

National Society of Black Engineers Region III NSBE Professionals Operating Guidelines

Preface

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

Article I -Name

The name of the governing body of the Region III NSBE Professionals, hereafter referred to as the R3P, shall be the Region III Professionals Executive Board, hereafter referred to as the R3PEB; a section of the National Society of Black Engineers-Professionals. The National Society of Black Engineers is a national student and professional based organization.

Article II – Objectives and Mission

Section 1. The mission of R3P 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 the R3P 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 minority engineers.

Article III -Organization

Section 1. Chapters shall be defined as all organizations that have chartered as a NSBE Professionals Chapter.

Section 2. The R3P shall consist of all chapters within the geographic boundaries of Region III as described in the NSBE National Constitution.

Article IV – Administration

Section 1. There shall be an Executive Board of the R3P called the Regional III Professionals Executive Board (R3PEB), which shall consist of:

- a) Regional Professionals Chairperson
- b) Regional Professionals Chairperson-Elect
- c) Regional Professionals Chairperson-Emeritus
- d) Regional Professionals Secretary
- e) Regional Professionals Treasurer
- f) Regional Professionals Programs Chairperson

- g) Regional Professionals Professional Development Conference Manager
- h) Regional Professionals Telecommunications Chairperson
- i) Regional Finance Chairperson
- j) Regional Pre-College Initiative Chairperson
- k) Regional Publications Chair
- l) Regional Young Technical Professionals Chairperson
- m) Regional Professionals Parliamentarian

Section 2. The R3PEB shall:

- a) Determine questions of policy and shall administer the affairs of the R3P per the NSBE National Constitution, Professionals Interface Guidelines, Professionals Operating Guidelines, and these Professionals Regional Operating Guidelines.
- b) Be subject to the orders of the R3P 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 the R3P 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 Professionals chapters in target areas.
- h) Make recommendations to the Professionals Executive Board (PEB).
- i) (m) Ensure the R3P compliance with all relevant laws governing nonprofit entities.
- j) (n) Shall serve as liaisons between its Professionals chapters and the PEB and shall carry out the objectives of the NSBE-Professionals.

Article V -Offices

Section 1. Elected offices shall be held by the R3P Professionals or Lifetime members in good standing. Appointed offices may be held by a R3P member in good standing.

Section 2. The elected offices of R3P are:

- a) Regional Professionals Chairperson
- b) Regional Professionals Chairperson-Elect
- c) Regional Professionals Secretary
- d) Regional Professionals Treasurer
- e) Regional Professionals Programs Chairperson

Section 3. The appointed offices of R3P are:

- f) Regional Professionals Professional Development Conference Manager
- g) Regional Professionals Telecommunications Chairperson
- h) Regional Professionals Chairperson-Emeritus
- i) Regional Finance Chairperson
- j) Regional Pre-College Initiative Chairperson
- k) Regional Publications Chairperson
- l) Regional Young Technical Professionals Chairperson

m) Regional Professionals Parliamentarian

Section 4. The elected offices of the R3P shall form the Region III Professionals Executive Officers (R3PEO).

Section 5.

- a) A Professionals or Lifetime member of the R3P who has been a member of the R3P for at least one operational year immediately prior to operation year of that office 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 Professionals members may be considered at the discretion of the outgoing R3PEB. On a case by case basis, the R3PEB shall approve by 2/3 vote exceptions to the requirements in Article V, Section 5(a).

Section 6. The R3PEB shall take office May 1st and shall serve a one-year term unless otherwise noted.

- a) The Regional Professionals Chairperson-Elect shall serve a one-year term, after which shall automatically assume the position of Regional Professionals Chairperson for the following year.
- b) The Regional Professionals Chairperson shall serve a one-year term, after which shall assume the position of Regional Professionals Chairperson-Emeritus for the following year upon two-thirds approval of the R3PEB.

Section 7. Vacancies

Should a vacancy occur in the office of Regional Professionals Chairperson, the unexpired term shall be filled by the Regional Professionals Chairperson-Elect.

- a) The incoming Regional Professionals Chairperson shall serve the unexpired term and the full term to which he or she was elected to serve.
- b) Should a vacancy occur in the office of Regional Professionals Chairperson-Elect, the unexpired term shall temporarily be filled by appointment by the Regional Professionals Chairperson and two-thirds approval of the R3PEB. The election of the Chair-Elect, in the event of a vacancy, shall be at the discretion of the R3PEB. The appointed (or elected) Chair-Elect shall serve the unexpired term of the vacated position.
- c) Should a vacancy occur in the office of Regional Professionals Chairperson-Emeritus, the Regional Professionals Chairperson shall appoint a previous Regional Professionals Chairperson to fill the unexpired term with two-thirds approval by the R3PEB.
- d) Should a vacancy occur in another office of the R3PEB, the unexpired term shall be filled by appointment by the Regional Professionals Chairperson and two-thirds approval by the R3PEB.

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 National Professionals Operating Guidelines, National Professionals Candidate Handbook and Regional Professionals Operating Guidelines, which include the specific duties required of each officer.
 - iii. Coordinate regional elections and publish the results to the R3PEB and the PEB elections.

c) A simple majority of ballots received shall be necessary to elect each officer.

Section 9. The offices of the R3PEB shall be divided into zones.

- I. **Administrative Zone:** The Administrative Zone shall consist of the Regional Professionals Chairperson, Regional Professionals Chairperson-Elect, Regional Professionals Secretary, Regional Professionals Treasurer, Regional Professionals Programs Chairperson, Regional Professionals Chairperson-Emeritus and the Regional Professionals Parliamentarian (if appointed). The Regional Professionals Chairperson shall coordinate the work of this zone.
- II. **Membership Zone:** The Membership Zone shall consist of the Regional Professionals Chairperson-Elect and the Young Technical Professionals Chairperson. The chapter presidents within the region are ad-hoc members of this zone. The Regional Professionals Chairperson-Elect shall coordinate the work of this zone.
- III. **Communications Zone:** The Communications Zone shall consist of the Regional Professionals Secretary, Regional Publications Chairperson, and Regional Professionals Telecommunications Chairperson. The Regional Professionals Secretary shall coordinate the work of this zone.
- IV. **Finance Zone:** The Finance Zone shall consist of the Regional Professionals Treasurer, Regional Finance Chair, and Regional Professionals Professional Development Conference Manager. The Regional Professionals Treasurer shall coordinate the work of this zone.
- V. **Programs Zone:** The Programs Zone shall consist of the Regional Professionals Programs Chairperson and Regional Pre-College Initiative Chair. R3PEB program committee chairs are ad hoc members of this zone. The Regional Professionals Programs Chairperson shall coordinate the work of this zone.

Section 10. The Chair Emeritus position shall be held by the Outgoing Regional Professionals Chairperson. If he or she is unable or deemed unfit to hold the position, the Chair Emeritus shall be appointed by the current R3PEB. The appointed Chair Emeritus must be a former R3P Chairperson in good standing.

Article VI -Duties of the Offices

Section 1. Positions of the R3PEB will be expected to:

- a) Submit a monthly report to their Regional Professionals Chair
- b) Submit a transition report at the close of office
- c) Attend required meetings of the R3PEB
- d) Shall perform activities, duties, and responsibilities as designated by the Regional Professionals Chairperson
- e) Complete assigned duties as described below in a timely and efficient manner **Section 2.**
Specific Duties of each office

(a) Regional Professionals Chairperson

- i. Shall preside over the official meetings of the R3P.
- ii. Shall serve as a member of the PEB.

- iii. Shall serve as a non-voting member of the R3 Executive Board.
- iv. Shall serve as the representative of R3P.
- v. Shall appoint members of the R3P committees, with the advice and consent of the R3PEB, except where otherwise provided for in this document
- vi. Shall approve, in advance, all official external communications sent out in the name of the R3P.
- vii. Shall lead the R3P Administrative Zone.
- viii. Shall provide leadership training to chapter-level counterparts.

(b) Regional Professionals Chairperson-Elect

- i. Shall serve as a member of the Regional Membership Committee on the R3PEB.
- ii. Shall preside in the absence or inability of the Regional Professionals Chairperson.
- iii. Shall lead the R3P long range planning and performance evaluation activities.
- iv. Shall oversee the activities of the Chapter Presidents.
- v. Shall work with the collegiate and Professionals Membership Zones to focus on membership retention and develop a regional membership packet and directory.
- vi. Shall lead the R3P Membership Zone
- vii. Shall provide leadership training to chapter-level counterparts

(c) Regional Professionals Secretary

- i. Shall fill out and countersign certificates issued and make proper entries in the books of the R3P.
- ii. Shall serve notices required by law or the operating guidelines of NSBE-Professionals.
- iii. Shall record accurately the minutes of R3PEB meetings.
- iv. Shall maintain a record of the R3P documents; make them available to all members upon request; and place them on file at NSBE World Headquarters
- v. Shall require from the R3PO, standing committees, and special committees of the R3P, a record of the activities of said body.
- vi. Shall forward an annual report to the PEB two weeks after the National Convention, summarizing the activities of the organization during the year and listing the newly elected officers.
- vii. Shall serve as editor of the R3P newsletter.
- viii. Shall communicate all national and regional publication deadlines to the R3P.
- ix. Shall distribute press releases that cover major events in the R3P.
- x. In concert with the Region III Executive Board (R3EB) and R3PEB, shall develop and implement a strategy to enhance NSBE's visibility within the region.
- xi. Shall provide leadership training to chapter-level counterparts.
- xii. Shall lead the R3P Communications Zone.

(d) Regional Professionals Treasurer

- i. Shall serve as a member of the Regional Finance Committee on the R3PEB.
- ii. Shall keep account of and monitor Regional Professionals funds in the NSBE Professionals Treasury consistent with the policy set forth by the National Executive Board.
- iii. Shall approve specific expenditures for the R3P in a manner approved by the R3PEB and consistent with the NSBE budget.
- iv. Shall maintain accurate and complete regional finance records.
- v. Shall submit a proposed budget to the National Professionals Treasurer by the given deadline.
- vi. Shall submit financial reports as required by the Regional Professionals Chairperson and the PEB.
- vii. Shall monitor chapter compliance with the General Exemption Number process and other relevant nonprofit financial regulations.
- viii. Shall provide leadership training to chapter-level counterparts.
- ix. Initiate and execute policies as deemed necessary for the day to day operations of the R3P.
- x. Produce the year's agenda and budget by the due date set by the PEB.
- xi. Present a financial report identifying income and expenditures of the R3P Regional Meetings.
- xii. Maintain the General Exemption Number process for the R3P finances.
- xiii. Shall lead the R3P Finance Zone.

(e) Regional Professionals Programs Chairperson

- i. Shall identify and implement regional programs to meet the goals and objectives of the R3P.
- ii. Shall coordinate existing NSBE-Professionals regional programs.
- iii. Shall identify and implement regional activities to aid and support to NSBE collegiate and PCI students.
- iv. Shall provide leadership training to chapter-level counterparts.
- v. Shall lead the R3P Programs Zone

(f) Regional Professionals Professional Development Conference Manager

- i. Shall serve as a member of the Regional Conference Planning Committees on the R3PEB.
- ii. Shall plan and execute the R3P regional meetings.
- iii. Shall chair the R3P Conference Planning Committees.
- iv. Shall coordinate with the PEB and other Professionals Conference Planning Committees to develop standard operations, discuss best practices and lessons learned, and to ensure quality of Professionals regional conferences.
- v. Shall coordinate with the R3EB and appropriate collegiate CPCs to co-locate Professionals regional meetings and ensure mentoring and other appropriate Professionals support at all collegiate regional meetings.

(g) Regional Professionals Telecommunications Chairperson

- i. Shall serve as a member of the Regional Communications Committee on the R3PEB.
- ii. Shall develop mechanisms for the electronic distribution of Professionals information as approved by the R3PEB to the membership and supporting bodies.
- iii. Shall oversee the R3P electronic assets, including but not limited to, web domains, listservs, email accounts, and computer hardware and software.
- iv. Shall coordinate the telecommunications infrastructure for the R3P regional meetings, interfacing with appropriate boards and committees.
- v. Shall provide leadership training to chapter-level counterparts.
- vi. Shall provide consistent social media hashtags such as the examples below:
 - a) #NSBER3Pros
 - b) #NSBERRegionIII
 - c) #NSBER3PCI
 - d) #NSBER3
 - e) #NSBER3Repost or #NSBER3ProRepost

(h) Regional Professionals Chairperson-Emeritus

- i. Shall serve as a non-voting advisory member of the board.
- ii. Shall head the Regional Professionals Elections Committee. If the Professionals Chairperson-Emeritus is a candidate in the election, then the Regional Professionals Chairperson shall appoint another R3PEB member to serve as chair of the elections committee, with two-thirds approval of the R3PEB.
- iii. Shall serve as a resource on parliamentary procedure.
- iv. Shall conduct parliamentary procedure workshops as needed at R3PEB and Regional Meetings.
- v. Shall provide leadership training to chapter-level counterparts.

(i) Regional Professionals Finance Chairperson

- i. Shall develop and maintain regional fundraising strategies that ensure the financial strength of the region. This includes, but is not limited to, corporate fundraising, grants, NSBE-Professionals job postings, and membership donations.
- ii. Shall work directly with the Regional Finance Chair on securing yearly funding to meet the needs of the region Professionals.
- iii. Shall document and submit funding needs to the Regional Finance Chair at the beginning of each fiscal year.
- iv. Shall serve as the point of contact for recruiters and companies attempting to fill technical, management, and regional NSBE-Professionals related positions and shall recommend policies regarding this interaction.
- v. Shall serve on the Professional Development Conference committee as the finance lead for

fundraising activities.

(j) Regional Professionals Publication Chairperson

- i. Shall publish a regional newsletter at least quarterly in digital format.
- ii. Shall work with the regional Publications Chair to identify external publications for partnerships and cross publication of technical content
- iii. Shall work with the regional Professionals communication zone memes to develop marketing and promotional materials in support of region Professionals events to include the Professional Development Conference.
- iv. Shall develop mechanisms, in accordance with the Regional Publications Chair, to ensure that use of mass communication, print, and digital media to further the objectives of the organization.
- v. Shall review regional Professionals materials, as needed, including conference booklets/programs, publications, presentations, speeches, and other mass media content, to ensure the proper use of NSBE logo and other editorial concerns.

(k) Regional Professionals Pre-College Initiative Chairperson

- i. Shall represent the Regional PEB as a member of the Regional PCI Committee
- ii. Shall work with the Regional Pre-College Initiative Chair to coordinate the establishment of NSBE Jr. Chapters.
- iii. Shall serve as the head coordinator for the Try-Math-A-Lon Competition, which includes competitions on the regional and local Professionals chapter levels.
- iv. Shall coordinate and execute PCI programs sponsored by the NSBE Professionals
- v. Shall assist in with the execution of Regional PCI programs at regional conferences and as requested by the regional PCI Chair.

(l) Regional Professionals Young Technical Professionals Chairperson

- i. To identify and provide training opportunities in leadership, business, and management for technical professionals within 0-5 years of their corporate experience to promote the professional success of the NSBE Professional members.
- ii. Shall Manage and coordinate the activities of the Young Technical Professionals Program to increase retention of the young technical professionals and build YTP Brand.
- iii. Establish an annual baseline data for young technical professionals within the 0-5 years of their corporate experience and craft and implement a strategy for retention and involvement in NSBE.

(m) Regional Professionals Parliamentarian

There shall be a Professionals Parliamentarian appointed by the Regional Professionals Chair and approved by a simple majority vote of the Professionals Executive Board to serve a one

year term. The Professionals Parliamentarian will:

- a) Serve as an advisory member of the board (shall not vote).
- b) Serve as a resource on parliamentary procedure.
- c) Chair the elections committee.

Article VII – Interaction with Regional Executive Board

Section 1. Support and Interaction to Regional Collegiate and PCI Activities.

- A. The R3PEB shall hold at least one joint meeting during the first quarter of the elected term with the R3EB for purposes of mentoring, network building, and joint planning and goal setting.
- B. At a minimum, one R3PO member shall, with the R3EB's concurrence, attend the REB meetings. If there is mutual R3PEB and R3EB interest, additional R3PEB members are encouraged to attend as well.
- C. At a minimum, one R3EO member shall, with the R3PEB's concurrence, attend R3PEB meetings. If there is mutual R3PEB and R3EB interest, additional R3EB members are encouraged to attend as well.
- D. The R3PEB may form joint committees with the R3EB to undertake projects of mutual interest. The Professionals Regional Chair and Regional Chair shall reach agreement on the composition, authority, and scope of such committee.
- E. One or more R3PEB officers shall be assigned to support the following REB positions in the specified manner:
 - I. **Support for Academic Excellence Chairperson**
 - a. Shall identify tutors and mentors for regional Academic Excellence programs and activities.
 - II. **Support for PCI Chairperson**
 - a. The R3PEB shall provide a Professionals member to the PCI committee to coordinate Try-Math activities.
 - b. The R3PEB shall provide a Professionals member to the PCI committee to coordinate Professionals NSBE Jr. activity.
 - III. **Support for Programs Chairperson**
 - a. Shall supply judges, technical advice, and other assistance for REB Programs Zone competitions.
 - b. Shall coordinate Professionals TORCH centers with Regional Programs Zone TORCH activities.
 - c. Shall coordinate Regional Professionals Programs.
 - d. R3PEB zones shall discuss additional forms of beneficial joint activity with their R3EB counterparts and shall implement such activities as feasible.

Section 2. Professionals Regional Decision-Making Authority

- A. Authority for Professionals Regional Executive Boards is derived from the PEB and the Professionals national and regional operating guidelines.
- B. Overall ultimate authority within NSBE-Professionals rests with the NSBE National Constitution. This includes the PEB and Professionals Operating Guidelines, both of which

are established by and are subject to the NSBE National Constitution and By-Laws.

- C. The R3PEB will have sole jurisdiction over regional Professionals matters only consistent with the constraints outlined in Section 2(b) above.

Section 3. Financial Interaction

(a) The R3PEB shall be responsible for conducting solicitation and other fundraising activities by the process consistent with the PEB and approved by the National Treasurer.

Section 4. Regional Conferences

(a) The R3PEB shall hold a Professionals conference in conjunction with the following regional conferences:

- i. Regional Leadership Conference.
- ii. Fall Regional Conference.
- iii. Spring Business (or Zone) Meeting.

(b) The R3PEB shall ensure that Professionals member needs and desires are satisfied at all conferences and will also ensure that Professionals support is provided to student conference components.

(c) The R3PEB may conduct additional regional activities in support of the needs of the Professionals membership.

Section 5. R3PEB responsibility

(a) The R3PEB is responsible for ensuring its region's progress towards achievement of the NSBE mission. This requires the R3PEB to coordinate substantial support of student activities and equally substantial support of the needs and interests of regional Professionals chapters and members. The R3PEB shall not allow either to suffer on behalf of the other.

Article VIII -Committees

Section 1. The R3P shall establish and disband committees as necessary for the conduct of the R3P business.

Section 2. Committees may be established or disbanded by majority vote of either the R3PEB or R3P Delegates.

Article IX -Delegates

Section 1. Each chapter in good standing the R3P shall select two delegates to vote on behalf of the chapter in regional and national business.

Section 2. R3P chapters must maintain active delegates throughout the year. Individual chapters may determine the method of selection, replacement/substitution procedures, and transition dates.

Article X -Meetings

Section 1. A R3P Meeting shall be defined as a physical or virtual meeting of the R3P for which both R3PEB quorum and R3P chapter quorum is present.

- a) The R3PEB quorum shall be defined as one-third of the R3PEB, including at least two R3PO. R3PEB quorum is required for the R3PEB to conduct business.
- b) Chapter quorum shall be defined as one-third of the chartered chapters in the R3P and at least two R3PO. Chapter quorum is required for the delegates to conduct business.

Section 2. The R3PEB shall be the lead board with respect to conference arrangements. However, the R3P shall not be limited to regional meetings conducted by R3 and may conduct other regional meetings as deemed appropriate by the R3PEB and consistent with the NSBE budget. At all regional meetings with an expected student attendance (whether held in conjunction with a R3 meeting or not), the R3P 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. Professionals Regional Leadership Conference

There shall be a regional conference held in conjunction with the Regional Leadership Conference for leadership training and regional coordination for the R3P.

Section 4. Professional Development Conference

There shall be a regional conference held in conjunction with the Fall Regional Conference for professional development of the R3P members.

Article XI -Impeachment

Section 1. A member of the R3PEB may be impeached from office with a two-thirds (2/3) vote of the R3PEB.

- A. A quorum must be present, excluding the R3PEB member in question, to vote.
- B. Members of the R3PEB can be considered for impeachment for the following reasons:
 - i. Failure to adhere to the duties of the office held as stated in the R3P Operating Guidelines.
 - ii. Failure to show progress towards completion of written personal goals and objectives.
 - iii. Failure to adhere to items identified in the NSBE code of conduct such as
 - iv. Harassing, physically threatening, or physically or verbally abusing any person on the Region 3 Professionals Executive Board or any member of the Society.
 - v. Harassing any individual because of that person's race, color, gender, religion, marital status, disability, sexual orientation, or for other reasons by.
 - vi. Intentionally subjecting another person to offensive physical contact other than self-defensive.
 - vii. Specifically insulting another person in his or her immediate presence with abusive words or gestures when a reasonable person would expect that such act would cause emotional distress or provoke a violent response. This includes in email or verbally in a manner that is deemed threatening and unprofessional.

Section 2. Impeachment procedures:

To impeach the Regional Professionals Chairperson

- a) The R3PEB member submits a letter of concern to the Regional Professionals Chairperson-Elect about the Professionals Chairperson in question.
- b) The R3PO will discuss the letter with the Regional Professionals Chairperson.
- c) The R3PO will establish a time in which the Regional Professionals Chairperson must show improvement.
- d) If the R3PO deems that the Regional Professionals Chairperson in question has not shown improvement, the Regional Professionals Chairperson-Elect will bring the issue before the entire R3PEB.
- e) The Regional Professionals Chairperson-Elect will call for a vote to impeach the Regional Professionals Chairperson. To impeach another R3PEB member:
 - i. The R3PEB member submits letter of concern to the Regional Professionals Chairperson about the R3PEB member in question.
 - ii. The Regional Professionals Chairperson will discuss the letter with the R3PEB member in question.
 - iii. The Regional Professionals Chairperson will establish a time in which the R3PEB member in question must show improvement.
 - iv. If the Regional Professionals Chairperson deems that the R3PEB member in question has not shown improvement, the Regional Professionals Chairperson will bring the issue before the entire R3PEB.
 - v. The Regional Professionals Chairperson will call for a vote to impeach the R3PEB member in question.

Article XII -Awards

Section 1. The R3PEB shall establish annual awards to recognize significant contributions from the R3P members and chapters.

Section 2. The R3PO shall establish annual awards to recognize performance above the call of duty from R3PEB members.

Article XIII – Amendments

Section 1. Amendments to these operating guidelines may be proposed by:

- a) A two-thirds vote of the R3PEB, or
- b) One-third vote of the R3P delegates

Section 2. Amendments must be submitted in a written proposal to the R3PEB to be reviewed. The proposal must be clearly stated and justified.

Section 3. Ratification of an amendment to these operating guidelines shall be contingent upon:

- a) Two-thirds vote of the R3P delegates or
- b) Two-thirds vote of the R3PEB

Section 4. Amendments must be consistent with the NSBE National Constitution and By-Laws.