

Black Engineering Student Society

2024-2025 By-Laws

Last Approved: 08/2024

Article 1: Executive Board

Section 1: Non-administrative positions

The Executive Board shall consist of the following non-administrative positions:

Communications Zone: Communications Chair, Publications Chair

Programs Zone: Academic Excellence Chair, Pre-Collegiate Initiative Chair, TORCH Chair

Finance Zone: Finance Chair, Merchandise Chair, Conference Planning Chair

External Affairs Zone: Alumni Relations, University Relations

Section 2: Distribution of Duties

Duties of the Executive Board shall be as described below, when a duty assigned to an administrative position in the constitution is prescribed here to a non-administrative position the duty shall be carried out by the non-administrative position with supervision by the appropriate administrative zone Executive Board Member

Pre-Collegiate Initiative Chair

1. Shall manage and coordinate a pre-college initiative program for the chapter
2. Shall work with local high schools around Northeastern, recruiting high school students into the NSBE Jr. Program
3. Will work along with the programs chair in developing PCI programs for PCI students
4. Will maintain outreach programs by setting up curricula and maintaining communication with volunteers
5. Will speak on behalf of the chapter to local middle/high schools
6. Will record and document efforts geared towards the planning and implementation of a NSBE Jr Chapter.
7. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Academic Excellence Chair ..

1. Shall manage and coordinate the Academic Excellence activities of the chapter, including but not limited to yearly GPA verification for memberships' APEX renewal
2. Shall oversee the research, development, and implementation of academic excellence programs that meet the membership's needs
3. Shall organize existing test bank and constantly update with new study materials each semester

4. Shall organize chapter programs during Academic Excellence Month (November)
5. Shall develop a scholarship newsletter/drive for the academic year
6. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Conference Planning Chair

1. Shall act as a liaison between the regional and zone boards and the chapter executive board in regards to updates on conferences and annual conventions.
2. Shall act as a liaison between the executive board and the general body on matters pertaining to conferences and annual convention
3. Shall attend administrative meetings with the purpose of informing on and being present for decisions pertaining to conferences and annual convention
4. Shall provide the general body with all information about conferences and annual convention
5. Shall work with the Secretary and the Advisers to create a final list of attendance for conferences and annual convention
6. Shall gather information about lodging and transportation for conferences and annual convention
7. Shall work with Treasurer and Finance Chair to finalize payments for lodging and transportation for conferences and annual convention
8. Shall work with the External Vice-president to reach out to other chapters for shared transportation to conferences and annual convention
9. Shall be the primary point of contact for members while at conferences and convention
10. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Publications Chair

1. Shall be responsible for all publications, not specifically assigned to other committees including all reporting documents required by NSBE
2. Shall make the Chapter Monthly Report (CMR) available at the beginning of each month and submit completed reports by deadline
3. Shall notify e-board members of deadlines pertaining to the NSBE reports at least a week prior to the deadline
4. Shall finalize the content and distribute monthly bulletins to chapter's general body members
5. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Communications Chair

1. Shall finalize the content and distribute the communications evaluations, policies, programs, and guidelines
2. Shall coordinate the website and social media(s) to update regularly with photos, events, general meetings, and corporate sponsor information
3. Shall aid the secretary to compile and maintain chapter list
4. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Finance Chair

1. Shall identify and contact funding sources.
2. Shall prepare and finalize partnership packets for submission to corporations and foundations on behalf of BESS.
3. Shall coordinate corporate relations not included in another Executive Board member's functional duties with the exception of the External Vice President and Treasurer
4. Will work along with the Treasurer in sustaining financial stability for the chapter.
5. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Technical OutReach and Community Help (TORCH) Chair

1. Shall manage the chapter's TORCH center and work with venue's representatives on organization of the Center.
2. Shall design, or put in place a committee to design, the curriculum and structure of the center.
3. Shall notify and work with chapter members on volunteering opportunities within the TORCH Center.
4. Shall submit any required TORCH documentation to the Regional and/or National Board.
5. Shall organize chapter programs during Technical Outreach and Community Help (TORCH) Month
6. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office..

Alumni Relations

1. Shall serve as the primary link between chapter and the BESS Alumni Network
2. Shall coordinate all joint activities between chapter and chapter Alumni
3. Shall facilitate Alumni involvement in networking receptions, socials, contest judging, and support for Chapter
4. Shall produce and distribute an alumni newsletter to engage alumni and reflect
5. Shall facilitate Alumni involvement in networking receptions, socials, contest judging, and support for Chapter.
6. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office..

University Relations

1. Shall serve as the primary link between BESS and other Black Student Organizations on campus
2. Shall attend SGA meetings on a bi-monthly basis
3. Shall attend monthly SAC meetings held by the COE and biweekly BSO meetings held at the Institute
4. Shall support collaboration between NEU student organizations & NSBE chapters
5. Shall facilitate at least one outreach initiative to increase chapter membership & boost member retention
6. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Merchandise Chair

1. Shall develop designs for BESS-NSBE apparel
2. Shall work with Treasurer to find a budget for the merchandise
3. Shall work with finance zone to identify fundraising methods with merchandise
4. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Article 2: Executive Board Rules

At all General Body Meetings and Events Executive Board Members shall:

- Dress in business casual attire, unless notified otherwise by the president.
 - Acceptable bottoms include: white, dark wash, and/or black jeans; khakis; corduroys; slacks; or any other previously defined business casual articles of clothing
 - Unacceptable shoes include: sneakers that are not well maintained and mostly of a solid color, slides; non-professional sandals; no shoes at all; and crocs
 - Unacceptable shirts include: crop tops, tube tops, tank tops, graphic tees; or t-shirts
 - All attire based fines will be evaluated on a case by case basis.
- Arrive 15 minutes prior to the start of the event and/or at least 30 minutes prior to the start of a major event, unless otherwise stated by the Executive Board Member coordinating the event and announced at the Executive Board meeting preceding the event and announced through an e-mail
 - o Members may be excused from arriving at this time by the Executive Board member heading the event, however this is reviewed on a case by case basis. Member must notify the Executive Board member as well as the Parliamentarian via email, text message, or group chat at least 2 hours prior to event arrival time.
- All Executive Board members are expected to attend all NSBE conferences (including but not limited to NSBE Regional Leadership Conference, Fall Regional Conference, Spring Business Meeting and National Conference) unless notifying the President or Parliamentarian with a valid excuse

All members of the Executive Board Shall be held accountable to their duties with the following point structure

- Dress Code: 0.5 point

- Cursing: 0.25 points/word
- Unexcused Tardy (Includes GBMS, E-board meetings, and Zone meetings): 0.5 point
- Unexcused Absence (Includes GBMS, E-board meetings, and Zone meetings) : 1 points
- Conference-Related Attendance: 2x Normal Attendance points
- Missing Action Item: 2 points
- Late Action Item: 0.5 additional points/day, to a maximum of 3 additional points
- CMR: 2x normal action item points

An unexcused absence shall be a non-emergency which is not announced to the President, the Chief of Staff, or the Parliamentarian via text message, email, or group chat at least two hours prior to the required arrival time for Executive Board Members

An unexcused tardy to a General Body Meeting or Event shall be a non-emergency which is not BESS business and not announced to another member of the Executive Board to the President, the Chief of Staff, or the Parliamentarian via text message, email, or group chat at least an hour two hours prior to the required arrival time for Executive Board Members

An unexcused tardy to an Executive Board meeting shall be defined as arrival after the meeting has been called to order

Consequences of reaching certain amount of points:

- Once an Executive Board Member reaches 5.00 points, the member will be suspended
 - A suspended member can lose BESS funding from going to conferences
 - All points received after suspension are doubled
- Once an Executive Board Member reaches 10.00 points, the member will be impeached and brought to the board to discuss removal
- Board member can lose two points by facilitating an extra non-GBM BESS event
 - Can only be done once a semester

The amount of points that an executive board member has accrued will not reset at the start of every semester. Instead, each member's situation will be reviewed on a case-by-case basis if they are placed on probation. The member may be granted opportunities to remove points before they reach the last point ceiling through volunteer service or other activities that the board deems to be fair for the case.

Article 3: Membership Dues

Section 1: Upperclass Collegiate Members

General members in their second and subsequent years of college shall pay dues of \$5.

Section 2: First Year Collegiate Members

General Members in their first year of college at Northeastern University shall pay dues of \$0

Section 3: Alumni

Alumni Members shall pay dues of \$15

Section 4: Graduate Collegiate Members

Graduate Members shall pay dues of \$10.