

NSBE-UCF Constitution (BY-LAWS)

PREAMBLE

The National Society of Black Engineers, as a national student and professional based organization, does hereby dedicate itself to the development of intensive programs for increasing Black and other ethnic minority participation in the field of engineering, engineering technology, and applied/physical sciences. These programs will be initiated both within and outside the university community and will serve to strengthen relations between professional industry and the Black community. Members of this organization are encouraged to join and participate in their individual professional societies. This organization will endeavor to provide general counseling to all members. Our Chapter mission is to retain a talented and successful chapter dedicated to personal, professional, and academic growth.

ARTICLE I - NAME AND OBJECTIVES

SECTION 1 – Name

1.1 The name of this non-profit organization is the University of Central Florida Chapter of the National Society of Black Engineers hereafter called NSBE-UCF.

SECTION 2 – Objectives

2.1 To stimulate student awareness of engineering and increase the number of students in engineering at the undergraduate and graduate level. To promote academic excellence among the chapter and to function as a representative body on issues and developments that affects the careers of black engineers and surrounding communities.

ARTICLE II - CHAPTER GOVERNMENT

SECTION 1 - Governing Laws

1.1 The Constitution, By-Laws, and all amendments to the Constitution and By-Laws of the National Society of Black Engineers shall govern this Chapter.

1.2 The Constitution and the By-Laws of this Chapter shall be within the boundaries of the Constitution, By-Laws, and Rules for the Government of Chapters of the National Society.

SECTION 2 - Final Approach

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2.1 The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive board of the National Society.

2.2 The laws that govern this Chapter shall be in effect only after approval from the Chapter Executive Board and Chapter Advisor of the National Society has been granted.

2.3 No laws of this Chapter shall be retroactive.

ARTICLE III - MEMBERSHIP, VOTING, DUES

SECTION 1 – Membership

1.1 Membership and participation in this Chapter shall be free from discrimination of the basis of gender, race, religion, ethnic group, national origin, or sexual orientation.

1.2 Membership shall require that the proper dues have been paid to the National Society, Region, and this Chapter.

1.3 Membership in this Chapter shall be designated as Affiliate Member, Member, or Honorary Member, or Voting member, or Chapter Executive Board Member.

1.4 The definition of each type of membership shall be defined as follows:

- AFFILIATE MEMBER shall be defined as a person of high moral character who has received a registered membership card through payment of dues and who has received or is receiving a degree from College of Engineering & Computer Science and/or other colleges represented at University of Central Florida.
- MEMBER shall be defined as a person of high moral character enrolled in the College of Engineering & Computer Science and/or other colleges represented at University of Central Florida and have received a registered membership card through payment of dues.
- HONORARY MEMBER shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of the National Society and has been nominated by the chapter, region, or the National Executive Board.
- VOTING MEMBER shall be defined as a member enrolled as a student or affiliate member who has met his financial obligation to the National Society, Region, and the Chapter.

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- Chapter Executive Board Member shall be defined as a person elected by the general body or appointed by the Chapter President to serve on the Executive Board of the University of Central Florida chapter of the National Society of Black Engineers for a full term. If the full term is not completed the position is forfeited.

SECTION 2 – Voting

2.1 Each Member and Affiliate Member in good standing (fulfilled financial obligations to the national society, region, and chapter) is entitled one vote at all meetings.

2.2 All Honorary Members shall not be entitled to vote at any meetings.

2.3 A majority of voting members must be present in order for any business to take place.

2.4 A quorum shall be defined as two-thirds of the Chapter's eligible voting members.

SECTION 3 – Dues

3.1 All members of this organization shall pay proper dues to the National Society, Region, and this Chapter excluding Chapter Executive Board members and Honorary members.

3.2 Chapter membership fees shall be reviewed annually by the Chapter Executive Board and can only be changed by a two-thirds vote of the chapter executive board.

3.3 Honorary Members shall be exempt from Chapter dues.

3.4 National Society dues, Regional dues, and chapter dues for the year shall be paid to the treasurer prior to the deadline set by the Regional Executive Board, and the National Society.

3.5 A plan of payment can be made with the treasurer concerning payment of Chapter dues.

ARTICLE IV – MEETINGS

SECTION 1 - First Meeting

1.1 The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year.

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1.2 Quorum, within the first meeting, is established with at least 50% of executive board members present.

SECTION 2 – Regularity

2.1 Regular meetings shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the Chapter Executive Board present at the first meeting of the academic year.

2.2 The President may call an unscheduled meeting when necessary provided that every member receives a notification at least 24 hours prior to the meeting.

ARTICLE V – OFFICERS

SECTION 1 – Positions

1.1 The elected officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, and Programs Chair.

1.2 The positions that shall be appointed are: Academic Excellence Chair, Publications Chair, Pre-College Initiative Chair, Telecommunications Chair, Finance Chair, Senators, Membership Chair, Professional Extension Chair, Public Relations, and Conference Planning Chair.

1.3 No person who resigns from his position shall be allowed to return to that position during the same academic year.

1.4 Should a vacancy occur in the office of the President, the unexpired term shall be filled by the Vice President. Should a vacancy occur in any other office, the vacancy shall be filled by appointment by the president and must be approved by the Chapter Executive Board.

SECTION 2 – Duties & Responsibilities

2.1 Duties of the President

- Present a clear vision and direction for the Chapter.
- Work closely with CEB to implement programs that reflect the vision in accordance to the National Directives.

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- Preside over all CEB and GB (general body) meetings.
- Submit Monthly Reports to the Regional Chair.
- Prepare & provide an agenda for each CEB and GB meeting.
- Shall serve as representative of this chapter.
- Shall appoint and remove all chairpersons and members of all committees with the advice and consent of the CEB.
- Shall be responsible or designate someone to be responsible for reserving a place for each regular meeting during the academic year.
- In conjunction with the Vice President, shall lead the Administrative Zone.

2.2 Duties of the **Vice President**

- Preside over CEB & chapter in absence of the president.
- Manager of all zone leaders.
- Delegate and perform tasks assigned by the president.
- Submit monthly reports Regional Vice Chair.
- Shall perform such other duties as may be assigned to them by the President.
- If the office of the President becomes vacant for any reason during their elected term, the Vice President shall become the President until the President is able to return to their position or the term expires, having the Vice President assume both positions' responsibilities, until there is no longer a vacancy within the Vice President role.
- In conjunction with the President, shall lead the Administrative Zone.

2.3 Duties of the **Secretary**

- Gather information from CEB members to develop calendar for academic year.
- Keep attendance at GB and CEB meetings.
- Record and distribute minutes at all meetings and maintain chapter documents.
- Ensure all events are effectively publicized through weekly/monthly emails.
- Editor in Chief for chapter correspondence/publications.
- Assist in agenda preparation.
- Preside over the communication zone.
- Submit monthly reports to Regional secretary.
- Shall forward an annual report to the Executive Board of the National Society two weeks before National Convention, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.
- Shall submit a semester report to the Chapter, at the last regularly scheduled meeting that contains all the activities of the Chapter during the present semester.

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- Shall keep all official records of this chapter except for those of the next executive board.

2.4 Duties of the **Treasurer**

- Maintain financial accounts and keep an accurate account of the Chapter's funds.
- Determine (along with CEB) the allocation of NSBE funds.
- Draft annual budget.
- Submit monthly reports to Regional treasurer.
- Shall maintain a membership roll and collect all dues of the Chapter members.
- Shall forward all National Society dues of the Chapter members into NSBE account.
- Shall submit an annual report to the Executive Board of the National Society before Society two weeks before National Convention, of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
- Shall be responsible for obtaining and/or maintaining a bank account in the name of this Chapter.
- All monies received by the Treasurer shall be deposited in the Chapter's bank account, within five business days after such receipt, by the Treasurer.

2.5 Duties of the **Parliamentarian**

- Shall ensure that Parliamentary Procedure is observed and executed properly.
- Assist in maintaining order at all meetings.
- Understand and enforce procedures as related to the below stated documents
 - National Constitution
 - Region III Bylaws
 - Working Rules for Region III
 - Collegiate Level Bylaws
 - Alumni Operating Guidelines
 - Alumni Interface Guidelines
- Explain procedures or restrictions when necessary.
- Establish how meetings will be conducted.
- Train senators for participation in conferences.
- Conduct nomination and election processes and ensure quality candidates contest positions.
- Submit monthly reports to Regional Parliamentarian.

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2.6 Duties of the **Programs Chair**

- Responsible for planning and implementing NSBE programs and may delegate certain responsibilities to zone members.
- Assume responsibility for making sure the Institute of Chapter Development (ICD) is properly filled out annually(if needed).
- Encourage members to participate in chapter activities by appealing to the program's ability to develop the member and the chapter.
- Shall be a part of the budget making process and understand the total amount of money that will be spent on programs throughout the year.
- Shall make sure that money spent on events throughout the year is critical to the mission and directives of the chapter.
- Shall keep all documents used for activities to provide proof of implementation within the ICD(if needed) and as a guide for the next year's Programs Chair and will share documents with Secretary.
- Shall work with the entire chapter executive board to ensure the success of programs.

2.7 Duties of **Finance Chair**

- Shall organize, plan and execute fundraising activities.
- Shall solicit local corporations for NSBE-UCF funds.
- Shall check and balance all NSBE-UCF funds.
- Shall be a liaison between corporate sponsors.
- Shall work with the Treasurer and programs chair to develop solicitation packet and solicit local corporations for NSBE-UCF funds

2.8 Duties of **Academic Excellence Chair**

- Devise an Academic Excellence program for the members.
- Create and maintain an organized bank of supplementary notes.
- Implement Chapter, Regional and National Academic Excellence programs.
- Submit monthly reports to Regional Academic Excellence Chair.
- Shall coordinate and plan all programs focused on improving chapter GPA (i.e. workshops, etc.)
- Organize the Academic Tech team for participation in Fall Regional Conference.

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- Relay any pertinent information to your chapter membership (i.e. Scholarships, Job fairs, etc)
- Shall work with Telecommunications Chair to update website with aforementioned information.

2.9 Duties of **Publications Chair**

- Shall correspond with the secretary to obtain necessary information in terms of events and etc.
- Shall coordinate all advertisements (flyers, cards, written media publications, etc.) for NSBE-UCF events.
- Shall promote NSBE-UCF activities and meetings along with Membership chair and Public Relations chair through written communication.
- Maintain historical and current records of NSBE-UCF activities, events, and programs and share them with the Secretary.
- Take photographs of NSBE-UCF activities, events, and programs.
- Work with Telecommunication Chair to maintain NSBE-UCF data on the NSBE- UCF website.
- Promote NSBE-UCF activities, programs, and events along with Membership chair and Public Relations chair through written communication.
- Develop digital or physical scrapbook of yearly chapter events.

2.10 Duties of **Pre-College Initiative Chair**

- Coordinate pre-college events for NSBE-UCF (i.e. PCI camps etc.).
- Develop and implement programs to assist in the academic and technical development of pre-college students within the area of the Chapter.
- Coordinate and document chapter implementation of Regional Pre-college Initiative Programming and share documentation with Secretary.
- Maintain relationship with the Central Florida Branch of the National Achievers & other Central Florida and/or Florida pre-college initiative programs.
- Submit monthly reports to Regional PCI Chair.

2.11 Duties of **Telecommunications Chair**

- Maintain and organize NSBE-UCF homepage.
- Contact all members via social media of all NSBE-UCF events and meetings.
- Assist in the creation of all advertisement for NSBE-UCF.
- Submit monthly reports to Regional Telecommunications Chair.

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- Shall organize and maintain NSBE-UCF newsletter.
- Shall correspond with the Secretary to obtain necessary information for NSBE UCF website.
- Shall coordinate all advertisements for NSBE-UCF events for NSBE UCF website.
- Shall promote NSBE-UCF activities and meetings in NSBE UCF website.

2.12 Duties of **Technical Outreach and Community Help Chair**

- Shall be responsible for implementing the five branches of T.O.R.C.H.
 - A Walk for Education
 - STEM Community Training
 - Technical Expertise Services
 - Traditional Community Service
 - Informal Engineering and Science Education
- Submit monthly reports to Regional T.O.R.C.H Chair

2.13 Duties of **Senators**

- Attend all assigned meetings as an NSBE-UCF representative.
- Serve as a liaison between NSBE-UCF and surrounding NSBE chapters.
- Attend all regional and national conferences as a representative of NSBE-UCF.
- Understand procedures as related to the below stated documents
 - National Constitution
 - Region III Bylaws
 - Working Rules for Region III
 - Collegiate Level Bylaws
 - Professionals Operating Guidelines
 - Professionals Interface Guidelines
- Create a voting system on the Chapter Level for Regional and National voting
- Members of Regional Senate and directed by Regional Parliamentarian
- Advise and educate membership on amendments and business of National Society of Black Engineers
- Ensure Parliamentary Procedure is observed and enforced
- Submit monthly reports to Regional Parliamentarian

2.14 Duties of **Membership Chair**

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- Serve as primary contact for general membership.
- Shall choose whether or not to maintain point system.
- Shall inform membership of activities, programs, and events.
- Create programs and functions to recruit new members, retain current members and reclaim old members.
- Submit monthly reports to Regional Membership Chair.
- Shall work in conjunction with the Telecommunications Chair to promote events, programs, and activities.

2.16 Duties of **Public Relations**

- Coordinate all advertisements for NSBE-UCF and NSBE-UCF events through local media.
- Handout promotional items for NSBE-UCF to local media.
- Assist Publications chair in the maintenance of the newsletter.
- Serve as a liaison between surrounding NSBE chapters as well as the UCF community.
- Develop/maintain events calendar for UCF (RSO) Registered Student Organizations partners (AASU, CSA, ASO, ASME, ASCE, Theta Tau, SWE, SHPE, etc.)
- Submit monthly reports to chapter vice president and regional public relations chair.

2.17 Duties of **Professional Extension Chair**

- Responsible for implementing Mentorship Program
- Shall maintain communication with all NSBE UCF mentors
- Shall register all potential mentors
- Responsible for recruiting new mentors, retain current mentors, and reclaiming old mentors.
- Shall conduct regular professional programming for the purposes of improving membership for professional development (such as workshops).

2.17 Duties of **Conference Planning Chair**

- Shall coordinate the chapter's attendance, travel, and lodging for Regional Leadership Conference (RLC), Fall Regional Conference (FRC) and National Convention.
- Shall be the Point of Contact for members that wish to attend NSBE Conferences
- Shall relay pertinent information related to conference to the membership (payment deadlines, registration prices, competitions and events at conference, etc.)
- Serve as Liaison between NSBE-UCF and SGA Senator

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- Shall work in conjunction with the Treasurer to create payment schedule for all conferences

2.18 Duties of **Advisor**

- The Advisor shall be responsible for informing other faculty of the activities of this chapter.
- The Advisor shall perform any other duties assigned to them by the CEB.
- The Advisor shall approve all amendments made to the Constitution.

SECTION 3 – Requirements

3.1 Only voting members shall hold the elected offices of this chapter.

3.2 Voting member must have a cumulative grade point average of 2.5 or higher to be elected or appointed.

3.3 Must be willing to serve a full year term if elected.

3.4 Must be aware of the responsibilities of the office for which they are nominated.

3.5 Must obtain the signature of 2 current Executive Board members on their application.

SECTION 4 - Nominations and Elections

4.1 No later than March of the current term that at least one candidate for each elected position of the chapter must be nominated.

4.2 No later than March of the current term that at least one candidate for each appointed position of the chapter must be nominated.

4.3 The new chapter executive board must be elected before NSBE National Convention for the current term.

4.4 The Parliamentarian shall present a ballot containing the names of all the nominees they have for each elected and appointed position to each voting member on the day of the elections.

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4.5 The newly elected officers shall assume their positions on May 1st and shall serve a term of one academic year.

4.6 A simple majority vote of the voting members present on Election Day shall be necessary for a person to be elected to an elected position.

4.7 For appointed positions, voting members will cast their votes for the candidates running for an appointed position on Election Day. The votes will then be counted by the Parliamentarian Zone and presented to the newly elected Administrative Zone. From there, the Administrative Zone will appoint the appropriate candidate for each appointed position as they see fit.

4.8 If vacant positions are to be filled after elections or after May 1st, one must follow the procedure of completing an application and going in front of the full Chapter Executive Board for questioning and vote. A simple majority vote of the newly elected Board will determine if the person is elected/appointed to the position.

4.9 If any elected or appointed office becomes vacant, the office shall be filled by a simple majority vote at a meeting designated by the President.

ARTICLE VI – ZONES

SECTION 1 - Administration

1.1 The Zone shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and Programs Chair.

1.2 The President shall serve as Chairperson of this Zone.

1.3 Officers appointed by the Zone shall serve for the duration of that term, until the return of the elected officer, or until further action by the Zone.

1.4 Present a clear vision and direction for the Chapter.

1.5 Work closely with the other zones to implement programs that reflect the vision.

1.6 Gather information from all zones members to develop calendar for academic year.

1.7 Reserve rooms and all necessary equipment for GB and CEB meetings.

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1.8 Keep attendance at GB and CEB meetings.

1.9 Record and distribute minutes at all meetings.

1.10 Explain parliamentary procedures or restrictions when necessary.

1.11 Maintain financial accounts and keep an accurate account of the Chapter's funds.

1.12. Determine (along with CEB) the allocation of NSBE funds.

SECTION 2 - Finance

2.1 The Zone shall make recommendations to the Chapter with respect to which activities to plan for fundraising.

2.2 Maintain financial accounts and keep an accurate account of the Chapter's funds.

2.3 Determine (along with CEB) the allocation of NSBE funds.

2.4 Fundraise via corporate solicitations, fundraisers, etc.

2.5 Act as a liaison between corporate sponsors.

2.6 Draft annual budget.

2.7 Shall check and balance all NSBE-UCF funds.

2.8 Zone shall consist of the Treasurer, Finance Chair and Conference Planning Chair. The Treasurer shall serve as chairperson of this zone.

SECTION 3 – Communications

3.1 The zone shall be responsible for submitting all articles for publication in any printed news source that may from time to time occur.

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3.2 The zone shall be responsible for informing members of any special meetings that may from time to time occur, by means of phone or letter.

3.3 The zone shall post announcements containing the time, place and date of all regular meetings at least two workdays prior to the meeting.

3.4 Zone shall consist of Secretary, Publications Chair, Telecommunications Chair, and Public Relations Chair. The Secretary shall serve as Chairperson of this zone.

SECTION 4 – Parliamentarian

4.1 The zone shall be responsible for conducting nomination and election processes.

4.2 The zone shall set the criteria for which a person must meet to run for any elected position. The criteria required by nominees will be approved by the CEB.

4.3 Shall ensure that Parliamentary Procedure is observed and executed properly.

4.4 Establish how meetings will be conducted and assist in maintaining order at all meetings.

4.5 Attend all regional and national conferences as a representative of NSBE-UCF.

4.6 Zone shall consist of the Parliamentarian, and two Senators. The Parliamentarian shall serve as chairperson of this zone.

SECTION 5 – Programs

5.1 The zone shall be responsible for structuring all program objectives, resources, implementation plans and evaluations.

5.2 The zone shall be responsible for completing the Institute of Chapter Development if requested by the Region 3 Executive Board.

5.3 The zone shall consist of the Programs Chair, Academic Excellence Chair, PCI Chair, Professional Extension Chair, and TORCH Chair. The Programs Chair shall serve as the chairperson of this zone.

SECTION 6 – Membership

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6.1 The zone shall be responsible to recruit new members, as well as, retain returning members

6.2 The zone shall be readily available to assist all members and develop members.

6.3 Zone shall consist of Vice President and Membership Chair. Vice President shall serve as chairperson of this zone.

Article VII - Committees

SECTION 1 - General

1.1 All committees shall consist of the Chapter Committee Chairperson, and a minimum of one collegiate Member. The committee chairperson appoints Member(s) to the committee, with the overall approval of the CEB.

1.2 All members of committees shall follow guidelines of committee policy and procedure as designed by the committee chairperson.

1.3 The committee chairperson has the authority to relieve any committee member of their duties, due to poor performance.

1.4 The committee chairperson is responsible for their respective duties as well as those of the committee.

1.5 The duties listed below for all standing committees are possibilities and for reference only

SECTION 2 - Standing Committees

2.1 Standing committee chairpersons officially include:

- Pre-College Initiative Chair
- Technical OutReach Community Help Chair
- Conference Planning Chair
- Finance Chair
- Publications Chair
- Public Relations Chair
- Membership Chair

2.2 PCI Committee

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- Communicate directly with parents and potential NSBE Jr
- Assist with PCI solicitation packets
- Assist in documentation and completion of monthly reports
- Assist in planning and execution of Dream Academy/mentors
- Record attendance at PCI Events
- Assist in execution of any other duties designated by PCI Chair

2.3 T.O.R.C.H. Committee

- Assist in preparation and execution of AWFE
- Assist in planning and preparation of traditional community service events
- Assist in planning and preparation of informal science education events and activities
- Record attendance at T.O.R.C.H events
- Assist in execution of any other duties designated by TORCH Chair

2.4 Conference Planning Committee

- Assist Conference Planning Chair in search for hotels/transportation rates
- Assist with SGA paperwork
- Assist in execution of any other duties designated by Conference Planning Chair

2.5 Finance Committee

- Assist in development and implementations of initiatives for chapter fundraising
- Assist in finding corporate sponsorship for NSBE Jr related events
 - Conference/Convention
 - STEM activities
 - Field trips
- Research and implement techniques to increase and diversify chapter sponsorship and support
- Execute any other duties designated by Finance Chair

2.6 Publications Committee

- Assist Publications Chair in
- Promote all NSBE-UCF events
- Run flyers
- Update the folded board, display case and board outside NSBE-UCF office
- Assist in execution of any other duties designated by Publications Chair

2.7 Public Relations Committee

- Assist Public Relations Chair in attendance of other organizations' events to promote NSBE-UCF partnerships
- Promote all NSBE-UCF events
- Assist in execution of any other duties designated by Public Relations Chair

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2.8 Membership

- Assist in planning and execution of tabling inside and outside the Engineering building
- Assist in planning and execution of tailgating and membership socials
- Assist in documentation and completion of monthly reports
- Record attendance at Socials and other membership events
- Assist in execution of any other duties designated by Membership Chair

SECTION 3 - Ad Hoc Committees

3.1 Ad hoc committees are formed at the discretion of the Chapter president, with the approval of the Administration Zone, with the objective of achieving a finite list of goals. The lifespan of ad hoc committees are contingent upon the meeting of these said goals.

3.2 Upon the termination of an ad hoc committee, a report of operations and all supporting documentation must be archived as official documents of the Chapter.

ARTICLE VIII – RESIGNATION

SECTION 1 - Resign of Officers

Upon an executive board member's desire to leave the board, he/she should:

1.1 Inform his/her zone lead, who will inform the ADMIN ZONE at the next executive board meeting.

1.2. Write a letter detailing why you are leaving the board and present the letter to the NSBE Academic Advisor, in a scheduled meeting.

1.3. Attend a resignation meeting hosted by the resignee, President, Vice President, and Parliamentarian. At this meeting the resignation form should be used as a format template of the meeting. All signatures must be signed on the form to confirm the resignation of the executive board member.

1.4. The resignation form should be filed in the parliamentarian folder. A copy of the form should be delivered to the NSBE Academic Advisor by the Parliamentarian.

1.5. Executive Board procedures should be discussed at the next executive board meeting to ensure that the resignee's "work" will still be completed. Refer to the resignee form for more information about the resignee's project(s).

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ARTICLE IX – IMPEACHMENT

SECTION 1 - Impeachment of Officers

1.1. All elected and/or appointed officers are subject to impeachment procedures.

1.2 If a member feels that an officer is not fulfilling their duties, they shall, in writing, submit a request for impeachment, approved by a Chapter Executive Board member, to the President. However, if the officer in question is the President, the request shall be submitted to the Chapter Advisor.

1.3 A two thirds vote of the Chapter Executive Board, not including the officer upon whom the changes have been brought, shall be required to remove an officer.

1.4 Impeachment proceedings shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.

ARTICLE X – MISCONDUCT SYSTEM

SECTION 1 – Disciplinary Actions

1.1 The purpose of the discipline system is so each member of the chapter executive board is held responsible for his/her action(s).

1.2. Discipline System is as follows:

1.2.1. **Warning:** You will receive a warning for tardiness without notifying a member of the administrative zone, non-completion of action items, etc.

1.2.2. **One-on-One:** This will be a scheduled time for the parliamentarian and administrative zone leader and/or if the entire administrative zone to sit down with the person(s) of misconduct.

1.2.3. **Write-up:** This will be a documented form that will explain the steps taken to communicate what is expected from the e-board member and why it was not followed. **PLEASE** understand that this will be taken into account for the next time you run for e-board.

1.2.4. **Banned from an event:** This will be for the parliamentarian and the respective administrative zone leader to personally talk to the person(s) about not coming to an event for misconduct.

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1.2.5. Removal from the executive board: Already holding an e-board position is work but for the continuation of misconduct means you do NOT want to be a leader in this organization. So the zone lead or parliamentarian will inform you that you are being removed from the executive board (impeached).

1.2.6 All the above can be avoided if you take your responsibilities seriously and inform your team what is going on.

1.2.7 The discipline template (Write-up) is to be filled out in its entirety and given to the secretary for documentation.

ARTICLE X - RATIFICATION, AMENDMENTS, EXCEPTIONS

SECTION 1 – Ratification

1.1 A simple majority vote of the Chapter Executive Board members shall be necessary for ratification and establishment of this Constitution.

SECTION 2 - Amendment Proposals

2.1 All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Parliamentarian no less than two meetings before Chapter Executive Board consideration.

2.2 The Parliamentarian shall distribute copies of all proposed amendments to each member no less than one meeting prior to the meeting in which the proposed amendment is to be considered.

2.3 Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter Executive Board provided there are at least ten members present at the meeting when it is considered.

Adoption of an amendment to the chapter shall require a two-thirds vote of the chapter and board provided there are at least ten member present at the meeting when it is considered.

2.4 All amendment adoptions shall take place at regular Chapter Executive Board meetings.

SECTION 3 – Exceptions

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3.1 In matters that are expedient, ratification by a simple majority vote shall provide exception to the rules set down by this Constitution, provided there are at least ten members present at the meeting.

3.2 All matters of exceptions to this Constitution shall be presented to the Chapter Executive Board by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption to the Constitution.

3.3 All exceptions made shall be subject to annulment at the next regular meeting of the Chapter Executive after the meeting at which the exception was made.