

NATIONAL SOCIETY OF BLACK ENGINEERS REGION 1 PROFESSIONAL OPERATING GUIDELINES

PREFACE

The Region 1 Professional Operating Guidelines define the manner in which the Region 1 Professional will be structured and governed and how it will interact with Region 1. These Operating guidelines are intended to accompany, and be consistent with, the NSBE National Constitution and By-Laws, Professional Operating Guidelines and the Region 1 By-Laws.

ARTICLE I - Name

The name of the governing body of the Region 1 Alumni Extension, hereafter referred to as Region 1- Professional, shall be the Region 1 Professional Executive Board, hereafter referred to as Region 1-PEB; a section of the National Society of Black Engineers- Professional.

ARTICLE II – Objectives and Mission

Section 1.

The mission of Region 1- Professionals is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Section 2.

The objectives of Region 1- Professional shall be to support NSBE in a way that:

- a. Develops and enhances the programs of NSBE;
- b. Increases technical awareness;
- c. Encourages scholastic achievement;
- d. Stimulates enthusiasm in the Black engineering community; and
- e. Promotes technical expertise, professionalism, and fellowship among Black and ethnic
- f. minority engineers.

ARTICLE III - Organization

Section 1.

Chapters shall be defined as all organizations that have chartered as a NSBE Professionals Chapter.

Section 2.

Region 1- Professional shall consist of all chapters within the geographic boundaries of Region 1 as described in the NSBE National Constitution.

Section 3. Each member will pay an annual regional due of \$5

ARTICLE IV – Administration

Section 1.

There shall be an Executive Board of the Region 1-AE called the Regional Professional Executive Board (RPEB), which shall consist of:

- a. Regional Professional Chairperson
- b. Regional Professional Chairperson-Elect
- c. Regional Professional Chairperson-Emeritus
- d. Regional Professional Secretary

- e. Regional Professional Treasurer
- f. Regional Professional Programs Chairperson
- g. Regional Professional Conference Manager
- h. Regional Professional Telecommunications Chairperson
- i. Regional Professional Pre College Initiative Chair
- j. Regional Professional Parliamentarian
- k. Regional Professional Finance Chairperson
- l. Regional Professional Collegiate Initiative Chair
- m. Regional Professional International Relations Chair

Section 2.

The RPEB shall:

- a. Determine all questions of policy and shall administer the affairs of Region 1-AE according to the NSBE National Constitution, Professional Interface Guidelines, Professional Operating Guidelines, these Professional Regional Operating Guidelines and the Region 1 By-Laws.
- b. Be subject to the orders of the Region 1- Professional 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 organization.
- c. Not receive any salary for service.
- d. Coordinate Region 1- Professional activities and programs.
- e. Monitor the activity and progress of chapters and thereby assist in their development.
- f. Facilitate communications between chapters and the National Society.
- g. Provide the impetus for beginning new Professional chapters in target areas.
- h. Make recommendations to the Professional Executive Board (PEB).
- i. Initiate and execute policies as deemed necessary for the day to day operations of Region 1- Professional.
- j. Produce the year's agenda and budget by the due date set by the PEB.
- k. Present a financial report identifying income and expenditures of Region 1- Professional at all Regional Meetings.
- l. Maintain the General Exemption Number process for Region 1- Professional finances.
- m. Ensure Region 1- Professional compliance with all relevant laws governing nonprofit entities.

ARTICLE V - Offices

Section 1.

All elected offices will be held by Region 1- Professionals or Lifetime members in good standing. Appointed offices may be held by any Region 1- Professional member in good standing.

Section 2.

The elected offices of Region 1- Professionals are:

- a. Regional Professional Chairperson
- b. Regional Professional Chairperson-Elect
- c. Regional Professional Secretary
- d. Regional Professional Treasurer

e. Regional Professional Programs Chairperson

Section 3.

The appointed offices of Region 1- Professionals are:

- a. Regional Professional Conference Manager
- b. Regional Professional Telecommunications Chairperson
- c. Regional Professional Pre College Initiative Chair
- d. Regional Professional Parliamentarian
- e. Regional Professional Chairperson-Emeritus
- f. Regional Professional Finance Chairperson
- g. Regional Professional Collegiate Initiative Chair
- h. Regional Professional International Relations Chair

Section 4.

The elected offices of Region 1- Professional shall form the Region 1 Professional Executive Officers (RIPEO).

Section 5.

- a. Any Professional or Lifetime member of Region 1- Professional who has been a member of Region 1- Professional for at least one year is eligible to hold an elected or appointed office.
- b. If no candidate meets the requirements stated in Article V, section 5(a) for a given elected or appointed position, other members may be considered at the discretion of the Region 1- Professional Board. On a case by case basis, the Region 1- Professional Board shall approve by 2/3 vote any exceptions to the requirements in Article V, Section 5a.

Section 6.

The RAEB shall take office May 1st and shall serve a one-year term unless otherwise noted.

- a. The Regional Professional Chairperson-Elect shall serve a one-year term, after which shall automatically assume the position of Regional Professional Chairperson for the following year.
- b. The Regional Professional Chairperson shall serve a one-year term, after which shall assume the position of Regional Professional Chairperson-Emeritus for the following year upon two-thirds approval of the RAEB.

Section 7.

Vacancies

- a. Should a vacancy occur in the office of Regional Professional Chairperson, the unexpired term shall be filled by the Regional Professional Chairperson-Elect.
- b. Should a vacancy occur in the office of Regional Professional Chairperson-Elect, the unexpired term shall temporarily be filled by appointment by the Regional A Professional Chairperson and two-thirds approval of the RPEB. The RPEB shall initiate a special election to fill the office within 90 days.
- c. Should a vacancy occur in the office of Regional Professional Chairperson-Emeritus, the Regional Professional Chairperson shall appoint a previous Regional Professional Chairperson to fill the unexpired term with two-thirds approval by the RPEB.
- d. Should a vacancy occur in any other office of the RPEB, the unexpired term shall be filled by appointment by the Regional Professional Chairperson and two-thirds approval by the RPEB.

Section 8.

Elections of Regional Offices

- a. Elections of regional offices shall take place at the National Convention
- b. The Elections Committee shall:
 - i. Compile and disseminate documents and procedures to members seeking office
 - ii. Provide a copy of the Professional Operating Guidelines and Regional Professional Operating Guidelines, which include the specific duties required of each officer
 - iii. Coordinate regional elections and publish the results to Region 1- Professional and the PEB
- c. A simple majority of ballots received shall be necessary to elect each officer.

Section 9.

The offices of the RPEB shall be divided into zones.

- a. **Administrative Zone:** The Executive Zone shall consist of the Regional Professional Chairperson, Regional Professional Chairperson-Elect, Regional Professional Secretary, Regional Professional Treasurer, Regional Professional Programs Chairperson, Regional Professional Chairperson-Emeritus and the Regional Professional Parliamentarian. The Regional Professional Chairperson shall coordinate the work of this zone.
- b. **Membership Zone:** The Membership Zone shall consist of the Regional Professional Extension Chairperson-Elect. The chapter presidents within the region are ad-hoc members of this zone. The Regional Professional Chairperson-Elect shall coordinate the work of this zone. The Regional Professional International Relations Chair is also part of the membership zone.
- c. **Communications Zone:** The Administrative Zone shall consist of the Regional Professional Secretary, and Regional Professional Telecommunications Chairperson. The Regional Professional Secretary shall coordinate the work of this zone.
- d. **Finance Zone:** The Finance Zone shall consist of the Regional Professional Treasurer, Regional Professional Finance Chairperson and Regional Professional Conference Manager. The Regional Professional Treasurer shall coordinate the work of this zone.
- e. **Programs Zone:** The Programs Zone shall consist of the Regional Professional Programs Chairperson, Regional Alumni Pre-College Initiative Chairperson and Regional Professional Collegiate Initiative Chair. RPEB program committee chairs are ad-hoc members of this zone. The Regional Professional Programs Chairperson shall coordinate the work of this zone.

ARTICLE VI - Duties of the offices

Section 1.

All positions of the RPEB will be expected to:

- a. Submit a monthly report to their Regional Professional Extension Chair
- b. Submit a transition report at the close of office
- c. Attend all required meetings of the RPEB
- d. Shall perform any activities, duties, and responsibilities as designated by the Regional
- e. Professional Chairperson
- f. Complete assigned duties as described below in a timely and efficient manner

Section 2.

The duties of each office are:

A. Regional Professional Chairperson

1. Shall preside over all official meetings of Region 1- Professional
2. Shall serve as a member of the PEB
3. Shall serve as a non-voting member of the Region 1 Executive Board
4. Shall serve as a member of the Region 1 Advisory Board
5. Shall serve as the representative of Region 1- Professional
6. Shall appoint members of all Region 1- Professional committees, with the advice and consent of the RPEB, except where otherwise provided for in this document
7. Shall approve, in advance, all official external communications sent out in the name of Region 1- Professional
8. Shall lead the Region 1- Professional Administrative Zone
9. Shall provide leadership training to chapter-level counterparts

B. Regional Professional Chairperson-Elect

1. Shall serve as a member of the Regional Membership Committee on the Region 1 Executive Board
2. Shall preside in the absence or inability of the Regional Professional Chairperson
3. Shall lead Region 1- Professional long range planning and performance evaluation activities
4. Shall oversee the activities of the Chapter Presidents
5. Shall be responsible for overseeing the activities of the Regional A Professional Executive Board and all committees
6. Shall require from the Professional Executive Board, standing committees, and special committees of the Regional Professional body, a record of the activities of said body.
7. Shall submit monthly reports of activities of the Professional Executive Board and the Regional Professional body to the Regional Professional Extension Chairperson.
8. Shall work with the collegiate and Alumni Membership Zones to focus on membership retention and develop a regional membership packet and directory
9. Shall lead the Region 1- Professional Membership Zone
10. Shall provide leadership training to chapter-level counterparts

C. Regional Professional Secretary

1. Shall fill out and countersign all certificates issued and make proper entries in the books of Region 1- Professional
2. Shall serve all notices required by law or any operating guidelines of NSBE- Professional
3. Shall record accurately the minutes of RPEB meetings
4. Shall maintain a record of all Region 1- Professional documents; make them available to all members upon request; and place them on file at NSBE World Headquarters
5. Shall require from the R1PEO, standing committees, and special committees of Region 1- Professionals, a record of the activities of said body
6. Shall forward an annual report to the Professional Executive Board two weeks after the National Convention, summarizing the activities of the organization during the year and listing the newly elected officers
7. Shall serve as editor of the Region 1- Professional newsletter
8. Shall communicate all national and regional publication deadlines to Region 1- Professional
9. Shall distribute press releases that cover major events in Region 1- Professional
10. In concert with the Region 1 PEB and RPEB, shall develop and implement a strategy to enhance NSBE's visibility within the region

11. Shall provide leadership training to chapter-level counterparts
12. Shall lead the Region 1- Professional Communications Zone

D. Regional Professional Treasurer

1. Shall serve as a member of the Regional Finance Committee on the Region 1 Executive Board
2. Shall keep account of and monitor Regional Professional funds in the NSBE Professional Treasury consistent with the policy set forth by the National Executive Board
3. Shall approve specific expenditures for Region 1- Professional in a manner approved by the RPEB and consistent with the NSBE budget
4. Shall maintain accurate and complete regional finance records
5. Shall submit a proposed budget to the National Professional Treasurer by the given deadline
6. Shall submit financial reports as required by the Professional Regional Chair and the Professional Executive Board
7. Shall monitor chapter compliance with the General Exemption Number process and other relevant nonprofit financial regulations
8. Shall provide leadership training to chapter-level counterparts
9. Shall lead the Region 1- Professional Finance Zone

E. Regional Professional Programs Chairperson

1. Shall identify and implement regional programs to meet the goals and objectives of Region 1- Professional
2. Shall coordinate all existing NSBE- Professional regional programs
3. Shall identify and implement regional activities to provide assistance and support to NSBE collegiate and PCI students.
4. Shall provide leadership training to chapter-level counterparts
5. Shall lead the Region 1- Professional Programs Zone

F. Regional Professional Conference Manager

1. Shall serve as a member of the Regional Conference Planning Committees on the Region 1 Executive Board
2. Shall plan and execute all Region 1- Professional regional meetings
3. Shall chair all Region 1- Professional Conference Planning Committees
4. Shall coordinate with the PEB and other Professional Conference Planning Committees to develop standard operations, discuss best practices and lessons learned, and to ensure quality of all Professional regional conferences
5. Shall coordinate with the Region 1 PEB and appropriate collegiate CPCs to co-locate Professional regional meetings and ensure mentoring and other appropriate Professional support at all collegiate regional meetings

G. Regional Professional Telecommunications Chairperson

1. Shall serve as a member of the Regional Communications Committee on the Region 1 Executive Board
2. Shall develop mechanisms for the electronic distribution of Professional information as approved by the RPEB to the membership and supporting bodies
3. Shall oversee Region 1- Professional electronic assets, including but not limited to, web domains, listservs, email accounts, and computer hardware and software

4. Shall coordinate the telecommunications infrastructure for all Region 1- Professional regional meetings, interfacing with appropriate boards and committees
5. Shall provide leadership training to chapter-level counterparts

H. Regional Alumni Pre-College Initiative Chairperson

1. Shall serve as a member of the Regional Pre-College Initiative Committee in Region 1
2. Shall serve as a member of the Regional Programs Committee on the Region 1 Executive Board
3. Shall implement the Regional Try-Math-a-Lon Competition at the Fall Regional Conference
4. Shall implement Pre-College Initiative Programs at the Regional Professional Level
5. Shall coordinate Regional Professional Pre-College Initiative Programs with the Professional chapters in Region 1 and the Regional Pre-College Initiative Chair
6. Shall provide leadership training to chapter-level counterparts

I. Regional Alumni Parliamentarian

1. Shall head the Regional Professional Elections Committee
If the Professional Parliamentarian is a candidate in the election, then the Regional A Professional Chairperson shall appoint another RPEB member to serve as chair of the elections committee, with two-thirds approval of the RAPEB
2. Shall establish the Region 1 Professional House of Delegates and serve as the chair of Region 1 Professional House of Delegates
3. Shall serve as a resource on parliamentary procedure
4. Shall conduct parliamentary procedure workshops as needed at RPEB and Regional Meetings

5. Shall maintain the roster of Professional chapter delegates and shall ensure that the delegates of the Professional Chapters in Region 1 also serve in the National House of Delegates.

Per the national constitution each chartered chapter shall select two delegates to represent the chapter in regional and national business. These representatives will be known as Delegates, and the legislative body in which they will participate will be known as the National Society of Black Engineers Professional Extension House of Delegates and hereafter called the NSBE Professional House of Delegates.

J. Regional Professional Chairperson-Emeritus

1. Shall serve as a non-voting advisory member of the board
2. Shall head the Regional Professional Elections Committee
 - a. If the Professional Chairperson-Emeritus is a candidate in the election, then the Regional Professional Chairperson shall appoint another RPEB member to serve as chair of the elections committee, with two-thirds approval of the RPEB
3. Shall serve as a resource on parliamentary procedure
4. Shall conduct parliamentary procedure workshops as needed at RPEB and Regional Meetings
5. Shall provide leadership training to chapter-level counterparts.

K. Regional Professional Finance Chairperson

1. Shall develop and maintain the strategy to ensure the financial strength of the NSBE Region 1 Professionals
2. Shall prepare and submit the Professional programmatic needs to the Regional Finance Chairperson to incorporate in the regional corporate solicitation packet at the beginning of each fiscal year.
3. Shall work with the Regional Finance Chairperson to identify companies to support Region 1.
4. Shall assist Alumni chapters in solicitation and fundraising activities.

5. Shall serve as the point of contact for recruiters and companies attempting to fill technical positions, and shall recommend policy regarding this interaction.

6. Shall reside on the National Finance Committee.

L. Regional Professional Collegiate Initiative Chair

1. Shall serve as the liaison for Collegiate Initiative efforts throughout the Region
2. Shall develop Collegiate Initiative programming that Chapters can implement
3. Shall develop and execute Collegiate Initiative programming at Annual Professional Development Conferences
4. Shall attend any and all National Collegiate Initiative meetings
5. Shall provide leadership training to chapter-level counterparts

M. Regional Professional International Relations Chair

i) Shall coordinate the activities of the International Committee.

ii) Shall identify potential chapters to charter internationally.

iii) Shall oversee the activities of the West African Zone and chair the West African Zone Board.

iv) Shall see that all international chapters receive the information and materials they need in order to function properly.

v) Shall tailor NSBE's programs for implementation locally by international chapters.

vi) Shall create programs that facilitate interaction between US and international NSBE members to create unity among the region and cultural exchange.

vii) Shall facilitate workshops and programs to prepare the US members to be global leaders and excel in a global economy.

viii) Shall facilitate international inclusion in regional events where possible.

to this position the IRC will develop and identify opportunities to serve the international community.

ARTICLE VII – Interaction with Regional Executive Board

Section 1.

Support and Interaction to Regional Collegiate and PCI Activities

a. The RPEB shall hold at least one joint meeting during the first quarter of the elected term with the REB for purposes of mentoring, network building, and joint planning and goal setting.

b. At a minimum, one RPEO member shall, with the REB's concurrence, attend all REB meetings. If there is mutual RPEB and REB interest, additional RPEB members are encouraged to attend as well.

c. At a minimum, one REO member shall, with the RPEB's concurrence, attend all RPEB meetings. If there is mutual RPEB and REB interest, additional REB members are encouraged to attend as well.

d. The RPEB may form joint committees with the REB to undertake projects of mutual interest. The Professional Regional Chair and Regional Chair shall reach mutual agreement on the composition, authority, and scope of any such committee.

e. One or more RAEB officers shall be assigned to support the following REB positions in the specified manner:

i. Support for Academic Excellence Chairperson

1. Shall identify tutors and mentors for regional Academic Excellence programs and activities.

ii. Support for PCI Chairperson

1. The RPEB shall provide an alumni member to the PCI committee to coordinate Try-Math activities.

2. The RPEB shall provide an alumni member to the PCI committee to coordinate AE NSBE Jr. activity.

iii. Support for Programs Chairperson

1. Shall supply judges, technical advice, and other assistance for REB Programs Zone competitions.

2. Shall coordinate AE TORCH centers with Regional Programs Zone TORCH activities.

f. All RPEB zones shall discuss additional forms of beneficial joint activity with their REB counterparts and shall implement such activities as feasible.

Section 2.

Alumni Regional Decision Making Authority Region 1 Professional – Operating Guidelines

a. Authority for Professional Regional Executive Boards is derived from the Professional Executive Board and the Professional national and regional operating guidelines.

b. Overall ultimate authority within NSBE- Professional rests with the NSBE National Constitution and its interpretation by the National Executive Board. This includes the Professional Executive Board and Professional operating guidelines, both of which are established by and are subject to the NSBE National Constitution and By-Laws

c. The RPEB will have sole jurisdiction over regional Professional matters only consistent with the constraints outlined in section 2.b above.

Section 3.

Financial Interaction Region 1 Professional Extension Operating Guidelines The Professional

a. The RPEB shall be responsible for conducting solicitation and other fundraising activities by the process consistent with the Professional Executive Board and approved by the National Treasurer.

Section 4.

Regional Conferences

a. The RPEB shall hold an Professional conference in conjunction with the following regional conferences:

i. Regional Leadership Conference

ii. Spring Business (or Zone) Meeting

b. The RPEB shall ensure that Professional member needs and desires are satisfied at all conferences, and will also ensure that Professional support is provided to student conference components.

c. The RPEB may conduct additional regional activities in support of the needs of the Professional membership.

Section 5.

RPEB responsibility

a. The RPEB is responsible for ensuring its region's progress towards achievement of the NSBE mission. This requires the RPEB to coordinate substantial support of student activities and equally substantial support of the needs and interests of regional Professional chapters and members. The RPEB shall not allow either to suffer on behalf of the other.

ARTICLE VIII - Committees

Section 1.

Region 1- Professional shall establish and disband committees as necessary for the conduct of Region 1- Professional business.

Section 2.

Committees may be established or disbanded by majority vote of either the RPEB or Region 1- Professional Delegates.

ARTICLE IX - Delegates

Section 1.

Each chapter in good standing in Region 1- Professional shall be entitled to two votes during Regional Professional Meetings.

Section 2.

Each chapter in Region 1- Professional shall select two delegates to vote on behalf of the chapter in regional and national business.

Section 3.

All Region 1- Professional chapters must maintain active delegates throughout the year. Individual chapters may determine the method of selection, replacement/substitution procedures, and transition dates.

Section 4. All Region 1- Professional chapter delegates must serve in the NSBE Professional House of Delegates and vote on National Professional matters at the annual National Convention.

ARTICLE X - Meetings

Section 1.

A Regional Professional Meeting shall be defined as any physical or electronic meeting of Region 1- Professional for which both RPEB quorum and Region 1- Professional chapter quorum is present.

a. RPEB quorum shall be defined as one-third of the RPEB, including at least two RPEO. RPEB quorum is required for the RPEB to conduct business.

b. Chapter quorum shall be defined as one-third of the chartered chapters in Region 1- Professional and at least two RPEO. Chapter quorum is required for the delegates to conduct business.

Section 2.

The Region 1 Executive Board shall be the lead board with respect to conference arrangements. However, Region 1- Professional shall not be limited to regional meetings conducted by Region 1 and may conduct other regional meetings as deemed appropriate by the RPEB and consistent with the NSBE budget. At all regional meetings with an expected student attendance (whether held in conjunction with a Region 1 meeting or not), Region 1- Professional shall ensure that activities are included that are designed to extend the goals of the meeting to student attendees in a way that enhances their academic, technical, or professional development.

Section 3.

Professional Regional Leadership Conference

There shall be a regional conference held in conjunction with the Regional Leadership Conference for the purpose of leadership training and regional coordination for Region 1- Professional.

Section 4.

Professional Development Conference

There shall be a regional conference held in conjunction with the Fall Regional Conference for the purpose of professional development of Region 1- Professional members.

ARTICLE XI - Impeachment

Section 1.

A member of the RPEB may be impeached from office with a two-thirds (2/3) vote of the RPEB.

a. A quorum must be present, excluding the RPEB member in question, to vote.

b. Members of the RPEB can be considered for impeachment for the following reasons:

i. Failure to adhere to the duties of the office held as stated in the Professional Regional Operating Guidelines.

ii. Failure to show progress towards completion of written personal goals and objectives.

Section 2.

Impeachment procedures:

To impeach the Regional Professional Chairperson

a. RPEB member submits letter of concern to the Regional Professional Chairperson-Elect about the Professional Chairperson in question.

b. The RPEO will discuss the letter with the Regional Professional Chairperson.

c. The RPEO will establish a time period in which the Regional Professional Chairperson must show improvement.

d. If the RPEO deems that the Regional Professional Chairperson in question has not shown improvement, the Regional Professional Chairperson-Elect will bring the issue before the entire RPEB.

e. The Regional Professional Chairperson-Elect will call for a vote to impeach the Regional Professional Chairperson.

To impeach any other RPEB member:

a. RPEB member submits letter of concern to the Regional Professional Chairperson about the RPEB member in question.

b. The Regional Professional Chairperson will discuss the letter with the RPEB member in question.

c. The Regional Professional Chairperson will establish a time period in which the RPEB member in question must show improvement.

d. If the Regional Professional Chairperson deems that the RPEB member in question has not shown improvement, the Regional Professional Chairperson will bring the issue before the entire RPEB.

e. The Regional Professional Chairperson will call for a vote to impeach the RPEB member in question.

ARTICLE XII - Awards

Section 1.

The RPEB shall establish annual awards to recognize significant contributions from Region 1- Professional members and chapters.

Section 2.

The RPEO shall establish annual awards to recognize performance above the call of duty from RPEB members.

ARTICLE XIII – Amendments

Section 1.

Amendments to these operating guidelines may be proposed by: (a) A two-thirds vote of the RPEB, or (b) One-third vote of the Region 1- Professional delegates.

Section 2.

Amendments must be submitted in a written proposal to the RPEB to be reviewed. The proposal must be clearly stated and justified.

Section 3.

Ratification of any amendment to these operating guidelines shall be contingent upon

a. Two-thirds vote of the Region 1- Professional delegates or

b. Two-thirds vote of the RPEB

Section 4.

All amendments must be consistent with the NSBE National Constitution and By-Laws.