

NSBE-AEDC By-laws of Operation

August 7, 2003 Revision

NATIONAL SOCIETY OF BLACK ENGINEERS

ALUMNI EXTENSION of the District of Columbia

By-laws of Operation

PREFACE

The National Society of Black Engineers Alumni By-laws of Operation describe the manner in which the Washington, DC Metropolitan Area Chapter of the National Society of Black Engineers - Alumni Extension (AEDC) will be structured and governed. The By-laws of Operation are intended to accompany, and be consistent with the NSBE Constitution and by-laws, Rules and Regulations, the NSBE Alumni Operating Guidelines and the NSBE Alumni Interface Guidelines.

PREAMBLE

We, the alumni of the National Society of Black Engineers, who wish to support the goals and objectives of NSBE, do hereby dedicate ourselves to develop intensive programs to increase Black and other ethnic minority participation in the field of engineering and engineering technology and to develop a standard of excellence among minority students, practicing engineers, and physical scientists by forming The National Society of Black Engineers Alumni Extension of the District of Columbia.

ARTICLE I - Name

Section 1. The name of this organization is the National Society of Black Engineers Alumni Extension of the District of Columbia, hereafter referred to as the NSBE AEDC; a section of the National Society of Black Engineers, as a national student and professional based organization.

ARTICLE II - Purpose

Section 1. The purpose of this organization is to support the National Society of Black Engineers, in a way that: develops and enhances its programs; increases technical awareness; encourages scholastic achievement; and stimulates enthusiasm in the Black engineering community in order to promote technical expertise, professionalism and fellowship among Black and minority engineers.

ARTICLE III - Membership

Section 1. Membership and participation in the NSBE AEDC shall be free from discrimination on the basis of race, religion, sex, ethnic group, or national origin.

Section 2. The NSBE AEDC Membership Co-Chairs, or a duly authorized representative, shall consider each application for membership. If accepted, the applicant will be notified.

Section 3. Applications for membership deemed objectionable and/or questionable by the Membership Co-Chairs shall be deferred to the Elected Officers for final decision.

Section 4. Membership in the NSBE AEDC is in accordance with the NSBE Constitution under the designation - Alumni Member, and is defined as a person of high moral character who has made payment of dues, and who has received a B.S. or advanced degree in Engineering, Engineering Technology, or applied physical or computer science.

ARTICLE IV - Dues

Section 1. Membership Dues

- a. Yearly membership fees shall be reviewed annually by the Treasurer and Finance committee in conjunction with the Executive Board.
- b. No initiation fee shall be required of any member.
- c. Yearly dues shall be accompanying any application for membership.
- d. Recommended changes in the amount of the dues require a two-thirds approval vote of the Executive Board.
- e. All yearly dues changes shall be recommended and approved when the Chapter budget is approved.
- f. Recent graduates shall be offered a Chapter membership fee discounted rate for their first year in the NSBE AEDC in the amount of \$15 less than the normal Chapter membership fee. This offer shall be valid for 1 year after the date of graduation.

ARTICLE V - Organization and Administration

Section 1. There shall be an Executive Board of the NSBE AEDC called the AEDC Executive Board which shall consist of a:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. President Emeritus
- f. Parliamentarian
- g. Standing Committee Chairs

Section 2. The AEDC Executive Board shall:

- a. determine all questions of policy and shall administer the affairs of the NSBE AEDC according to the NSBE Constitution, National Society of Black Engineers Alumni Interface Guidelines, NSBE Alumni Operating Guidelines, and Election Information Guide;
- b. be subject to the orders of the National Executive Board and the alumni 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 National Society of Black Engineers;
- c. not receive any salary for service;
- d. make recommendations to the NSBE Alumni;
- e. coordinate activities at all levels of the NSBE Alumni;
- f. Should initiate and execute policies deemed necessary for the day to day operations of the NSBE AEDC.
- g. Shall compile an annual report, consisting of NSBE AEDC activities, financial status and membership.

Section 3. All alumni solicitation should go through the Finance Committee. The Finance Chair should document and submit all funding needs to the Finance Committee and Executive Board at the beginning of each fiscal year. It will be the responsibility of the Finance Chair to ensure that the funding needs of the AEDC are presented to any potential sponsors. The President shall coordinate and assist the Finance Committee and the Finance Chair in identifying and soliciting potential sponsors.

Section 4. The Zone Structure

- a. Finance/Membership Zone:** The Finance Zone shall consist of the Treasurer, as the zone's director, and , the Finance and Membership Committee Chairpersons. The Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports of zone activities to the President.
- b. Communications Zone:** The Communications Zone shall consist of the Secretary, as the zone's director, and the Telecommunications and Publications Committee Chairpersons. The Secretary shall coordinate the work of this zone, and provide zone members with the resources

they need in order to function effectively. He or she shall also present regular reports of zone activities to the President.

c. Programs Zone: The Programs Zone shall consist of the Vice-President, as the zone's director, and the Professional Development, Pre-College Initiative, College Initiative, Banquet, and Ad Hoc Committee Chairpersons. The Vice-President shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports on zone activities to the President.

ARTICLE VI - Offices

Section 1. All elected offices will be held by members in good standing.

Section 2. The elected offices of the NSBE AEDC Board are:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 3. The elected officers as specified in Section 2 of this Article VII form the Alumni Executive Officers (AEO).

Section 4. Any member of the NSBE AEDC chapter is eligible to be elected for an Executive Office, other than President, if he or she has been a member in good standing of the NSBE-AEDC for at least one year prior to elections for office.

Section 5. Any member currently serving on the NSBE AEDC executive board is eligible to be elected for the position of President for the subsequent administration, if he or she has been a member in good standing of the NSBE-AEDC for at least one year prior to elections for office. This stipulation can be waived with three-fourths vote of the members.

Section 6. The Alumni Executive Officers will take office thirty (30) days following the election and will serve as follows:

- a. President - at least one year term, after which he or she will assume the position of President-Emeritus.

- b. Vice President - one year term
- c. Secretary - one year term
- d. Treasurer - one year term
- e. President Emeritus - one year term.
- f. Parliamentarian - one year term
- g. Committee Chairs - one year term

Section 6. Vacancies

- i. Should a vacancy occur in the office of President, the Vice-President shall fill the unexpired term.
 - ii. Should a vacancy occur in the office of the Vice-President,
 - a. The unexpired term shall temporarily be filled by appointment by the President and two thirds approval by the Executive Board.
 - b. The Executive Board shall initiate a special election to fulfill the office within thirty (30) days.
 - iii. Should a vacancy occur in any office other than President or Vice-President, the unexpired term shall be filled by appointment by the President and two-thirds approval of the Executive Board.
 - iv. Any AEDC Executive Board member who feels that he or she will be unable to perform the duties of the said office for thirty (30) consecutive days may submit a letter of resignation to the President requesting removal from the board. A vote by the AEDC Executive Board is not required. Follow the vacancy procedure to fill the office.

Section 7. AEDC Chapter officers and their duties shall be defined by the AEDC Chapter Constitution in accordance with all regulations of the NSBE Alumni Operating Guidelines.

Section 8. The previous President shall serve a one-year term as AEDC President-Emeritus

- i. The President Emeritus serve as an advisory member of the board (shall not vote)

Section 9. Election of Officers

- i. Elections of Officers will take place annually at the General Body Meeting.
- ii. The President shall appoint an elections committee to facilitate the necessary electoral process.

ARTICLE VII - Duties of Elected Offices

Section 1. The duties of the elected offices are:

President:

- a. Shall preside over all official meetings of the Chapter.
- b. Shall serve as the representative of the Chapter.
- c. Shall appoint standing and special committee chairpersons with the advice and consent of the Executive Officers, except where otherwise provided for in this document.
- d. Shall not be entitled to vote on any NSBE-AEDC matter while presiding over the General Membership, Executive Board, or Standing Committee, with the exception of ties and elections.
- e. Shall be an *ex officio* member of all standing committees.
- f. Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- g. Shall have the general powers and duties of management usually invested in the office of President including general supervision, direction and control of the business affairs of the Chapter.
- h. Shall coordinate the activities of the AEDC Executive Board Zones.
- i. Shall appoint a Parliamentarian, with advice and consent of the AEDC Executive Board, except where otherwise provided for in this document.
- j. Shall appoint an Advisory Board, with advice and consent of the AEDC Executive Board, except where otherwise provided for in this document.

Vice-President:

- a. Shall preside in the absence or the inability of the President.
- b. Shall perform any activities, duties, and responsibilities as designated by the President.
- c. Will act as the Director of the “Programs Zone” of the chapter, and thereby oversee the Professional Development, College Initiative, Pre-College Initiative, and Banquet standing committees.
- d. Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines

Secretary:

- a. Shall fill and countersign all certificates issued and keep and make proper entries in the books of the Chapter.
- b. Shall serve all notices required by law or the By-laws.
- c. 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.
- d. Shall keep or cause to be kept a register that shows the names, addresses, and phone numbers of the current officers.
- e. Shall maintain a copy of the most updated version of the Constitution, NSBE-AEDC Constitution, NSBE-AE Operating Guidelines, NSBE Constitution, NSBE By-laws and Election Guidelines. Shall publish and disperse said documents as necessary required or requested.
- f. Shall require from the Executive Board, standing committees, and special committees of the Chapter, a record of the activities of said body.
- g. Shall render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- h. Will act as the Director of the “Communications Zone” of the chapter, and thereby oversee the Telecommunications and Publications standing committees.
- i. 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
- j. Shall fill out and countersign all certificates issued and make proper entries in the books of the NSBE AEDC.

Treasurer:

- a. Shall keep accounts and deposit organization funds of the NSBE-AEDC Treasury. Accounts should reflect the financial conditions, 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.
- b. Shall ensure that expenditures made for the Chapter's business be in a manner approved by the Executive Board.
- c. Shall maintain the membership roll and collect annual dues of the Chapter in a manner developed along with the Executive Board.
- d. Shall consolidate committee budgets and operating expenses and prepare an overall chapter budget to be submitted to the AEDC Executive Board for approval prior to the deadline set by the President for budget submissions.
- e. Shall render reports and accountings to the General membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- f. Shall ensure on a periodic basis that the book of accounts be audited in a manner prescribed by the Executive Board.
- g. Will act as the Director of the "Finance/Membership Zone" of the chapter, and thereby oversee the Finance and Membership standing committees.
- h. 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.
- i. Shall oversee the implementation and operation of the GEN as it pertains to the AEDC.
- j. Shall perform other tasks as assigned by the President and/or National Alumni Extension Treasurer.
- k. Shall keep accounts and deposit organization funds of the NSBE AEDC Treasury consistent with policy set forth by the AEB.

President Emeritus:

- a. Shall serve as an advisor to the President and to the Executive Board.

Parliamentarian:

- a. Shall see to it that Robert's Rules of Order are adhered to when executing chapter activities, meeting agenda items and proceedings

- b. Shall administer all election activities.
- c. Shall supervise any revision of the chapter constitution and by-laws.

ARTICLE VIII - Committees

Section 1. There shall be nine (9) standing committees of NSBE-AEDC:

- i. Telecommunications
- ii. Publications
- iii. Finance
- iv. Membership
- v. Professional Development
- vi. College Initiative
- vii. Pre-College Initiative
- viii. Banquet
- ix. Constitution

Section 2. Standing committees have the following duties:

Telecommunications

- a. Shall be responsible for development, maintenance and implementation of the NSBE-AEDC Internet site.
- b. Shall be responsible for management of the NSBE-AEDC electronic mail listserver.
- c. Shall be responsible for coordinating initiatives geared towards promoting Information Technology (IT).

Publications

a. Shall be responsible for the coordination, publication, and distribution of the NSBE-AEDC Chapter Newsletter.

b. In cooperation with other committees, shall support external publicity of chapter events.

Finance

a. Shall identify and secure new financial resources.

b. Shall review short, intermediate, and long-term financial goals and objectives; measure performance; assist members to the fullest extent possible in goal achievement; and institute control systems to facilitate the administrative process.

c. Shall audit the book accounts on an annual basis.

Membership

a. Shall coordinate events and other mechanisms for the recruitment of potential new members.

b. Shall process membership applications into the Chapter.

c. Shall welcome and orient new NSBE-AEDC members into the National Society and the Chapter.

d. Shall focus on membership retention.

e. Shall report the chapter membership roll to the national office and ensure payment of dues from each member that has been received by the treasurer.

Professional Development

a. Shall coordinate the programs and professional development activities that accomplish the stated goals and objectives of NSBE and the NSBE-AEDC Chapter.

College Initiative

a. Shall be responsible for forging and retaining a working relationship between NSBE-AEDC and local Washington D.C. area NSBE student chapters.

b. Shall be responsible for coordinating and sponsoring various activities/programs geared toward academic development among college students.

Pre-College Initiative

a. Shall be responsible for coordinating and sponsoring various activities/programs geared towards the promotion of academic excellence, leadership, as well as technical and cultural awareness among pre-college students.

Banquet

a. Shall be responsible for the coordination and implementation of the Annual NSBE-AEDC Scholarship Banquet.

Constitution

a. Shall be responsible for the coordination and implementation of any revisions to the Chapter Constitution.

Section 3. In addition to the above duties the committees will carry out tasks deemed necessary by the Elected Officers.

Section 4. The President will create and appoint chairs for any special committee(s) as the need arises. The President will also assign duties to such committee(s) accordingly.

ARTICLE IX - Voting and Elections

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.

Section 3. A slate of candidates for election shall be circulated for receipt by all voting members no less than twenty (20) 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 4. Nominations may be received from the floor immediately prior to the time of elections.

Section 5. Election of officers shall be by ballot and shall be by a majority vote of the voting members present.

Section 6. A Delegate shall be defined as an individual selected by the General Body to represent the chapter in meetings organized on the NSBE Regional and NSBE National level.

Section 7. The Chapter is entitled to have two delegates at NSBE Regional and National meetings where the alumni are entitled to representation.

Section 8. The Chapter is entitled to cast two votes (via its two delegates) during the election of Alumni National Officers.

ARTICLE X - Termination of Executive Board Members

Section 1. Any elected officer of the AEDC Executive Board may be impeached and removed from said position. To terminate an elected officer of the AEDC Executive board, the following impeachment process shall be followed:

- i. The remaining board members shall prepare a statement of impeachment listing the responsibilities that were not satisfied and/or accomplished.
- ii. The President via certified mail or the equivalent will send the charges against the elected board member, receipt requested. In the case where the President has been requested for removal the Secretary will mail the statement.
- iii. The elected board member must respond to the charges to the Executive Board within 10 days of receipt of the impeachment request notice. The board member should prepare for the inquiry and rebuttal.
- iv. The inquiry will be performed with the elected board member being impeached and the remaining elected board members.
- v. If the elected board member does not respond within 10 days to the impeachment request notice, a vote by the AEDC Executive Board will automatically be taken.
- vi. The impeachment shall be approved by the unanimous affirmative vote of the remaining elected membership of the AEDC Executive Board.

vii. If the elected board member was not impeached, a follow up status of their obligations shall be addressed by the AEDC Executive Board at which time the impeachment process may be revisited after 15 days.

viii. In the event that the elected officer is impeached the decision of the AEDC Executive Board is final.

Section 2. Any appointed member of the AEDC Executive Board may be impeached and removed from said position. To terminate an appointed member of the AEDC Executive Board, the following impeachment process shall be followed:

i. The President shall prepare a statement of impeachment listing the responsibilities that were not satisfied and/or accomplished.

ii. The President via certified mail or the equivalent will send the charges against the appointed board member, receipt requested.

iii. The appointed board member must respond to the charges in writing to each Elected Officer within 10 days of receipt of the impeachment request notice. The appointed board member should prepare for the inquiry and rebuttal.

iv. The inquiry will be performed with the appointed board member being impeached and the elected board members.

v. If the appointed board member does not respond within 10 days to the impeachment request notice a vote by the AEDC Elected Officers will automatically be taken.

vi. The impeachment shall be approved by the affirmative vote of no less than two-thirds of the elected members of the AEDC Executive Board.

vii. If the appointed board member was not impeached, a follow up status of their obligations shall be addressed by the Elected Officers at which time the impeachment process may be revisited after 15 days.

viii. In the event that the appointed member is impeached the decision of the Elected Officers is final.

ARTICLE XI - Meetings

Section 1. There shall be regularly scheduled meetings as determined by the AEDC Executive Board and General Body, with the respective quorum necessary for transacting business.

For each meeting, a quorum shall consist of:

- i. Three Executive Board members including either the President or Vice President, and at least five alumni members at a General Body meeting.
- ii. Six (6) members of the Executive Board including either the President or Vice President for an Executive Board meeting.
- iii. A Committee Chairperson and an active committee member for a Standing Committee meeting.

ARTICLE XII - Chapter

Section 1. NSBE AEDC shall serve as the primary program vehicle for the members; programs should be in accordance with the objectives of the National Society.

Section 2. NSBE AEDC shall have a chapter constitution to be filed as an official document of the NSBE Alumni.

Section 3. NSBE AEDC must register annually with the National Society to be officially recognized as a chartered chapter.

ARTICLE XIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the National Society may adopt.

ARTICLE XIV - Amendments

Section 1. Amendments to these By-laws of Operation *may be* proposed by:

- a. A two-thirds vote of the AEDC Executive Board, or
- b. One-third vote of the members, through AEDC chapter referendum.

Section 2. Amendments to these By-laws of Operation must be submitted in a written proposal to the AEDC Executive Board to be reviewed. The proposal must be clearly stated and justified.

Section 3. Ratification of any amendment to these By-laws of Operation shall be contingent upon a two-thirds vote of the paid chapter members.

ARTICLE XV - Resignation/Expulsion

Section 1. Any member may indicate an intention to relinquish his or her membership by filing a written resignation with the AEDC Membership Committee. In case of resignation, no fees for the year in which the resignation is processed shall be remitted to the resignee.

Section 2. Criteria for Expulsion (AEDC Executive Board Members and AEDC Members)

Violation subject to expulsion would include:

- a. Malicious conduct detrimental to the interest of the organization; or
- b. Theft and/or destruction of funds, materials, or facilities provided by the organization; or
- c. Violations of policies adhered to by the general body.

Section 3. Procedure for Expulsion:

- i. Before a motion can be made for expulsion, a petition must be signed by at least one-third of the chapter-membership and presented to the AEDC Executive Board.
- ii. If the AEDC member in question wishes to contest the expulsion, he or she can present his or her case at the next NSBE-AEDC general meeting. If the member does not wish to contest his or

her expulsion, the expulsion takes effect immediately upon the close of the AEDC Executive Board meeting in which the petition was presented.

iii. If contested, a motion to expel will be placed on a chapter ballot in the most expeditious manner possible as determined by the AEDC Executive Board . If the motion is approved by two-thirds of the paid AEDC chapter members present, the AEDC member in question loses all rights of membership.

iv. If not found guilty, all charges will be dropped, and he or she will retain all rights of AEDC Chapter membership.