmative votes cast in the election.

⁵ A Runoff is a vote between the top two (2) Affirmed Candidates. If there are not two Affirmed Candidates, then there is no runoff.

⁶ The Transition Meeting shall be a meeting of current and newly elected CEB members where official transition reports will be distributed. Chapter goals should be discussed and the current CEB should air suggestions for newly elected members. The meeting should take place within twenty-one days following elections.

⁷ A set of tasks that each CEB member must complete to maintain their position on the CEB

⁸ The official transition report should include goals completed, office failures and suggestions for the next officer/committee chairperson.

⁹ An auxiliary programming and service committee consisting of freshman NSBE members with an organization. Akin to that of the CEB. The Freshman CEB coordinates special projects under its own auspices and direction.

¹⁰ NSBE Week is a week consisting of programs inline with the Seven key Business Areas of NSBE, usually once per semester.

¹¹ Academic Technical Bowl, USTR, Technical Paper, Oratorical Contest, 3.0 Crew, etc.

¹² The CDP is compiled according to National guidelines for the “Chapter of the Year” competition.

¹³ An authentic copy of the letter, email, phone bill, etc. must e submitted to the Chapter Secretary.

¹⁴ Academic Excellence, Technical Excellence, Leadership, Communication, Financial Vitality, Academic Education & Career Access, and Cultural Awareness.

¹⁵ Total expected receipts must equal total expected disbursements.

¹⁶ A fiscal year shall be defined as September 1 of the current year through August 31 of the following year.

¹⁷ Purchase orders, reimbursements, contracts, etc.