



**National Society of Black Engineers  
Region IV By-Laws**

Revised, July 13, 2018

**CONSTITUTIONAL AUTHORITY**

The National Society of Black Engineers Region IV By-Laws describes the manner in which the Region shall be governed and structured. Region IV and these Regional By-Laws shall comply, and be consistent with, the Constitution and By-Laws of the National Society.

**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 fields of engineering, engineering technology, and the 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.

**ARTICLE I - NAME**

The name of the governing body shall be the Region IV Executive Board of the National Society of Black Engineers.

**ARTICLE II - OBJECTIVE**

The Region IV Executive Board shall serve as a liaison between the National Executive Board and the local chapters, shall carry out the objectives of the National Society by acting as a governing body for regional networking, and shall strive to increase the participation and community awareness of Blacks in the fields of engineering and other technical fields.

**ARTICLE III - OFFICERS**

The following officers shall be elected to the Region IV Executive Board:  
Chairperson, Vice-Chairperson, Secretary, Treasurer, Programs Chairperson, Publications/Public Relations Chairperson, Finance Chairperson, Telecommunications Chairperson, Alumni Chairperson, and Charter Membership Chairperson.

The newly elected Region IV Chair with the approval of the elected officers shall appoint the following officers to the REB:

Chair Emeritus, Assistant Treasurer, Regional Leadership Committee Chairperson, Pre-College Initiative Chairperson, Academic Excellence Chairperson.

All newly elected and appointed officers will officially take office on the first day of May after National Convention.

**ARTICLE IV – REGIONAL BOARD ZONE STRUCTURE**

The Regional Board shall be divided into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently.

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- A. The Administrative Zone, which consists of the Chair, Vice-Chair, Treasurer, Secretary, Programs Chair, Alumni Chair, Chair Emeritus, and the Regional Advisory Board Chair. The Regional Chairperson shall coordinate the work of this zone.
- B. Membership Zone, which consists of the Vice-Chair, and Charter Membership Chair. The Vice-Chair shall coordinate the work of this zone.
- C. Communications Zone, which consists of the Secretary, Telecommunications Chair, and Publications / Public Relations Chair. The Regional Secretary shall coordinate the work of this zone.
- D. Finance Zone, which consists of the Treasurer, Assistant Treasurer, Finance Chair, FRC, and SRC CPC. The Regional Treasurer shall coordinate the work of this zone
- E. Programs Zone, which consists of the Programs Chair, RLC Chair, PCI Chair, Academic Excellence Chair, and Engineering Diversity Chair. The Regional Programs Chair shall coordinate the work of the zone.

Each zone leader will be responsible for the following

- A. Regularly contacting each board member in the zone for updates.
- B. Reporting and relaying information to the Regional Chair.
- C. Ensuring that all zone members are functioning properly, their assigned duties and provide them with the support to perform their job effectively.

## ARTICLE V - DUTIES OF OFFICERS

### Section I - Duties of Elected Officers

The following officers shall be elected to the Region IV Executive Board and hold a vote in REB meetings with the exception of the Alumni Chair. The Regional Chair when presiding over a meeting shall vote only in case of a tie. All elected officers on the Region IV Executive Board shall be student members in good standing with the National Society of Black Engineers; with the exception of the Alumni Chair, who shall be an Alumni Member in good standing.

#### A. Regional Chairperson

- 1.) Shall preside over all official meetings of Region IV.
- 2.) Shall serve as representative of the Region on the National Executive Board.
- 3.) Shall serve as representative of NSBE, Region IV.
- 4.) Shall appoint members of all special committees, with advice and consent of the REB.
- 5.) Shall compile the Regional monthly report.
- 6.) Shall oversee the development of Regional goals and objectives.
- 7.) Shall submit names of candidates for appointed positions to be approved by the REB.
- 8.) Shall notify newly appointed members of transition meeting and acceptance.
- 9.) Shall vote in REB meetings only in the case of a tie.
- 10.) Shall produce a yearly "state of the Region" report addressing issues faced during term of office at the end of term.
- 11.) Shall preside over the Regional Administrative Zone.
- 12.) Shall produce an official transition report at the close of the term of office.



B. Regional Vice-Chairperson

- 1.) Shall preside over all official meetings in the absence or the inability of the Regional Chairperson.
- 2.) Shall perform any other duties as designated by the Chairperson.
- 3.) Shall prepare all Regional meeting agendas.
- 4.) Shall review all chapter monthly reports.
- 5.) Shall revise the Regional Strategic Plan as needed and report to the Region the status of the Long Range Plan (LRP).
- 6.) Shall serve on the Regional Awards Committee.
- 7.) Shall preside over the Regional Membership Zone.
- 8.) Shall produce an official transition report at the close of the term of office.

C. Regional Secretary

- 1.) Shall record and report the minutes of all Regional meetings and other Regional business.
- 2.) Shall keep and maintain updated files of all Regional correspondence and be responsible for submitting old files to headquarters.
- 3.) Shall chair the Regional Awards Committee.
- 4.) Shall serve on the Regional Scholarship Committee.
- 5.) Shall preside over the Regional Board Communication Zone.
- 6.) Shall identify, and compile a listing, for the Regional chapters, of other Black engineering student/professional organizations for the purpose of collaboration with and/or support of NSBE.
- 7.) Shall organize and distribute the Communications Handbook (Chapter Survival Guide) to REB and chapters at RLC.
- 8.) Shall distribute to REB and chapters all information pertaining to local chapter in Communications Packet.
- 9.) Shall compile and maintain a Regional listserv and act as Administrator
- 10.) Shall produce an official transition report at the close of the term of office.

D. Regional Treasurer

- 1.) Shall keep accounts and deposit organization funds of the Regional Treasury.
- 2.) Shall oversee expenditures made for Regional Business.
- 3.) Shall keep account of all tax-exempt (NSBE) financial records.
- 4.) Shall oversee budget of the Conference Planning Committees and negotiate all contracts.
- 5.) Shall prepare Regional financial reports to distribute to REB after each conference.
- 6.) Shall prepare Regional Board operating budgets and obtain modifications as necessary.
- 7.) Shall serve on the Regional Scholarship Committee.
- 8.) Shall chair the Regional Board Finance Zone.
- 9.) Shall serve as representative on the National Finance Zone.
- 10.) Shall remain on the board in the position of Treasurer-Emeritus until July 31
- 11.) Shall produce an official transition report at the end of the term of office.

E. Telecommunications Chair

- 1.) Shall educate the region on computer applications, the Internet, the World Wide Web, and the Telecommunications industry as a whole.
- 2.) Shall increase the number of chapters with web sites.



- 3.) Shall maintain the various levels of information flowing through the region on the web.
- 4.) Shall support and increase any programs implemented to achieve and maintain computer literacy amongst the membership.
- 5.) Shall effectively distribute information on NSBE's programs, publications, campaigns, and causes via the World Wide Web.
- 6.) Shall produce an official transition report at the end of term of office.

F. Programs Chair

- 1.) Shall develop new Regional programs.
- 2.) Shall chair the Regional Board Programs Zone.
- 3.) Shall assist CPC with developing workshops to be approved by the REB.
- 4.) Shall implement a community service project at one of the conferences.
- 5.) Shall serve on the Regional Awards Committee.
- 6.) Shall produce an official transition report at the end of term of office.

G. Publications / Public Relations Chair

- 1.) Shall be responsible for all Regional Publications not assigned to other REB members.
- 2.) Shall be responsible for publication of the Regional Newsletter (approved by zone leader and RAB member).
- 3.) Shall research publication alternatives.
- 4.) Shall serve as Regional liaison for NSBE magazine, NSBE Bridge and serve on the National Publications and Public Relations Committee.
- 5.) Shall submit articles to be included in the Regional Update section of the NSBE magazine.
- 6.) Shall design and distribute brochures containing information about Region IV to Region IV chapters.
- 7.) Shall design and have published informational brochures (i.e. Job Searching/Resume Writing, Engineering Disciplines, etc.), all carrying the NSBE logo and name, to be distributed to chapters and the general public.
- 8.) Shall prepare and submit articles affecting the public image of NSBE to other publications.
- 9.) Shall produce an official transition report at the end of term of office.

H. Finance Chair

- 1.) Shall be responsible for corporate solicitation to meet budget goals.
- 2.) Shall be responsible for fund-raising activities in the Region.
- 3.) Shall compile the Regional Resume Book.
- 4.) Shall compile and distribute a Corporate Solicitation Packet.
- 5.) Shall develop a database of Black-owned businesses and encourage participation in conference activities.
- 6.) Shall produce an official transition report at the end of term of office.

I. Charter Membership Chair

- 1.) Shall distribute information regarding the chartering process to potential student chapters.
- 2.) Shall distribute membership information to student chapters.
- 3.) Shall coordinate student chapter charter renewals.
- 4.) Shall work closely with headquarters to ensure student chapters are chartered in a timely manner.
- 5.) Shall maintain updated rosters of members and chartered student chapters.



- 6.) Shall coordinate chapter development workshops and revise Chapter Development Workshops.
- 7.) Shall oversee chapter development programs.
- 8.) Shall encourage the creation and recruitment of new NSBE student chapters.
- 9.) Shall coordinate and oversee the Chapter Advisory System.
- 10.) Shall serve on the Regional Awards Committee.
- 11.) Shall produce an official transition report at the end of term of office.

J. Alumni Chairperson

- 1.) Shall coordinate with the Regional Chair and oversee all activities of the Region IV Alumni Extension.
- 2.) Shall serve as a member of the REB and Administration Zone, and as representative of the NSBE Region IV Alumni Extension.
- 3.) Shall coordinate the activities of the Special Projects Committee.
- 4.) Shall approve, in advance, all official communications sent out in the name of NSBE Alumni Extension, Region IV.
- 5.) Shall coordinate with the Regional Chair and make public statements concerning the Region IV Alumni Extension.
- 6.) Shall compile yearly Region IV Alumni Extension report.
- 7.) Shall compile a brief synopsis of his/her yearly activities for the NSBE Region IV Annual Report.
- 8.) Shall ensure Alumni Extension activities are consistent with the approved Alumni Interface Guidelines, Alumni Operating Guidelines, National Directives, and NSBE Constitution.
- 9.) Shall assist the Region IV Finance Chair in developing resources in order to finance Alumni Extension's programs and operations.
- 10.) Shall produce an official transition report at the end of term of office.

Section II - Duties of Appointed Officers

The following officers shall be appointed to the Region IV Board after recommendation from the Chair and approval of the REB. Appointed positions shall have no vote in REB meetings. All appointed officers shall be student or alumni members and in good standing with the National Society of Black Engineers.

A. PCI Chairperson

- 1.) Shall coordinate Regional PCI programs at each Regional Conference.
- 2.) Shall coordinate the planning of Summer Camping Conference(s) for pre-college students.
- 3.) Shall monitor NSBE Jr. chapters.
- 4.) Shall maintain communication with NSBE Jr. coordinators and report activities to the REB.
- 5.) Shall serve as member of the National PCI Committee.
- 6.) Shall help coordinate the Region IV Try-Math-A-Lon competition with the R4AEB
- 7.) Shall produce an official transition report at the end of term of office.

B. Assistant Treasurer

- 1.) Shall coordinate Chapter Assistance Relief Fund.
- 2.) Shall chair the Regional Scholarship committee.
- 3.) Shall chair the Regional Scholarship committee.
- 4.) Shall assist the Regional Treasurer in the performance of his/her duties.
- 5.) Shall work with the National Alumni Treasurer to assist alumni chapters with their 501(c)(3) status.



- 6.) Shall work with Regional Finance Chairperson on developing relationships with Black and/or minority owned businesses.
- 7.) Shall produce an official transition report at the end of term of office.

C. Academic Excellence Chair

- 1.) Shall be responsible for producing and distributing information pertaining to Academic Excellence Programs.
- 2.) Shall be responsible for implementation of Academic Excellence Programs and Awards.
- 3.) Shall be responsible for establishing Academic Excellence Committees at chapters in the region.
- 4.) Shall represent Region IV on the National Academic Excellence Committee.
- 5.) Shall be in charge of maintaining and addressing the Academic Excellence concerns of the regional membership.
- 6.) Shall produce an official transition report at the end of term of office.
- 7.) Shall serve on the Regional Scholarship Committee.

D. Fall Regional Conference Planning Committee Chairperson

- 1.) Shall be appointed by the REB.
- 2.) Shall ensure a successful and productive Regional Fall Convention (including the Professional Development Conference).
- 3.) Shall be removed from the REB at the close of their respective Conference.
- 4.) Shall oversee all conference planning committee sub-committees.
- 5.) Shall oversee the organization of workshops for the Regional Conference with the approval of the Programs Chair.
- 6.) Shall ensure the hotel and accommodations for the Regional Conference with the consent of the Regional Treasurer.
- 7.) Shall oversee the arrangements for the banquet at the Regional Conference including a keynote speaker with the approval of the REB.
- 8.) Shall oversee the production of the program books, banquet programs, and any other supplementary materials to be used by conference participants in accordance with the Regional budget. In the event the host chapter has an outstanding financial obligation to the society, Article IX section 7 of the National By-Laws shall be enforced.
- 9.) Shall produce an official transition report at the close of the term of office.

E. Regional Leadership Conference Committee Chairperson

- 1.) Shall be appointed by the REB.
- 2.) Shall serve on the NLI Committee.
- 3.) Shall oversee development of agenda/conference (i.e. Workshop development and Speaker identification) with the approval of the Programs Chair.
- 4.) Shall provide documentation and official report of conference.
- 5.) Shall manage conference logistics - (i.e. Room assignments, meals, travel and transportation) with assistance from the Regional Treasurer.
- 6.) Shall promote ongoing leadership development training and initiatives within the region.
- 7.) Shall coordinate evaluation and assessment of regional leadership activities.
- 8.) Shall coordinate dissemination of leadership resources.
- 9.) Shall coordinate regional leadership committee activities.
- 10.) Shall chair the Leadership Institute planning committee which consists of an AE counterpart who has parallel responsibilities to address AE needs.



- 11.) Shall oversee the production of the program books, and any other supplementary materials to be used by conference participants in accordance with the Regional budget.
- 12.) Shall produce an official transition report at the close of the term of office.

F. Chair Emeritus

The previous Regional Chair shall serve as the Chair-Emeritus, with the approval of the Regional Executive board. In the event the previous Regional Chair cannot serve as Chair-Emeritus because of disapproval of the Executive Board, vacancy of the previous Regional Chair position or some other extenuating circumstances, a person shall be appointed by the Regional Chair to perform the duties of the Regional Chair-Emeritus and if so chooses will also perform the duties under the title of Regional Parliamentarian.

- 1.) Shall serve as an advisor to the Regional Executive Board and shall not have a vote as Chair-Emeritus. The term will begin one (1) year beginning the day the newly elected Regional chair takes office.
- 2.) Shall assist with planning of the Regional Leadership Conference (1999/2000 Chair Emeritus will assist RLC CPC with planning of 1999 RLC).
- 3.) Shall fulfill the duties of Parliamentarian as defined in Article V Section 2 H unless the position is otherwise appointed by the Regional Chairperson.

G. Treasurer Emeritus

The previous Regional Treasurer shall serve as the Treasurer-Emeritus. In the event the previous Regional Treasurer cannot serve as Treasurer-Emeritus because of vacancy of the previous Regional Treasurer position or some other extenuating circumstances, a person shall be appointed by the Regional Chairperson to perform the duties of the Regional Treasurer-Emeritus.

- 1.) Shall serve as an advisor to the Regional Finance Zone and shall not have a vote as Treasurer-Emeritus. The term will last until July 31, beginning the day the newly elected Regional Treasurer takes office.
- 2.) Shall assist with training of the new Finance Zone.
- 3.) Shall assist with planning of the upcoming Regional Leadership Conference.
- 4.) Shall assure proper closing out of the fiscal year.

H. Parliamentarian

In the event the previous Regional Chair cannot serve as Chair-Emeritus because of disapproval of the Executive Board, vacancy of the previous Regional Chair position or some other extenuating circumstances or chooses not to act as Parliamentarian, a person shall be appointed by the Regional Chair to perform the duties of the Parliamentarian.

- 1.) Shall revise and maintain Regional By-Laws and submit changes as they are proposed.
- 2.) Shall coordinate all Regional elections.
- 3.) Shall assist with planning of the Regional Leadership Conference.
- 4.) Shall serve as a resource to the Region on Parliamentary Procedure.
- 5.) Shall produce an official transition report at the close of the term of office.

I. Engineering Diversity Chair

- 1.) Shall coordinate the professional development activities of the Engineering Diversity Committee.



- 2.) Shall create a formal vehicle to support the development of members in their pursuit of post-engineering-degree career pathways.
- 3.) In addition to promoting entrepreneurship, develop resources and partnerships that aid in the exploration of career pathways via engineering.
- 4.) Shall produce an official transition report at the close of the term of office.

## ARTICLE VI - TERMINATION OF BOARD MEMBERS

### Section I- Impeachment

Any board member or member of the Advisory Board of Region IV may be impeached for a lapse in duties by the affirmative vote of

- A. No less than two-thirds of the voting senators; or
- B. A two thirds vote of the remaining officers on the Executive Board of Region IV upon the recommendation of the Regional Chairperson; or
- C. A three fourths vote of the remaining officers on the Executive Board of Region IV without the recommendation of the Regional Chairperson.

### Section II – Vacant positions

- A. In the event an officer resigns or is impeached, the Chair shall initiate the appointment process to fill the vacancy.
- B. In the event the position of Regional Chairperson becomes vacant due to resignation or impeachment, the Regional Vice-Chair shall assume the position of Regional Chairperson.

## ARTICLE VII - ADHOC COMMITTEES

- A. Scholarship Committee  
The Scholarship Committee shall be chaired by the Assistant Treasurer. Committee members include the Treasurer, Secretary, Academic Excellence Chair and two Advisory Board Members. The committee will be responsible for disbursing available scholarships to NSBE members in good standing.
- B. Awards Committee  
The Awards Committee shall be chaired by the Secretary. Committee members include the Programs Chair, Charter Membership Chair, and the Vice-Chair. The committee will be responsible for implementing National Awards competitions on the Regional level including Member of the Year and Chapter of the Year.
- C. Elimination of Committee Members  
Any committee member of the above or ad hoc committee whose chapter submits information for judging (i.e. Chapter of the Year, Member of the Year), may not participate in the voting on that particular issue.
- D. Membership Committee  
The Membership Committee shall be chaired by the Region IV Charter Membership Chair. The Committee shall consist of the PCI Chairperson and the Alumni Chair. The responsibility will be to increase the number of PCI, Collegiate, and Alumni Membership in Region IV, as well as implementing Membership Drives at all Regional Programs (i.e. RLC, FRC, SRC....).





## ARTICLE VIII – MEETINGS

A. Quorum

A quorum for all transaction of business at REB meetings shall be no less than three-fourths of the voting members of the Regional Executive Board, excluding the Regional Chair.

B. General

All business meetings of the REB shall be open to the membership and the minutes shall be made available for chapters upon request.

## ARTICLE IX - ELECTIONS

### Section I - General

- A. A society member shall seek election to a regional position by filing a declaration of intent by a date specified in the Elections timetable.
- B. The Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but need not be limited to, all requirements as specified in the National and Region IV by-laws.
- C. No candidate shall be elected to office unless an approved declaration of intent is on file with the Parliamentarian.
- D. No candidate shall run for more than one position on the Regional Executive Board in a given election.

### Section II - Candidate Qualifications

Each candidate shall have met the following qualifications in order to be placed on the ballot for Regional positions.

- A. Each student candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is registered as a full-time student and the degree program for which the student is enrolled.
- B. Each student candidate shall submit a letter from the Registrar or appropriate university official which states that he/she is a student in good standing with the university.
- C. Each student candidate must state his/her expected graduation date. If the candidate expects to graduate before September 15, he/she is not eligible to run for office unless he/she will be enrolled in graduate school full-time for the elected term of office.
- D. If the student candidate expects to graduate before September 15, but has a letter of acceptance for enrollment in a graduate school full-time by January 1, he/she shall be eligible to run.



- E. Candidates must be members in good standing.
- F. Student candidates who are currently co-op students must meet all of the above requirements.
- G. The declaration of intent and the official letter from the Registrar or appropriate university official must be received by the Regional Parliamentarian by the second day of the date specified in the Elections timetable.
- H. Candidates must also meet any additional requirements set by the Elections Committee by a date specified in the Elections timetable.

#### Section III - Voting

- A. Voting Qualifications
  - 1. Each active and financial (National and Regional) chapter in the Region will be allowed to cast two votes.
  - 2. Each chapter shall have two senators who are appointed by the respective chapter prior to elections.
  - 3. All senators must attend the senator workshop prior to elections to remain eligible to vote.
- B. Absentee ballots shall not be allowed.
- C. Counting of votes
  - 1. The Regional Parliamentarian, two members of the RAB and one additional member of the National Elections Committee shall oversee the counting of the ballots immediately following the voting procedure.
  - 2. Elections shall take place at the National Convention. Any remaining vacancies of the elected officers shall be appointed by the Chair-Elect with approval of the REB-elect and will not lose their vote in REB meetings.

#### Section IV - Election Results

- A. The winner of each office shall be the person who received the plurality of the votes cast for the office.
- B. In the event of a tie, the current REB shall select the winner by majority vote of elected officers.
- C. The results shall only be announced at the final Regional meeting at National Convention or at another time approved by the REB. At this time, the newly elected REB will be given the oath of office by the current Regional Chair or an appointee.

### **ARTICLE X - REGIONAL ADVISORY BOARD**

The Regional Advisory Board shall offer assistance on the chapter level where needed, aid Regional officers in carrying out the duties of their offices, help in making policy decisions, and ensure continuity from year to year within the Region.



### Section I - Selection

- A. Individuals interested in serving on the RAB or who have been nominated to serve must send a letter and background information indicating the intent to the Chairperson of the RAB.
- B. Each applicant will be interviewed at a meeting approved by the RAB. The RAB Chairperson shall notify interested parties a least one month prior to the meeting as to the time and location of the interview and will provide a copy of any National and Regional applicable official documents.
- C. The Advisory Board interviews will be conducted by an RAB subcommittee. Recommendations from the RAB subcommittee shall be made to the REB. Candidate recommendations will be considered and will be put to a vote. All applicants will be informed by written notification within two weeks as to the outcome of their application.
- D. New advisors shall take office immediately after receiving notification of acceptance to the RAB.
- E. In the event an Advisory Board Member resigns, a new applicant shall be recommended and the selection process shall begin.

### Section II - Qualifications

- A. The REB shall actively recruit Advisory Board Members from the following backgrounds: Technical Fields, Industry College Relations, Academia, and Professional Areas.
- B. Advisory Board members shall be selected and regarded by their qualifications as individuals and not by the firm he/she may represent.

### Section III - Duties

- A. All Advisory Board Members shall attend the following events to meet as a Board in addition with the REB: Fall Conference; Spring Conference; January Meeting of the REB; and the National Convention. Attendance at the RLI is optional. Failure to attend at least two of the four meeting dates will lead to review of the RAB member's status by the RAB and REB.
- B. Each advisor shall be assigned to work with the REB on a least one zone as well as work with designated Region IV chapter advisors.

### Section IV - Structure

- A. The election of a formal executive board shall be optional to the RAB, however the board must have at least a Chair and a Secretary.
  1. The RAB Chair shall have been a member of the RAB for a period of one year prior to appointment by the RAB and REB and shall assist the REB Chair in making RAB assignments. The length of term shall be one year. Upon expiration of the RAB Chairperson's term, the RAB Chairperson may be appointed to successive terms on the RAB by a majority vote of both the RAB and REB.
  2. The RAB Secretary shall have been a member of the RAB at least one year prior to appointment by the RAB and REB and shall record minutes of all RAB meetings and provide them if requested for the REB Zone Leaders. The length of term shall be one year. Upon expiration of the RAB Secretary's term, the RAB Secretary may be appointed to successive terms on the RAB by a majority vote of both the RAB and REB.

### Section V - General

- A. The length of term for each new advisor shall be two years. Upon expiration of an advisor's term, at the request of the RAB and REB the advisor may be appointed to successive terms on the RAB by a majority vote of the REB.
- B. Majority vote of the RAB Chair and REB shall remove an Advisor from the RAB for a lapse in duties. The replacement procedure shall follow the normal selection procedure.



- C. Registration for RAB members shall be waived at all Regional Conferences. Each RAB member shall receive a subscription to the Regional newsletter and recognition in the Regional Conference Book and Resume Directory.
- D. Regional Advisors shall neither participate in nor make use of NSBE activities in a manner affecting NSBE in an unauthorized way.

#### **ARTICLE XI - AMENDMENT PROCESS**

- A. The By-Laws of Region IV shall be amended by any chapter or REB member by submitting said change in written form to the Regional Parliamentarian six weeks or the designated time frame defined by the Document Review Committee (whichever is longer) prior to any Regional activity including the RLC, Fall Conference, Spring Conference, and the National Convention.
- B. The Parliamentarian shall submit all written proposals to the Document Review Committee of the National Executive Board five weeks or the designated time frame defined by the Document Review Committee (whichever is longer) prior to any Regional activity for review and provides proper feedback to originator of proposal.
- C. The Regional Parliamentarian shall submit all written proposals to REB, after receiving feedback from the Document Review Committee, for approval.
- D. A change to the by-laws shall be made by the affirmative vote of the following:
  - 1. 2/3 vote of the REB (or),
  - 2. 2/3 vote of the chapter senators in good standing and in attendance at a Regional activity.
- E. Upon changing regional bylaws, an updated copy of the bylaws must be sent to the National Parliamentarian for placement in national archives.