

**NATIONAL SOCIETY OF BLACK ENGINEERS
AUSTIN ALUMNI CHAPTER**

CONSTITUTION

(REV. 5 SEPTEMBER 23, 2000)

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**NATIONAL SOCIETY OF BLACK ENGINEERS
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CONSTITUTION

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PREAMBLE

The National Society of Black Engineers, as a national 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 within the business and academic 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.

ARTICLE I - Name and Type

This organization is the AUSTIN, TEXAS Alumni chapter of the National Society of Black Engineers, Inc., a not-for-profit corporation organized under the laws of the State of Texas and whose headquarters are located in Alexandria, Virginia. While the organization may support political issues, it may not endorse any candidate for public office. The name of this NSBE chapter shall be the National Society of Black Engineers-AUSTIN Alumni Chapter. This chapter shall be incorporated in TEXAS under the laws of the state of TEXAS.

ARTICLE II - Objectives

The objectives of the AUSTIN Alumni Chapter of NSBE shall be to advance the ethnic minority engineer in professional industry; to promote and retain the number of students studying engineering at the graduate and undergraduate levels; to stimulate and develop student interest in engineering; and to support NSBE and its student chapters .

ARTICLE III - Membership

Section 1. Membership in the NSBE-AUSTIN Alumni shall be designated as alumni member, affiliate member or honorary member.

Section 2. Alumni members shall be defined as:

a)

i) a baccalaureate, masters, or Ph.D. graduate from an accredited educational institution or program with a degree in engineering, engineering technology, applied/physical sciences, computer sciences, or natural sciences, or

ii) a graduate student who has received an undergraduate degree in engineering, engineering technology, applied/physical sciences, computer

sciences, or natural sciences, or

iii) an individual who has a Engineer-in-Training or Professional Engineers certification and

iv) has registered through the payment of annual membership fees.

b) Affiliate member shall be defined as a person who can not be an alumni member as defined in Article III Section 2(a)(i), and has registered through the payment of annual membership fees.

c) Honorary member shall be defined as a person who does not meet the definition of alumni member or affiliate member but has contributed through efforts in support of the goals of the NSBE-AUSTIN Alumni Chapter.

Section 3. Application for AUSTIN Alumni Chapter membership must be submitted to the AUSTIN Chapter for review. After the application has been reviewed by the Chairperson of the Membership Committee, the Chairperson shall recommend to the Executive Board acceptance or rejection. Upon acceptance, membership will be processed in a manner acceptable to both the National Society and the AUSTIN Alumni Chapter.

Section 4. Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age, or national origin.

Section 5. Membership may be forfeited or terminated upon violation of any rule or by-law and/or any conduct determined by the Executive Board and a 3/4 vote of an official meeting of the AUSTIN Alumni Chapter members as a major infraction of the philosophy, purpose, and intent of this organization.

ARTICLE IV - Organization

The AUSTIN Alumni Chapter shall participate and support the current NSBE Regional structure.

ARTICLE V - Voting

Section 1. Each alumni and affiliate member shall be entitled to one vote in all chapter general body meetings in which membership is held.

Section 2. Honorary members shall not be entitled to vote.

ARTICLE VI - Dues

- Section 1.** Annual membership fees shall be reviewed annually by the Executive Board.
- Section 2.** Changes in membership fees can be made only by a two-thirds vote of the alumni members upon the recommendation of the Executive Board.
- Section 3.** Dues can not and will not be prorated.
- Section 4.** The AUSTIN Alumni Executive Board shall annually determine the special membership fees for Graduate Engineering students, IMMEDIATE Baccalaureate Engineering Graduates, and RECENT NSBE student members.

ARTICLE VII - Administration

- Section 1.** There shall be an Executive Board of the AUSTIN Alumni Chapter which shall consist of the:
- a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - e) Standing Committee Chairs
- Section 2.** The Executive Board shall:
- a) determine all questions of policy and shall administer the affairs the of AUSTIN Alumni Chapter under the Constitution and By-Laws, and the general provisions of the law under which the National Society of Black Engineers are incorporated.
 - b) 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.
 - c) not receive any salary for service.
 - d) make recommendations to the NSBE Alumni Extension.
 - e) coordinate activities at all levels of the AUSTIN Alumni Chapter.
- Section 3.** There shall be an Advisory Board of the AUSTIN Alumni Chapter; the number and selection of members shall be determined by the Executive Board and approved by membership majority.

Section 4. The Advisory Board shall serve to advise the organization on achieving its objectives.

ARTICLE VIII - Nomination and Elections

Section 1. Election of officers shall be conducted at the general meeting in the month of March.

Section 2. 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.

Section 3. Nominations must be opened two months prior to elections. Therefore nominations must be opened at or before the January General Body Meeting (GBM).

Nominations may be received from the floor immediately prior to the time of elections.

Section 4. Election of officers shall be by ballot and shall be by a majority vote of the Voting Members present.

ARTICLE IX - Operations

Section 1. The fiscal year of the AUSTIN Alumni Chapter shall be August 1 to July 31.

Section 2. Except as otherwise provided by law, checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of the AUSTIN Alumni Chapter will be signed by the Treasurer and countersigned by the President. Contracts, leases, or other instruments executed in the name of and on behalf of the chapter will be signed by the Secretary and countersigned by the President.

Section 3. The AUSTIN Alumni Chapter will keep correct and complete books and records of account, and will also keep minutes of the proceedings of its Members, Executive Board and Standing Committees. The Chapter will keep a membership register giving the names, addresses, and showing classification of membership and other details, and the original or a copy of its Bylaws including amendments to date on file for viewing by any Member giving reasonable written notice of request for such viewing.

Section 4. The AUSTIN Alumni Chapter shall submit reports to the national office as outlined in the National Operating Guidelines.

ARTICLE X - Offices

- Section 1.** All elected offices will be held by members in good standing and free from disciplinary action or probation.
- Section 2.** The elected offices of the Executive Board, thereafter referred to as the executive officers are:
- a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
- Section 3.** Any member of the AUSTIN Alumni Chapter is eligible for elected office who is:
- a) an active alumni or affiliate member as defined in Art. III, Sec. 2.
 - b) free from disciplinary action or probation.
- Section 4.** Full time graduate students may not hold elected or appointed office simultaneously in a NSBE student chapter and the AUSTIN Alumni chapter.
- Section 5.** The Executive Board and the Executive Board-elect shall meet jointly at the scheduled Executive Board Meeting during the months of July and August to facilitate board transition and maintain continuity of chapter objectives and activities. The Executive Board-elect shall take office in the month of September and shall serve a one year term.
- Section 6.** 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 office other than President, the unexpired term shall be filled by appointment by the President and approved by the Executive Board.
- Section 7.** Each officer shall serve for a term of one (1) year, and shall not serve in the same office for more than two (2) consecutive terms.
- Section 8.** Whenever and wherever necessary, any impeachment of an elected officer or officers shall be conducted in accordance with Robert's Rules of Order Newly Revised.
- Section 9.** The previous President shall serve as President-Emeritus, with the approval of the Executive Board.

a) The President-Emeritus shall serve as an advisor to the Executive Board and shall not have a vote as President-Emeritus. The term will be one (1) year beginning thirty (30) days after elections of Officers.

Section 10. There shall be a Parliamentarian appointed by the President and approved by the Executive Board who:

- a) Shall serve as an advisory member of the board and shall not vote.
- b) Shall serve as a resource on parliamentary procedure.

Section 11. Elections of Offices:

- a) Elections of Offices will take place annually.
- b) 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.

Section 12. Elected and appointed officers may not serve on the National NSBE Advisory Board.

ARTICLE XI - Duties of Elected and Appointed Officers

Section 1. The duties of the elected and appointed officers are:

- a) President:
 - i) Shall approve all agendas of official meetings of the AUSTIN Alumni Chapter prior to meeting.
 - ii) Shall serve as the representative of the AUSTIN Alumni Chapter.
 - iii) Shall appoint standing and special committee chairpersons with the advice and consent of the Executive Officers, except where otherwise provided for in this document.
 - iv) Shall not be entitled to vote on any AUSTIN Alumni matter while presiding over the General Membership, Executive Board, or Standing Committee, with the exception of ties and elections.
 - v) Shall be an ex officio member of all standing committees.
 - vi) Shall administer the Constitution, Bylaws, policies, and procedures of the National Society of Black Engineers and the AUSTIN Alumni Chapter.
 - vii) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
 - viii) Shall have the general powers and duties of management usually invested in the office of President or Chairman including

general supervision, direction and control of the business affairs of the association

b) Vice-President:

i) Shall preside in the absence or the inability of the President.

ii) Shall perform any activities, duties, and responsibilities as designated by the President.

iii) Shall oversee the activities of the standing committees.

iv) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.

c) Secretary:

i) Shall fill and countersign all certificates issued and keep and make proper entries in the books of the AUSTIN Alumni Chapter.

ii) Shall serve all notices required by law or the By-Laws.

iii) 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.

iv) Shall keep or cause to be kept a register that shows the names, addresses, and phone numbers of the current officers.

v) Shall maintain a copy of the most updated version of the Constitution, By-Laws, and Standing Rules of NSBE and the AUSTIN Alumni Chapter.

vi) Shall publish and disperse to new and old members copies of the AUSTIN Alumni 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 AUSTIN Alumni 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) Shall maintain and coordinate correspondence with chapter Hotline and P.O. Box

x) 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.

- d) Treasurer:
 - i) Shall keep accounts and deposit organization funds of the AUSTIN Alumni Treasury. Accounts should reflect the financial condition, business transactions, assets, liabilities, properties, receipts, disbursements gains, losses, and financial trends of the organization. Depositories and valuables shall be in the name of the association and in a manner prescribed by the Executive Board.
 - ii) Shall ensure that expenditures made for the AUSTIN Alumni business be in a manner approved by the Executive Board.
 - iii) Shall maintain the membership roll and collect Annual dues of the AUSTIN Alumni Chapter in a manner developed along with the Executive Board.
 - iv) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
 - v) Shall ensure on a periodic basis that the book of accounts be audited in a manner prescribed by the Executive Board.

- e) Committee Chairs:
 - i) Shall execute the duties of the committees.
 - ii) Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
 - iii) Shall administer any official meeting of Austin Alumni Chapter after being provided consent/ appointment and approved agenda from president.

ARTICLE XII - Committees

Section 1. There shall be six (6) standing committees of the AUSTIN Alumni Chapter, which are:

- a) Telecommunications
- b) Finance
- c) Public Relations/ Publications
- d) Membership
- e) Programs
- f) PCI/ CI

Section 2. Standing committees have the following duties:

a) Telecommunications

- i) Develop and maintain website
 - 1) Communicating with CEB to insure the most relevant and up to date information is posted on website
 - 2) Design website with the most professional and attractive graphic arts
 - 3) Software and hardware to support website and servers are utilizing the latest and most cost efficient technology
 - 4) Develop, maintain and relay responses to online chapter forms
- ii) Develop and maintain email accounts and server

b) 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 obtainment; and institute control systems to facilitate the administrative process.
- iv) Responsible for the development, coordination and execution of fundraisers
- iii) Shall audit the book of accounts on an annual basis.

c) 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.

d) Membership

- i) Shall coordinate the recruitment of potential new alumni members.
- ii) Shall process membership applications into the AUSTIN Alumni Chapter.
- iii) Shall welcome and orient new NSBE alumni members into the National Society and the AUSTIN Alumni Chapter.
- iv) Shall focus on membership retention.
- v) Shall report the chapter membership roll to the national office and ensure payment of dues from each member has been received by the treasurer.

e) Programs

- i) Shall coordinate the programs and professional development activities that accomplish the stated goals and objectives of NSBE and the AUSTIN Alumni Chapter.
 - ii) Shall make necessary arrangements such as reservations, invitations, menu selection, etc.
- f) PCI/ CI
- i) Shall act as an interface, resource, and support system for NSBE student chapters.
 - ii) Shall promote technical education and careers.
 - iii) Shall enhance the availability of scholarships to technical minority students.
 - iv) Shall interact with academia from pre-school to graduate school.

Section 3. In addition to the above duties, the committees will carry out assignments deemed necessary by the Executive Board.

Section 4. The Executive Board will create and appoint chairs for any special committee(s), as the need for them arises.

ARTICLE XIII - Quorum

Section 1. A quorum is necessary to conduct the official business of the AUSTIN Alumni Chapter.

Section 2. A quorum shall consist of:

- a) Three Executive Board members including either the President or Vice-President, and at least five alumni members for a General Membership meeting.
- b) Six (6) members of the Executive Board including either the President or Vice-President for an Executive Board meeting.
- c) The Standing Committee Chairperson, Chapter President, Chapter Vice-President, or Committee Vice-Chairperson, and two active committee members for a Standing Committee meeting.

ARTICLE XIV - Meetings

- Section 1.** The General Membership and the Executive Board shall meet at least quarterly.
- 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 either 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 AUSTIN Alumni 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 XV - Amendments

- Section 1.** Proposed amendments to this Constitution shall be approved by a two-thirds vote of the general membership.
- Section 2.** Proposed Amendments must be submitted in written form by an alumni member to the 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 two-thirds (2/3) affirmative vote of the members present at a regular meeting of the AUSTIN Alumni Chapter.

ARTICLE XVI - Parliamentary Authority

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

ARTICLE XVII - Interpretations

All questions of interpretation of the AUSTIN Alumni Constitution and By-Laws shall be decided by the AUSTIN Alumni Chapter Executive Board.