



## **Region II By-Laws**

*Revised February 28, 2011*

### **Constitutional Authority**

The National Society of Black Engineers Region II By-Laws describes the manner in which the Region shall be governed and structured. Region II 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 II Executive Board of the National Society of Black Engineers.

### **Article II – Objective**

The Region II 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 - Organization**

The Region shall be subdivided into five (5) Zones:

- A. End Zone: Western Pennsylvania and West Virginia
- B. Danger Zone: Eastern Pennsylvania and Delaware
- C. Terror Zone: Maryland, District of Columbia, and Northern Virginia
- D. O Zone: Virginia (except Northern Virginia)
- E. Comfort Zone: North Carolina and South Carolina



#### **Article IV – Offices**

The following offices shall be elected to the Region II Executive Board (REB): Chairperson, Vice-Chairperson, Secretary, Treasurer, Programs Chairperson, Standing Committee Chairpersons, Zone Coordinators, and Alumni Extension Chairperson.

The newly elected Region II Chairperson with the approval of the elected offices shall appoint the following offices to the REB: Chairperson Emeritus, Regional Leadership Chairperson, and the Fall Regional Conference Planning Chairperson.

There shall be five, (5), Zone Coordinators: End Zone, Danger Zone, Terror Zone, O Zone, and Comfort Zone.

There shall be six (6) elected standing committee chairpersons: Academic Excellence Chairperson, Charter/Membership Chairperson, Communications Chairperson, Publications/Public Relations Chairperson, Finance Chairperson, and Pre-College Initiative Chairperson.

The Regional Executive Officers, REO, shall consist of the: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Programs Chairperson.

The position of Parliamentarian shall be held by the Chairperson Emeritus unless otherwise appointed by the Chairperson.

#### **Article V – 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.

- A. The Administrative Zone shall consist of the Regional Executive Officers with the Parliamentarian, Chairperson Emeritus, Alumni Extension Chairperson, and Advisory Board Chairperson as adhoc members. The Regional Chairperson shall coordinate the work of this zone.
- B. Membership Zone shall consist of the Vice-Chairperson, the Zone Coordinators and Charter/Membership Chairperson. The Vice-Chairperson shall coordinate the work of this zone.
- C. Communications Zone shall consist of the Secretary, Communications Chairperson and Publication/Public Relations Chairperson. The Regional Secretary shall coordinate the work of this zone.



- D. Finance Zone shall consist of the Treasurer, Finance Chairperson, the Fall Regional Conference Planning Committee Chairperson and the Regional Leadership Chairperson. The Regional Treasurer shall coordinate the work of this zone.
- E. Programs Zone shall consist of the Programs Chairperson, Pre-College Initiative Chairperson, and Academic Excellence Chairperson. The Regional Programs Chairperson 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 Chairperson
- C. Ensuring that all zone members are functioning their assigned duties and provide them with the support to perform their job effectively.

### **Article VI – Duties of Offices**

#### **Section I - Duties of Elected Offices**

The following offices shall be elected to the Region II Executive Board and hold a vote in REB meetings. The Regional Chairperson presiding over a meeting shall vote only in case of a tie.

#### **A. Regional Chairperson shall:**

1. Preside over all official meetings of Region II.
2. Serve as the representative and liaison of the Regional Board on the National Executive Board.
3. Appoint Chairpersons of all standing and ad-hoc committees with the approval and consent of the executive board, except where otherwise provided for in this document.
4. Be responsible for correspondence with the Region II Advisory Board.
5. Establish regional operating policies.
6. Produce Regional Directives for the chapters.
7. Evaluate the Regional Long Range Plan.
8. Be responsible and held accountable for the Regional Budget in coordination with the Treasurer.
9. Produce a yearly "State of the Region" report addressing issues faced during term of office at the end of term.
10. Coordinate and plan the Regional Transition Meeting with the Chairperson-Elect and Chair Emeritus.
11. Perform additional duties as outlined in the National Bylaws.



**B. Regional Vice-Chairperson shall:**

1. Serve as leader of the Membership Zone.
2. Serve as internal manager of the REB.
3. Set the time, location, and agenda for all REB meetings and conference general sessions.
4. Update and enforce the Region II REB protocol.
5. Preside in the absence or inability of the Regional Chairperson.
6. Serve as Regional Awards Committee Chairperson.
7. Perform any activities, duties, and responsibilities as designated by the Regional Chairperson.

**C. Regional Secretary shall:**

1. Serve as leader of the Communications Zone.
2. Serve as Editor-in-Chief for the REB.
3. Create and maintain a REB/RAB roster.
4. Record minutes of the REB, REO, and general body meetings.
5. Create and distribute updates to the REB and Regional membership as specified in the Region II Communications Protocol.
6. Formulate and maintain updated files of all regional correspondences.
7. Keep records of all proceedings of Region II.
8. Distribute minutes and records to REB, chapters, and members upon request.
9. Distribute Regional information to all chapters.
10. Maintain Regional Listserv.
11. Maintain timeline of regional activities and events.
12. Be responsible for audio-visual equipment at Regional Conferences
13. Update and enforce the Region II Communications Protocol

**D. Regional Treasurer shall:**

1. Serve as the leader of the Finance Zone.
2. Keep accounts and deposit organizational funds of Region II.
3. Make expenditures made for Region II business in a manner approved by the Executive Board.
4. Produce and be held accountable for the Regional Budget in coordination with the Regional Chairperson.
5. Produce a quarterly update of Regional finances for the REB.
6. Produce and be accountable for the regional operating budget.
7. Provide conference site recommendations to the REB.
8. Work in conjunction with the CPC chairs regarding all financial matters of the conference.
9. Prepare Regional operating budgets for following two (2) fiscal years.
10. Coordinate and approve REB travel expenses.
11. Update and enforce the Region II Financial Protocol.
12. Coordinate Chapter Relief Fund.
13. Create and maintain conference master rooming lists.



14. Serve on the Regional Awards Committee and Regional Scholarship Committee.
15. Serve as Treasurer Emeritus, an adhoc REB member, from May 1<sup>st</sup> until July 31<sup>st</sup> of the fiscal year to ensure proper closeout of regional finances.

**E. Regional Programs Chairperson shall:**

1. Serve as the leader of the Programs Zone.
2. Develop and implement innovative programs consistent with the National and Regional Directives and the Long Range Plan.
3. Coordinate and administer National and Regional Programs.
4. Coordinate and administer the Chapter Development Packet.
5. Prepare an accurate budget for Region II Programs.
6. Prepare reports on regional programming statistics.
7. Evaluate proposals for local chapters to receive funds for programs that promote the objectives of the National Society under the instruction of the Regional Treasurer and Finance Chairperson.
8. Assist CPC with developing workshops according to the National and Regional Directives.
9. Develop and implement regional community service activities at regional conferences.
10. Coordinate and manage the Programs Lounge at regional conferences.
11. Create and maintain a list of chapter community service activities.
12. Coordinate and oversee regional TORCH activities.
13. Serve on the National TORCH Committee.
14. Serve on the Regional Awards Committee.

**F. Regional Alumni Extension Chairperson shall:**

1. Serve as representative and liaison of the Alumni Extension on the REB and NAEB.
2. Oversee the all activities of the Region II Alumni Extension and Alumni Executive Board.
3. Approve in advance, all official communications distributed in the name of NSBE Region Two Alumni Extension.
4. Make public statements representing NSBE Region Two Alumni Extension.
5. Shall compile a brief synopsis of yearly activities for the NSBE Region Two Annual Report.
6. Ensure NSBE Region Two Alumni Extension activities are consistent with these working rules, approved Alumni Extension Operating Guidelines, and the NSBE Constitution.
7. Be a non-voting member of the REB.
8. Perform additional duties listed in the National and Regional Alumni Operating Guidelines.

**G. Regional Academic Excellence Committee Chairperson shall:**

1. Coordinate and administer National Academic Excellence Programs.
2. Track and assess the academic progress of the regional membership.



3. Assist in developing chapter programs to enhance the academic achievements of regional members.
4. Plan and implement regional activities during National Academic Excellence Month.
5. Prepare reports on Regional Academic Excellence programming statistics.
6. Serve on the National Academic Excellence Committee.
7. Serve as the Regional Scholarship Committee Chairperson.

**H. Regional Charter/Membership Chairperson shall:**

1. Oversee the process of chartering and developing NSBE Jr., collegiate and alumni chapters within the Region.
2. Distribute membership information to chapters.
3. Compile membership statistics and make them available to the public.
4. Maintain updated rosters of members and chartered chapters.
5. Encourage the creation of new NSBE chapters and members.
6. Serve as correspondent for all concerns of membership registration, service and support.
7. Coordinate applicable activities of the International Committee on the regional level.
8. Identify potential chapters to charter internationally.
9. Ensure that international chapters assigned to the region receive the information and materials they need in order to function properly.
10. Assist international members with securing Visas to attend regional conferences and/or National Convention.
11. Serve on the Regional Awards Committee and Regional Scholarship Committee.
12. Serve on the National Charter/Membership Committee.
13. Serve on the National International Committee.

**I. Regional Communications Chairperson shall:**

1. Improve electronic communication within the region
2. Maintain the Regional website.
3. Follow the national directives of the society and develop regional telecommunications programs based on those directives.
4. Promote the National Society of Black Engineers through the medium of the Internet, (web, email, etc.).
5. Support all sections and division of the society as it pertains to telecommunications.
6. Enforce guidelines for the development of chapter websites that are aligned with National Communications policies.
7. Encourage every regional member to increase their skills as it pertains to telecommunications.
8. Assist in planning and developing the future of telecommunications in the society with the goal of being the premier technical organization in the world.
9. Be dedicated to keeping abreast of telecommunications as it is developed all over the world.
10. Serve on the National Communications Committee.



**J. Regional Finance Chairperson shall:**

1. Develop and distribute a Corporate Solicitation Packet by June 1<sup>st</sup>.
2. Be responsible for corporate participation in the Fall Regional Conference Career Fair.
3. Assist with securing corporate representatives as conference workshop speakers.
4. Prepare and distribute the Regional Resume Book.
5. Coordinate all contact with corporate contacts and all outside solicitation.
6. Assist chapters with corporate solicitation.
7. Create a formal vehicle to support the development of members in their pursuit to become entrepreneurs.
8. Serve as a support mechanism for businesses owned by NSBE members.
9. Promote the utilization of African-American Owned Businesses, (AAOB), by members and also the National organization for all budgetary expenditures.
10. Create/Maintain a listing of AAOBs to be utilized for all regional expenditures.
11. Coordinate the NSBE Marketplace held at regional conferences.
12. Identify NSBE business owners and maintain a listing on the regional website.
13. Submit articles concerning entrepreneurs and AAOB spotlight for regional publications.
14. Serve as a resource for identifying workshop speakers for Business and Entrepreneurial related workshop tracks.
15. Help match potential NSBE business owners with others who share the same interest.
16. Serve as liaison between current business owners and potential business owners in NSBE.
17. Coordinate and implement any and all regional fundraising activities.
18. Identify any new regional funding sources.
19. Serve on the National Finance Committee.
20. Serve on the National Business Diversity Committee.

**K. Regional Pre-College Initiative Chairperson shall:**

1. Evaluate proposals for local chapters to receive funds for PCI programs under the instruction of the Regional Treasurer and Finance Chairperson.
2. Develop innovative workshops and activities to stimulate the interest of our youth in the field of engineering, science, and technology.
3. Oversee administration of the Regional PCI summer activities.
4. Oversee PCI activities at the Regional conferences.
5. Evaluate the effectiveness of PCI activities and prepare reports on Regional PCI programming statistics on an annual basis.
6. Serve on the National PCI Committee.

**L. Regional Publications/Public Relations Chairperson shall:**

1. Be responsible for all regional publications, not specifically assigned to other REB members.
2. Evaluate, approve, and finalize the general content of “The Source” with the assistance of volunteers from the Region.





3. Produce and distribute four (4) editions (two in fall/two in spring) of a regional newsletter, namely “The Source”.
4. Evaluate publication alternatives and implement new initiatives to optimize the dissemination of regional publications.
5. Serve as the Regional representative in NSBE Magazine.
6. Develop guidelines to assist the region in organization of research and documentation of past and present NSBE affairs and leadership.
7. Direct activities and find literary contributions that reinforce knowledge of all aspects of NSBE history.
8. Prepare and submit article affecting the public image of NSBE to other publications.
9. Design and distribute brochures containing information about NSBE to NSBE chapters, other organizations, corporations, and general public.
10. Make official statements for the organization with the approval of the Regional Chair.
11. Research, document, and distribute college engineering and scholarship information to high school students through public relations materials.
12. Design and have published informational brochures, all carrying the NSBE logo and name, to be distributed to NSBE chapters, high schools and the general public.
13. Identify other black engineering student/professional organizations for the purpose of collaboration and/or support.
14. Create and submit press releases for each Regional Conference to media outlets (i.e. newspapers, radio stations, TV stations) to obtain coverage.
15. Collaborate with Conference Planning Committees to obtain speakers for Regional Conferences.
16. Serve on the National Public Relations Committee.
17. Serve on the National Publications Committee.

**M. Regional Zone Coordinators shall:**

1. Preside over Zone meetings of the respective zones.
2. Oversee chapters within their respective zones.
3. Facilitate effective chapter and zone level programming.
4. Maintain extensive communication with chapters within the zone.
5. Coordinate zone projects.
6. Plan and organize Zone Summits and events.
7. Facilitate interaction of collegiate, alumni, and NSBE Jr. members in prospective zone.
8. Submit articles pertaining to chapter programming and membership spotlight for regional publications.

**Section II - Duties of Appointed Offices**

The following offices shall be appointed to the Region II Board after recommendation from the Chair and approval of the REB. Appointed positions shall have no vote in REB meetings.

**A. Regional Chair Emeritus shall:**





The previous Regional Chairperson shall serve as the Chair Emeritus, with the approval of the REB-elect. In the event the previous Regional Chairperson cannot serve as Chair Emeritus because of disapproval of the Executive Board, vacancy of the previous Regional Chairperson position, or some other extenuating circumstances, a person shall be appointed by the Regional Chairperson-Elect to perform the duties of the Regional Chair Emeritus under the title of Regional Parliamentarian.

1. Serve as an advisor to the Regional Chairperson and shall not have a vote.
2. Serve as an exofficio member of the Regional Advisory Board (RAB).
3. Serve as a resource to the Region on Parliamentary Procedure.
4. Assist the Chairperson and Chairperson-Elect in the planning of the Regional Transition Meeting.

**B. Regional Parliamentarian shall:**

1. Serve as a resource on the governing documents of the National Society.
2. Serve as a resource on proper parliamentary procedures.
3. Assure that meetings are conducted effectively by implementing Roberts Rules of Order and enforcing the REB Protocol.
4. Create and maintain a chapter senator roster.
5. Appoint an Elections Committee to organize all regional elections.
6. Coordinate regional election procedures at the National Convention.
7. Serve on the National Elections Committee.

**C. Fall Regional Conference Planning Chairperson shall:**

The Fall Regional Conference Planning Chairperson shall be recommended by the host chapter with the approval of the REB. In the event that no chapter bids to host the conference, disapproval of the REB, or some other extenuating circumstances, a person shall be appointed by the Regional Chairperson-Elect to perform the duties under the said title.

1. Correspond with the World Headquarters and designated Conference Site Planners.
2. Secure assistance from the host chapter.
3. Formulate a committee to assist with the planning of the conference.
4. Create a registration packet to include but not limited to a welcome letter, all conference fees, directions, events, and forms.
5. Create and oversee programmatic conference agenda with the approval of the Programs Chairperson and Vice-Chairperson.
6. Manage conference logistics with assistance from the Regional Finance Zone.
7. Provide periodic updates related to upcoming conference to REB and regional membership.
8. Ensure conference expenditures are kept within their respective budgets.
9. Coordinate evaluation and assessment of regional conference.
10. Prepare and submit a conference report consisting of all business and monetary transactions no later than thirty (30) days following the said regional conference.



11. Work in conjunction with the Regional Treasurer to suggest future regional conference sites in the event no chapter bids are submitted.
12. Serve from the said regional conference of the previous year until thirty (30) days of the respective regional conference.

**D. Regional Leadership Chairperson shall:**

1. Develop and coordinate all regional leadership programs in conjunction with the Regional Programs Chairperson.
2. Promote ongoing leadership development training and initiatives within the region.
3. Coordinate dissemination of leadership resources to the general membership.
4. Create and develop a chapter leadership curriculum to include periodic training and sample transitioning/succession materials.
5. Create and develop regional leadership activities to include periodic
6. Assist with planning the logistics for the Regional Transitioning Meeting with the Chair Emeritus and Regional Advisors.
7. Create and oversee programmatic logistics of the Leadership Conference agenda with the approval of the Programs Chairperson and Vice-Chairperson.
8. Correspond with the World Headquarters and designated Conference Site Planners.
9. Create a registration packet to include but not limited to a welcome letter, all conference fees, directions, events, and forms.
10. Manage conference logistics with assistance from the Regional Finance Zone.
11. Provide periodic updates related to upcoming conference to REB and regional membership.
12. Ensure conference expenditures are kept within their respective budgets.
13. Coordinate evaluation and assessment of regional conference.
14. Prepare and submit a conference report consisting of all business and monetary transactions no later than thirty (30) days following the said regional conference.
15. Serve as a member of the National Leadership Institute Planning Committee.

**Section III - Shared Office Duties**

Each elected and appointed office will be responsible for the following:

- A. Attending all Regional meetings and conferences, and National Convention, or providing notice thirty (30) days in advance if unable to.
- B. Completing a strategic plan containing goals and objectives within the designated time frame as set by the Regional Chairperson.
- C. Submitting monthly reports to respective National Counterparts or other designee and Regional Zone Leader by the deadline set by the Regional Chairperson.
- D. Serving as a liaison between the REB and respective chapter counterparts.
- E. Producing a written transition report before the close of office by the deadline(s) set by the Regional Chairperson.



## **Article VII – Termination of Board Members**

### **Section I - Impeachment**

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

- A. No less than two-thirds of the voting senators; or
- B. No less than two-thirds of the remaining voting members of the REB.

### **Section II - Impeachment Procedures**

#### **A. Regional Chairperson**

1. REB member submits letter of concern to the Vice-Chairperson about the Chairperson.
2. The RAB will discuss the letter with the Chairperson.
3. The RAB will establish a time period in which the Chairperson must show improvement.
4. If the RAB deems that the Chairperson in question has not shown improvement, the Vice-Chairperson will bring the issue before the entire REB.
5. The Regional Vice-Chairperson will call for a vote to impeach the Chairperson.

#### **B. REB Member**

1. REB member submits letter of concern to the Regional Chairperson about the REB member in question.
2. The Regional Chairperson will discuss the letter with the REB member in question.
3. The Regional Chairperson will establish a time period in which the REB member in question must show improvement.
4. If the Chairperson deems that the REB member in question has not shown improvement, the Chairperson will bring the issue before the entire REB.
5. The Regional Chairperson will call for a vote to impeach the REB member in question.

If extenuating circumstances arise (i.e. embezzlement, felony, etc.), the Regional Chairperson reserves the right to bypass the impeachment procedures to recommend immediate removal of a REB member in question.

### **Section III – Vacant positions**

- A. In the event an officer resigns or is impeached, the Chairperson 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-Chairperson shall assume the position of Regional Chairperson.



### **Article VIII – Adhoc Committees**

#### **A. Scholarship Committee**

The Scholarship Committee shall be chaired by the Academic Excellence Chairperson. Committee members include the Treasurer, Charter/Membership Chairperson, and two (2) additional members appointed by the Regional Chairperson. The committee will be responsible for selecting regional members in good standing exuding academic achievement.

#### **B. Awards Committee**

The Awards Committee shall be chaired by the Vice-Chairperson. Committee members include the Programs Chairperson, Charter/Membership Chairperson, and two (2) additional members appointed by the Regional Chairperson. The committee will be responsible for selecting chapters and members in good standing for the various regional initiatives in addition to the National awards implemented on the regional level.

Region II reserves the right to add additional committees at the discretion of the Regional Chairperson and the voting members of the REB.

### **Article IX – Regional Conferences**

#### **Section I - General**

There shall be at least two (2) Regional Conferences held annually prior to National Convention of the operating year, namely the Leadership Conference and the Fall Conference.

#### **Section II – Conference Bids**

- A. Bid packages for the Fall Conference shall be submitted to the Regional Treasurer and Regional Chairperson by the prospective host chapter(s) at least thirty (30) days before the Fall Conference of the current operating year. Contents of the bid package can be found in the Conference Bidding Guidelines.
- B. The prospective host chapter(s) shall present the bid to the regional membership at least one (1) year prior to the event at the respective Fall Conference.
- C. Selection of the host Chapter shall be made by one of the following:
  1. A majority of voting senators.
  2. A majority vote of the REB members.

In the event that a bid is deemed logistically or financially unfeasible, the Regional Treasurer in conjunction with the respective Conference Planning Chairperson will recommend a conference site within the same zone if possible. If all sites are exhausted within a zone, the search will move to the next rotation for that year.



**Section III – Conference Rotation**

The zone in which the Fall Conference is to be held will be rotated in the following order:

- A. O Zone
- B. Danger Zone
- C. Comfort Zone
- D. End Zone
- E. Terror Zone

When the National Convention is hosted by Region 2, the Fall Conference, if in the same zone, will move to the next rotation for that year.

**Section IV – Zone Summits**

There shall be at least one (1) zone summit held annually prior to the Fall Conference in each zone.

**Article X - Meetings**

**A. Quorum**

A Regional Executive Board quorum shall consist of two (2) officers, two (2) zone coordinators, two (2) committee chairpersons, and one (1) appointed board member.

**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.

**C. Voting**

The following offices are allotted one vote each in REB meetings:

Vice-Chairperson, Secretary, Treasurer, Programs Chairperson, Finance Chairperson, Academic Excellence Chairperson, Pre-College Initiative Chairperson, Charter/ Membership Chairperson, Communications Chairperson, Publications/Public Relations Chairperson, and the 5 Zone Coordinators.

The Chairperson is allowed to vote only in the case of a tie.

**Article XI - 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 II 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 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 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 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 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. Candidates who are currently co-op students must meet all of the above requirements.
- G. Candidates for the Zone Coordinator positions must attend a college/university in that Zone.

**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 offices 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. The winner for the position of Zone Coordinator shall be determined by the individual who receives the plurality of the votes for the chapters in that zone.
- C. In the event of a tie, the current REB shall select the winner by majority vote of elected offices.
- D. 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 XII – Regional Advisory Board**

#### **Section I - Selection of Members**

The wide range of activities undertaken in Region II necessitates a continuous recruitment and selection process for Advisory Board members. Toward this end, a Nominating Committee consisting of the Advisory Board Chairperson and two (2) other volunteer members of the RAB will assess the candidacy of potential members.

This Nominating Committee (NC) will accept recommendations from REB members, other RAB members and Alumni members. Upon receiving a written recommendation consisting of a brief statement of intent and a resume of experience relevant to the duties required of an advisor, the NC will contact the applicant to further assess interest, qualification and fit. The NC will also educate the applicant on NSBE, the responsibilities of RAB membership and the process for acceptance onto the board.

The NC will then prepare a written summary report for review by the existing Advisory Board members. Those members will vote to continue the applicant's candidacy, and those credentials will then be presented to the REB at the next available opportunity. A majority vote of a quorum of both the REB and the RAB members will then elect the applicant to the RAB. The new appointee's term will begin immediately following that vote.

#### **Section II - Advisory Board Term**

The length of an individual advisor's term is four (4) years, and the term begins immediately following appointment. If an Advisor is appointed prior to the National Convention, then the period from the date of appointment through the National Convention will be considered one (1)





year. Following that first year (however brief it may actually be), the remaining term will run from the following April 30 through the April 30<sup>th</sup> three (3) years later.

Upon the expiration of an Advisor's term and at the request of the Advisory Board Chairperson, the RAB and the REB can reappoint that advisor to additional terms on an unlimited basis. The Advisory Board Chairperson will be selected by majority vote of the RAB members, including the Regional Chairperson. Once elected, the RAB chairperson will serve in that capacity for two (2) years. At the end of the term, that advisor can be reelected to the chairperson position.

### **Section III - Advisory Board Member Functional Assignments**

Each Advisor will be assigned to a specific functional zone and expected to advise the members of that zone specifically in addition to advising the REB in general. The Advisory Board Chairperson will make zone assignments with each individual advisor's personal interests, experiences and area(s) of expertise in mind. Areas of expertise and Advisory Board needs will also play a part in the Nominating Committee's selection process.

The Functional zones of the REB include the Administrative Zone, the Finance Zone, the Programs Zone, the Communications Zone and the Chapter Zone. As a matter of course, the Advisory Board Chairperson and the Chair Emeritus will serve primarily on the Administrative Zone, and all other Advisors will be assigned as outlined above.

## **ARTICLE XIII - AMENDMENT PROCESS**

- A. The Bylaws of Region II shall be amended by any chapter or REB member by submitting said change in written form to the Regional Parliamentarian four weeks prior to any Regional activity including the RLC, Fall Conference, Spring Conference, and the National Convention.
- B. The Regional Parliamentarian shall submit all proposed changes to the REB for approval.
- C. A change to the bylaws shall be made, with consideration of the recommendations by the Document Review Committee (DRC), 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.
- D. Upon changing regional bylaws, an updated copy of the bylaws must be sent to the National Parliamentarian for placement in national archives.