

Black Engineering Student Society

Constitution

Approved 05/20/2019

Article 1: Name

The name of this organization shall be the Black Engineering Student Society of Northeastern University; hereafter referred to as BESS and NSBE-NU.

Article 2: Mission Statement

To increase the number of culturally responsible black engineers who excel academically, succeed professionally, and positively impact the community.

Article 3: Affiliation

BESS is a collegiate chapter of the National Society of Black Engineers.

Article 4: Membership

Section 1.

BESS does not discriminate on the basis of race, national origin, color, gender, gender identity, religion, religious creed, genetics, sex, age, ancestry, veteran status, disability, or sexual orientation.

Section 2.

Membership will be open to all full-time undergraduate paying membership dues as determined by the executive board.

Section 3.

Graduate students, part-time undergraduate, and alumni may become associate members by paying a membership fee. Associate members are eligible to vote but not hold office.

Section 4.

BESS will maintain a membership of at least twelve (12) members

at all times.

Article 5: Officers

Section 1.

All officers will be responsible for knowing and understanding the information in the Student Organization Handbook and the Code of Student Conduct, as well as NSBE policy and procedures.

Section 2.

All officers must be full-time undergraduate students at Northeastern University. The office of President shall only be held by a member that has had at least one previous year of experience on the Executive Board. The office of Conference Planning Chair shall only be held by a member that has attended at least one previous NSBE conference with BESS.

Section 3.

The administrative zone of the Executive Board of BESS shall be President, Internal Vice President, External Vice President, Secretary, Treasurer, Programs Chair, Parliamentarian. The chapter will also elect two NSBE senators each year as well as additional positions as deemed necessary to complete all NSBE and chapter business. In accordance with NSBE policy, two senators will represent the chapter in the NSBE Senate, and serve on the executive board.

No person may hold more than one administrative zone position. The position of Senator and any non-administrative zone positions may be combined with approval of the remainder of the Executive Board and adviser.

Section 4.

After three consecutive unexcused absences, an Executive Board member can be brought under review for termination by the rest of the executive board. The member under review may speak to his/her defense and then the remainder of the executive board will vote to remove that member or not.

A member of the executive board may also be placed under review for consistent neglect of responsibilities by a majority vote by administrative zone members, after that the review will take place as described above.

Section 5: Officer Roles

Chapter

President

1. Shall serve as primary point-of-contact and spokesperson for the chapter
2. Shall coordinate the activities of the Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplication of effort
3. Shall chair the Administrative Committee which coordinates the other four committees
4. Shall present ideas and propose directions for the organization
5. Shall make verbal and written statements to the public concerning NSBE policy, goals, and objectives
6. Shall appoint members of special committees on an as-needed basis
7. Shall appoint new board members to vacant board positions with the consent of the remaining board members
8. Shall appoint an executive board member to the student government with the consent of the remaining board members
9. Shall develop the programs and objectives, the directives of the chapter and recommend projects and programs and monitor their development
10. Shall be notified in advance of all events involving NSBE, its name, and/or its membership
11. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

External Vice

President

1. Shall serve as secondary point-of-contact for chapter
2. Shall develop and evaluate chapter projects and programs along with the Programs Chairperson
3. Shall serve as a point of contact to the local community and maintain relationships with the Boston Community
4. Shall collaborate with student groups and NSBE chapters at local schools
5. Shall serve as primary link between chapter and BESS Alumni Extension
6. Shall coordinate all joint activities between chapter and chapter Alumni
7. Shall identify other black engineering student and/or professional organizations for the purpose of collaboration and/or

support

8. Shall oversee an external affairs zone committee consisting of board positions

engaging with entities outside of the university

9. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Internal Vice

President

1. Shall serve as tertiary point-of-contact for chapter
2. Shall preside over the chapter board meetings and other appropriate functions in the absence of the President
3. Shall develop and finalize the chapter Executive Board meeting agenda
4. Shall coordinate and evaluate the intra-board communications
5. Shall work with on campus issues relating to the chapter development
6. Shall coordinate chapter charter renewal and student organization registration processes
7. Shall coordinate collaboration with on-campus organizations
8. Shall ensure sufficient promotion of all events and programs within the university via e-mail and attendance at other student group meetings
9. Shall produce an official transition report at the end of the first semester

in office and at the close of the term of office.

Treasurer

1. Shall maintain the organization's financial accounts
2. Shall determine, together with the other board members, the allocation of the chapter financial resources to allow for steady cash flow
3. Shall design a monthly budget to fit the needs of the chapter activities
4. Shall approve specific expenditures of the chapter and handle reimbursements
5. Shall monitor the chapter finances, accounts, and budget
6. Shall identify and contact funding sources
7. Shall prepare and finalize solicitation packets for submission to corporations and

foundations on behalf of NSBE

8. Shall coordinate chapter logistics for all conferences including registrations, transportation, and lodging accommodations
9. Shall oversee a finance zone committee consisting of board positions essential to BESS finances, including but not limited to fundraising, planning, and sponsorships
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.

Secretary

1. Shall record and produce detailed minutes of all e-board meetings and distribute these minutes to all executive board members the day of the meeting
2. Shall develop an operational calendar of chapter events
3. Shall regularly distribute membership information to all students who attend chapter meetings every Tuesday and Thursday
4. Shall compile membership statistics and make them available to the e-board
5. Shall maintain updated rosters of members
6. Shall develop new methods for member recruitment
7. Shall oversee all aspects of chapter communication through establishment of a communications zone committee
8. Shall produce an official transition report at the end of the first semester in office and at the close of the term of office.

Programs

Chair

1. Shall work with the chapter members in order to develop uniform programs in keeping with the goals, mission statement, and national directives of the society
2. Shall design and implement methods by which chapters will maintain programs
3. Shall be responsible for the implementation of projects and programs
4. Shall coordinate all chapter participation in all Zone, Regional, and National programs
5. Shall oversee a programs zone committee consisting of essential additional board positions to complete all NSBE programming initiatives
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.

Parliamentarian

1. Shall serve as a resource on the governing documents of the chapter
2. Shall serve as a resource on proper parliamentary procedure during meetings
3. Shall coordinate nomination & election procedures
4. Shall be one of the official voting representatives for the chapter at all NSBE conferences
5. Shall facilitate the initiative for general body members to shadow board members of positions of their interest each semester
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.

Senator

1. Shall be one of the official voting representatives for the chapter at all NSBE conferences
2. Shall keep the chapter updated on regional and national election processes and by-laws
3. Shall be the voice of the chapter during any regional and national senator forums
4. Shall meet all NSBE eligibility requirements including a qualifying Science, Technology, Engineering or Math (STEM) major
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.

Section 6.

Each year the executive board shall establish bylaws determining distribution of specific functional roles among additional Executive Board Members, Executive Board rules, and Membership Dues for the current academic year.

Section 7.

The term of the executive board shall be May 1st to April 30th of each year.

Article 6: Advisor

Section 1.

The advisor to the club must be a full-time faculty or staff member at Northeastern. The advisor will be an ex-officio, non-voting member on all committees of the organization.

Section 2.

The advisor will be responsible for financial oversight by signing all financial forms for the Student Activities Business Office.

Section 3.

The adviser oversees major chapter initiatives and facilitates relations with the College of Engineering.

Article 7: Election of Officers

Section 1.

Elections shall be sufficiently publicized to all members at least three weeks prior to the election. At this time the Executive Board shall announce the eligibility requirements to vote, the positions to be elected, and the duties and eligibility of all positions.

Section 2.

The nomination process will take place at general body meeting at least two weeks prior to the election.

Section 3.

The election process will take place during spring semester in the second to last general body meeting of the academic year.

Section 4.

Voting will be done by blind ballot and counted by the Advisor.

Section 5.

A nominee is voted into office with a simple plurality vote of the current membership.

Section 6.

A voting member is defined as a paid member who has met a participation requirement including attendance at meetings and functions determined by the executive board and publicized at the time of the election announcement.(The requirement to voting is lower than the requirement for attending conference)

Section 7.

An eligibility requirement for all pending nominations will be a academic review, to ensure that all nominees are in good academic standing as determined by the university and/or the advisors

Article 8: Parliamentary Authority

Section 1.

Robert's Rules of Order will be the guide for all organizational procedures not specifically defined in the constitution or by-laws.

Section 2.

At an executive board meeting quorum will be defined as 66.6% administrative zone executive board members and a majority of the remaining executive board members.

Article 9: Amendments

Section 1.

The constitution may be amended by a 66.6% majority vote of present members.

Section 2.

Notice of the amendment must be presented in writing at least one meeting prior to the voting.

Section 3.

The Bylaws may be amended by a vote of the executive board at a regularly scheduled Executive Board meeting with quorum present.

Article 10: Reimbursements

Section 1.

All reimbursements must be filed within executive board term, which is from May 1st to April 30th, otherwise they will be null and void.