

**NATIONAL SOCIETY OF BLACK ENGINEERS--PROFESSIONALS  
WASHINGTON D.C. METROPOLITAN AREA CHAPTER**

**CONSTITUTION**

**(REV. 7.0 – May 22, 2014)**

**PREAMBLE**

The Washington D.C. Metropolitan Area Chapter of the National Society of Black Engineers Professionals 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**

This organization is the Washington D.C. Metropolitan Area Chapter of the Professionals of the National Society of Black Engineers, Inc., a not-for-profit corporation organized under the laws of the State of Texas with headquarters located in Alexandria, Virginia. The name of this chapter shall be the National Society of Black Engineers Professionals, Washington D.C. Metropolitan Area Chapter (NSBE DC Professionals).

**ARTICLE II — Purpose and Objectives**

The purpose of this organization is to support the National Society of Black Engineers Professionals 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. The objectives of this organization shall be to support the objectives of the National organization. Although the organization may support political issues, it may not endorse any candidate for public office.

## **ARTICLE III — Membership**

Section 1. Membership in the NSBE DC PROFESSIONALS Chapter shall be designated as alumni member, affiliate member or honorary member.

Section 2. Alumni member shall be defined as:

- (a) (i) a baccalaureate graduate from an accredited educational institution or program with a degree in engineering, engineering technology or applied/physical science; (ii) a graduate student who has received an undergraduate degree in engineering, engineering technology, or applied/physical science; or (iii) an individual who holds an Engineer-in-Training or Professional Engineers certification; and
- (b) has registered through payment of annual membership dues.

Section 3. Affiliate Member shall be defined as:

- (a) an individual who is not a student and does not meet the definition of alumni member but who (i) works in the field of engineering, engineering technology or applied/physical science; or (ii) supports the goals of NSBE DC Professionals; and
- (b) has registered through payment of annual membership fees.

Section 4. Honorary Member shall be defined as:

- (a) an individual who does not meet the definition of alumni member or affiliate member but who has contributed to the goals of NSBE DC Professionals; and
- (b) has been nominated by an alumni member or affiliate member of NSBE DC Professionals and has formally accepted the nomination.

Section 5. Applications for NSBE DC Professionals membership must be submitted to the Chapter for review. The Chairperson of the Membership Committee shall review all applications and recommend to the Executive board acceptance or rejection. Upon acceptance, membership will be processed in a manner acceptable to both the National Society and NSBE DC Professionals.

- Section 6. Membership and participation shall be free from discrimination on the basis of sex, race, religion, ethnic group, age or national origin.
- Section 7. Membership may be forfeited or terminated upon violation of any rule or by-law and/or any conduct determined by the Executive Board or a majority of the NSBE DC Professionals members as a major infraction of the philosophy, purpose, and intent of this organization. Termination of membership shall be consistent with the Procedure for Expulsion defined in the NSBE Professionals Operating Guidelines.
- Section 8. A member may at any time file a resignation in writing with the Secretary, and it shall take effect immediately.

**ARTICLE IV — Organization**

The NSBE DC Professionals Organizational Structure is to be the following:

President -- Director of Chapter Vision

The Advisory Board, Constitution Committee, Elections Committee, President Emeritus, and Parliamentarian all report directly to the President.

Vice President -- Director of Programs Zone

Directly oversees the following committees: Professional Development, College Initiative, Pre-College Initiative, and Special Events.

Secretary -- Director of Communications Zone

Directly oversees the following committees: Telecommunications and Publications.

Treasurer -- Director of Finance/Membership Zone

Directly oversees the following committees: Membership and Finance.

**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 shall be reviewed annually by the Executive Board.

Section 2. Changes in membership can be made only by a two-thirds vote of the members upon the recommendation of the Executive Board.

Section 3. Dues cannot and will not be prorated.

Section 4. The Executive Board shall annually determine the special membership dues.

Section 5. Dues shall not be refunded in the case of forfeiture or resignation of membership.

## **ARTICLE VII — Administration**

- Section 1. There shall be a NSBE DC Professionals Executive Board which shall consist of the:
- (a) President
  - (b) President Emeritus
  - (c) Vice President
  - (d) Secretary
  - (e) Treasurer
  - (f) Standing Committee Chairs
- Section 2. The Executive Board:
- (a) Shall determine all questions of policy and shall administer the affairs of the Chapter under the Constitution, and the general provisions of the law under which the National Society of Black Engineers are incorporated.
  - (b) Shall 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, other goals and objectives of the organization.
  - (c) Shall not receive any salary for service.
  - (d) Shall make recommendations to the NSBE Professionals membership.
  - (e) Shall coordinate activities at all levels of the NSBE DC Professionals Chapter.
- Section 3. The establishment of an Advisory Board shall be left to the decision of the Executive Board. The number and selection of Advisory Board members shall be determined by the Executive Board.
- Section 4. The Advisory Board shall serve to advise the organization on achieving its objective.

## **ARTICLE VIII — Nominations and Elections**

- Section 1. 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 2. Nominations may be received from the floor immediately prior to the time of elections.
- Section 3. 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 NSBE DC Professionals Chapter shall concur with that of the National Society.
- Section 2. Except as otherwise provided by law, checks, drafts, promissory notes, orders for payment of money, and other evidence of indebtedness of the Chapter will be signed by the Treasurer and countersigned by the President or an Executive Board member designated 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 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 name, addresses, and showing classes and other details of the membership of each class, and the original or a copy of its Constitution including amendments to date on file for viewing by any member giving reasonable written notice of request for such viewing.
- Section 4. The Chapter shall submit reports to the national office as outlined in the Professionals Operating Guidelines.

## **ARTICLE X— Offices**

- Section 1. All elected officers will be held by members in good standing and free from disciplinary action or probation.
- Section 2. The elected offices of the Executive Board, hereafter referred to as the executive officers are:
- (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Treasurer
- Section 3. Any member of the NSBE DC Professionals Chapter is eligible for elected office IF he or she is:
- (a) an active alumni or affiliate member; and
  - (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 NSBE DC Professionals.
- Section 5. The Executive Board-elect shall take office thirty (30) days or the next General Body Meeting following the elections and shall serve a one-year term.

- Section 6. Should a vacancy occur in the office of President, the remainder of the term shall be filled by the Vice President. Should a vacancy occur in office other than President, the remainder of the term shall be filled by appointment by the President, subject to approval 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 more than two (2) consecutive terms.
- Section 8. Impeachment and removal of an elected officer or officers shall be conducted in accordance with the NSBE Professionals Operating Guidelines.
- Section 9. The previous President shall serve a one-year term as NSBE DC Professionals President-Emeritus.
- (a) The President Emeritus serve as an advisory member of the board (shall not vote)
- Section 10. There shall be a Parliamentarian appointed by the President and approved by the NSBE DC 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 election 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 preside over all official meetings of the Chapter.
- (ii) Shall serve as the representative of the 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 NSBE DC Professionals 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 render reports and accountings to the General Membership, the Chapter Executive Board, and National Office as required by the National Operating Guidelines.
- (vii) 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.

(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) Will act as the Director of the “Programs Zone” of the chapter, and thereby oversee the Professional Development, College Initiative, Pre-College Initiative, and Special Events 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 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, NSBE DC Professionals Constitution, NSBE Professionals Operating Guidelines, NSBE Constitution, NSBE By-laws and Election Guidelines. Shall publish and disperse said documents as necessary required or requested.
- (vi) Shall require from the Executive Board, standing committees, and special committees of the Chapter, a record of the activities of said body.
- (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) Will act as the Director of the “Communications Zone” of the chapter, and

thereby oversee the Telecommunications and Publications standing committees.

- (ix) 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 NSBE DC Professionals 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.
- (ii) Shall ensure that expenditures made for the Chapter's business be in a manner approved by the Executive Board.
- (iii) Shall maintain the membership roll and collect annual dues of the 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.
- (vi) Will act as the Director of the "Finance/Membership Zone" of the chapter, and thereby oversee the Finance and Membership standing committees.

(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.

## **ARTICLE XII — Committees**

Section 1. There shall be eight (8) standing committees of NSBE DC Professionals:

- (a) Telecommunications
- (b) Publications
- (c) Finance
- (d) Membership
- (e) Professional Development
- (f) College Initiative
- (g) Pre-College Initiative
- (h) Special Events

Section 2. Standing committees have the following duties:

- (a) Telecommunications
  - (i) Shall be responsible for development, maintenance and implementation of the NSBE DC Professionals Internet site.
  - (ii) Shall be responsible for management of the NSBE DC Professionals electronic mail listserver.
- (b) Publications
  - (i) Shall be responsible for the coordination, publication, and distribution of the NSBE DC Professionals Chapter Newsletter.
  - (ii) In cooperation with the Telecommunications committee, shall be responsible for publicity of major chapter events.
- (c) Finance
  - (i) Shall identify and secure new financial resources.
  - (ii) 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.
- (d) Membership
  - (i) Shall coordinate events and other mechanisms for the recruitment of potential new members.
  - (ii) Shall process membership applications into the Chapter.
  - (iii) Shall welcome and orient new NSBE DC Professionals members into the National Society and the 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 that has been received by the treasurer.
- (e) Professional Development
  - (i) Shall coordinate the programs and professional development activities that accomplish the stated goals and objectives of NSBE and the NSBE DC Professionals Chapter.

- (f) College Initiative
  - (i) Shall be responsible for forging and retaining a working relationship between NSBE DC Professionals and local Washington D.C. area NSBE student chapters.
  - (ii) Shall be responsible for coordinating and sponsoring various activities/programs geared toward academic development among college students.
- (g) Pre-College Initiative
  - (i) 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.
- (h) Special Events
  - (i) Shall be responsible for the coordination and implementation of the Annual NSBE DC Professionals Scholarship Banquet.
  - (ii) Shall support committee chairs by coordinating food & beverage event orders and vendor contracts for NSBE DC Professionals special events with priority focus on the Scholarship Reception, Holiday Celebration and Charity Fundraiser, Annual Cookout, and Corporate/Community Partner Hospitality Suite.

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 arises. The Executive Board will also assign duties to such committee(s) accordingly.

Section 5. Each Standing Committee Shall submit a proposed operating budget before the Executive Board prior to the deadline set by the President for budget submissions.

Section 6. When operating under a budget deficit, all standing committees--other than the finance committee--may conduct Executive Board approved fundraising activities to meet expenses for their own committee-sponsored events, subject to approval by the Executive Board. Surplus funds generated from such activities shall be turned over to the Treasury.

### **ARTICLE XIII — Quorum**

- Section 1. A quorum is necessary to conduct the official business of the NSBE DC Professionals Chapter.
- Section 2. A quorum shall consist of:
- (a) Three Executive Board members including either the President or Vice President, and at least five professional members at 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 or 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 the President, a majority of the Executive Board, or a majority of the General Members, provided that 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 consensus, voting, or the discretion of the President.
- Section 4. The duration of meetings should not be longer than one and one-half hours.
- Section 5. The NSBE DC Professionals 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 Chapter.

## **ARTICLE XV — Amendments**

- Section 1. Proposed amendments to this Constitution shall be approved by a two-thirds (2/3) vote of the Executive Board.
- Section 2. Proposed amendments must be submitted in written form by an alumni or affiliate member to the Executive Board for review. 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 Chapter. Amendments shall take effect immediately upon ratification.

## **ARTICLE XVI — Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern the proceedings of this Chapter in all cases not provided for in the NSBE DC Professionals Constitution, NSBE Professionals Operating Guidelines, NSBE Constitution, or NSBE By-laws.

## **ARTICLE XVII — Interpretations**

All questions of interpretations of the NSBE DC Professionals Constitution shall be addressed and answered by the Executive Board.