

Approved 7/1/88  
Revised 3/29/06

# **NATIONAL SOCIETY OF BLACK ENGINEERS ALUMNI EXTENSION**

## **ALUMNI OPERATING GUIDELINES**

### **PREFACE**

The National Society of Black Engineers Alumni Operating Guidelines describes the manner in which the NSBE Alumni Extension will be structured and governed. The Operating Guidelines are intended to accompany, and be consistent with, the NSBE Constitution and By-Laws, Rules and Regulations, and the NSBE Alumni Interface Guidelines.

### **PREAMBLE**

We, the alumni of the National Society of Black Engineers, who wish to support the goals and objectives of NSBE, do hereby dedicate ourselves to develop intensive programs to increase Black and other ethnic minority participation in the field of engineering and engineering technology and to develop a standard of excellence among minority students, practicing engineers, and physical scientists by forming The National Society of Black Engineers Alumni Extension.

### **ARTICLE I – Name**

The name of this organization is the National Society of Black Engineers Alumni Extension, hereafter referred to as the NSBE Alumni, a section of the National Society of Black Engineers, a national student and professional based organization.

### **ARTICLE II – Purpose**

The purpose of this organization is to support the National Society of Black Engineers, in a way that: develops and enhances its programs; increase technical awareness; encourages scholastic achievement; and stimulates enthusiasm in the Black engineering community, in order to promote technical expertise, professionalism and fellowship among Black and ethnic minority engineers.

## **ARTICLE III –Membership**

### **Section 1.**

Membership and participation in the NSBE Alumni shall be free from discrimination on the basis of race, religion, sex, ethnic group, or national origin.

### **Section 2.**

Membership in the NSBE Alumni Extension is in accordance with the NSBE Constitution (Article III, Section 2d) under the designation - Alumni Member.

### **Section 3.**

Lifetime or Honorary members may qualify themselves as an Alumni Member in accordance to the NSBE Constitution.

## **ARTICLE IV – Dues**

### **Section 1.**

Membership Dues

- a. Yearly membership fees shall be reviewed annually by the Alumni Charter Membership Chair, Alumni Treasurer, and Alumni Finance Chairperson in conjunction with the National Executive Board and in accordance with the NSBE Constitution Article VI, Section 1.
- b. No initiation fee shall be required of any member.
- c. Yearly dues shall be accompanying any application for membership.
- d. Recommended changes in the amount of the dues require a two-thirds approval vote of the Alumni Executive Board.

## **ARTICLE V – Organization**

### **Section 1.**

The NSBE Alumni shall consist of all Alumni Chapters in each of six regions.

### **Section 2.**

Alumni Chapters - Shall be defined as ten or more members in a defined geographical area and who have chartered as an Alumni Chapter of NSBE.

Alumni Members may petition the Alumni Executive Board to allow for chapters less than 10 members.

### **Section 3.**

Regions - A region shall be defined as all the chapters in the geographical locations outlined in Article IV, Section 3 of the NSBE Constitution.

## **ARTICLE VI – Administration**

### **Section 1.**

There shall be an Executive Board of the NSBE Alumni called the Alumni Executive Board which shall consist of a:

- a. National Alumni Chairperson
- b. National Alumni Chair Elect
- c. National Alumni Secretary
- d. National Alumni Treasurer
- e. National Alumni Programs Chair
- f. Six (6) Alumni Regional Chairs
- g. National Alumni Standing Committee Chairs

### **Section 2.**

The Alumni Executive Board shall:

- a. Determine all questions of policy and shall administer the affairs of the NSBE Alumni according to the NSBE Constitution, NSBE By-laws, Alumni Interface Guidelines, and Alumni Operating Guidelines.
- b. Be subject to the orders of the National Executive Board and the alumni 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 National Society of Black Engineers;
- c. Not receive any salary for service;
- d. Make recommendations to the NSBE Alumni;
- e. Coordinate activities at all levels of the NSBE Alumni;
- f. Shall act as the formal communication link to the six regions and the National Executive Board.
- g. Should initiate and execute policies deemed necessary for the day to day operations of the NSBE Alumni.
- h. Shall compile a section of the NSBE annual report, consisting of NSBE Alumni activities, financial status and membership.

### **Section 3.**

The Zone Structure

- a. **Administrative Zone:** The Administrative Zone shall consist of the National Alumni Chairperson, National Alumni Chair-Elect, National Alumni Secretary, National Alumni Treasurer, and the Alumni Programs Chairperson. The Alumni Chair Emeritus and the Alumni Parliamentarian shall also work with this zone as advisory members. Members of this zone shall oversee all other zones. The National Alumni Chairperson shall coordinate the work of this zone.
- b. **Membership Zone:** The Membership Zone shall consist of the Alumni National Chair-Elect, the Alumni Charter Membership Chair, and the Alumni Regional Chairpersons. The National Alumni Chair-Elect shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports of zone activities to the National Alumni Chairperson.
- c. **Communications Zone:** The Communication Zone shall consist of the National Alumni Secretary, the Alumni Publications Chairperson, the Alumni Public Relations Chairperson, and the Webmaster. The National Alumni Secretary shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports of zone activities to the National Alumni Chairperson.
- d. **Finance Zone:** The Finance Zone shall consist of the National Alumni Treasurer and the Alumni Finance Chairperson. The National Alumni Treasurer shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports of zone activities to the National Alumni Chairperson.
- e. **Programs Zone:** The Programs Zone shall consist of the Alumni Programs Chairperson, Alumni Pre-College Initiative Chairperson, Alumni College Initiative Chairperson, Alumni Professional Development Chairperson, Alumni Technical Excellence Chairperson, Alumni Entrepreneurship Chairperson, and any ad-hoc Alumni Executive Board members assigned to the Programs Zone. The Alumni Programs Chairperson shall coordinate the work of this zone, and provide zone members with the resources they need in order to function effectively. He or she shall also present regular reports on zone activities to the National Alumni Chairperson.

#### **Section 4.**

##### **Solicitation**

The Alumni Extension shall be responsible for conducting solicitation and other fundraising activities by the process approved by the National Treasurer.

#### **Section 5.**

- a) A Technical Professional Conference Chairperson shall be appointed by the host region's Alumni Regional Chairperson with the consensus of the CPC Chairperson and approved by the Alumni Executive Board.

- b) The TPC Chairperson must have been a member of the Alumni Extension during the previous operational year and must have attended at least two National Conventions during the past three years.
- c) The TPC Chairperson shall serve as the Alumni representative on the Convention Planning Committee.
- d) The TPC Chairperson shall also serve as the Convention Planning Committee liaison to the Alumni Executive Board. The TPC Chairperson is a member of the CPC, not the AEB, but shall attend AEB meetings wherever financially and logistically feasible.
- e) The TPC Chairperson shall be subject to the orders of the Alumni membership, and shall take no acts in conflict with decisions made by vote of the Alumni membership or the goals and objectives of the National Society of Black Engineers.
- f) The TPC Planning Committee shall:
  - 1. Provide input to the CPC Task Force
  - 2. Oversee all Alumni activities at the National Convention.
  - 3. Ensure the coordination of programs, training, and other activities provided for Alumni at regional and national conferences.
  - 4. Produce an official transition report at the close of the term of office.

## **ARTICLE VII – Offices**

### **Section 1.**

All elected offices will be held by alumni members in good standing as defined by Article III, Section 6 of the NSBE Constitution.

### **Section 2.**

The elected offices of the Alumni Executive Board are:

- a. National Alumni Chairperson
- b. National Alumni Chair Elect
- c. National Alumni Secretary
- d. National Alumni Treasurer
- e. National Alumni Programs Chair
- f. Six (6) Alumni Regional Chairs
- g. Standing Alumni Committee Chairs

### **Section 3.**

The National Alumni Chairperson, National Alumni Chairperson-elect, National Alumni Secretary, National Alumni Treasurer, and National Alumni Programs Chair form the Alumni Executive Officers (AEO).

**Section 4.**

Any member of the NSBE Alumni is eligible to be elected for an Alumni Executive Office (AEO) who has been a member in good standing of the NSBE Alumni for at least two operational years immediately prior to the operation year for that office. All remaining elected AEB positions require a member to be in good standing of the NSBE Alumni for at least one operational year immediately prior to operation year of that office.

**Section 5.**

The Alumni Executive Board will take office May 1 following the election and will serve as follows:

- a. National Alumni Chairperson – one year term, after which he or she will assume the position of National Alumni Chairperson-Emeritus
- b. National Alumni Chairperson-elect - one year term, after which he or she will assume the position of National Alumni Chairperson
- c. National Alumni Secretary - one year term
- d. National Alumni Treasurer – one year term.
- e. National Alumni Programs Chairperson - one year term
- f. Regional Alumni Chairs-one year term
- g. Alumni Committee Chairs - one year term

**Section 6.**

Alumni Executive Board members may not serve as National Advisory Board members during their term of office.

**Section 7.**

Vacancies

- a. Should a vacancy occur in the office of National Alumni Chairperson, the National Alumni Chairperson-elect shall fill the unexpired term. The incoming National Alumni 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 National Alumni Chairperson-elect the unexpired term shall temporarily be filled by appointment by the National Alumni Chairperson and two-thirds approval by the Alumni Executive Board. Election of Chair-Elect in the event of vacancy shall be at the discretion of the Alumni Executive Board.

- c. Should a vacancy occur in any office other than National Alumni Chairperson, the unexpired term shall be filled by appointment by the National Alumni Chairperson with two-thirds approval of the Alumni Executive Board.
- d. Any Alumni Executive Board member who feels that he or she will be unable to perform the duties of the said office for thirty (30) consecutive days may submit a letter of resignation to the remaining Alumni Executive Board members requesting removal from the board. A vote by the Alumni Executive Board is not required. Follow the vacancy procedure to fill the office.

**Section 8.**

Alumni Regional offices and their duties shall be defined by individual regional working rules in accordance with all regulations of the NSBE Alumni.

**Section 9.**

Alumni Chapter officers and their duties shall be defined by Alumni Chapter Constitution in accordance with all regulations of the NSBE Alumni.

**Section 10.**

The previous National Alumni Chairperson shall serve a one year term as Alumni Chairperson-emeritus and will:

- a. Serve as an advisory member of the board (shall not vote)
- b. Prepare the Annual Report

**Section 11.**

There shall be an Alumni Parliamentarian appointed by the National Alumni Chairperson and approved by a simple majority vote of the Alumni Executive Board. The Alumni 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

**Section 12.**

Elections of National Officers

- a. Elections of National Officers will take place annually at the Annual National Convention. Alumni Regional Chairs should be elected at Alumni Regional meetings during the National Convention.
- b. The AEB shall appoint an elections committee to compile and disseminate documents and procedures to members seeking office. This elections committee will also coordinate the election at the Annual Convention and meeting with the supervision of the Alumni Parliamentarian.

## **ARTICLE VIII - Duties of Elected Offices**

### **Section 1.**

The duties of the elected offices are:

#### A. National Alumni Chairperson:

1. Shall preside over all official meetings of the NSBE Alumni.
2. Shall present ideas and propose direction for the NSBE Alumni.
3. Shall serve as the representative of the NSBE Alumni on the National Executive Board serving as a non-voting member.
4. Shall appoint members of all standing, and special committees, with advice and consent of the Alumni Executive Board, except where otherwise provided for in this document.
5. Shall approve, in advance, all official external communications sent out in the name of NSBE Alumni.
6. Shall oversee all activities of the NSBE Alumni.
7. Shall approve the NSBE Alumni Annual Report.
8. Shall coordinate the activities of the Alumni Executive Board and serve as Chair of the Administrative Zone.
9. Shall appoint an Alumni Parliamentarian, with advice and consent of the Alumni Executive Board, except where otherwise provided for in this document.
10. Shall attend regional alumni activities as the AEB representative whenever financially and logistically feasible.
11. Shall produce an official transition report at the close of the term of office.

#### B. National Alumni Chairperson-elect:

1. Shall preside in the absence or the inability of the National Alumni Chairperson.
2. Shall perform any activities, duties, and responsibilities as designated by the National Alumni Chairperson.
3. Shall oversee the activities of the six regions and serve as the chair of the Membership Zone.
4. Shall develop and finalize the Alumni Executive Board meeting agendas.
5. Shall require from regional alumni chairs a record of activities.
6. Shall attend regional alumni activities as the AEB representative whenever financially and logistically feasible.
7. Shall produce an official transition report at the close of the term of office.

#### C. National Alumni Secretary:

1. Shall fill out and countersign all certificates issued and make proper entries in the books of the NSBE Alumni.
2. Shall serve all notices required by law or the by-laws of the NSBE Alumni and in case of absence, refusal or inability to act, the duties of the office may be performed by any person whom the Alumni Executive Board may direct.

3. Shall record accurately the minutes of the Alumni Executive Board meetings; make available the minutes to all members upon request; and place them on file at the World Headquarters.
4. Shall report the minutes of the previous meeting at the present meeting of the Alumni Executive Board.
5. Shall require from the Alumni Executive Officers, Standing committees and special committees of the NSBE Alumni, a record of the activities of said body.
6. Shall forward an annual report to the Executive Boards of NSBE and NSBE Alumni one month after the National Election, summarizing the activities of the organization during the year and listing the elected officers.
7. Shall maintain and distribute Alumni Executive Board directory.
8. Shall maintain official copies of NSBE-AE governing documents to be archived at NSBE WHQ.
9. Shall manage the activities of the Alumni Communications Zone.
10. Shall produce an official transition report at the close of the term of office.

D. National Alumni Treasurer:

1. Shall act as an assistant treasurer to the National Treasurer.
2. Shall make expenditures for NSBE Alumni business in a manner approved by the Alumni Executive board and consistent with policy set forth by the NEB, and consistent with the approved budget.
3. Shall document annual dues of the NSBE Alumni in a manner developed along with the Alumni Executive Board.
4. Shall report annually to the Alumni Executive Board status and recommended organization dues changes.
5. Shall submit an annual report to the Alumni Executive Board, giving a complete accounting of finances for the previous year and reporting on such other matters as the Executive Board may require.
6. Shall submit a proposed budget to the Alumni Executive Board and National Executive Board prior to the deadline set by the National Treasurer for budget submissions.
7. Shall submit quarterly financial reports to the Alumni Executive Board.
8. Shall oversee the chapter and regional General Exemption Number (GEN) policy and procedures and ensure correct procedures are being used.
9. Shall oversee the implementation and operation of the GEN as it pertains to the Alumni.
10. Shall monitor the financial policies and procedures as set forth by the National Executive Board or National Treasurer as they pertain to the Alumni Extension.
11. Shall approve specific expenditures of the Alumni Extension consistent with the National Budget.
12. Shall perform other tasks as assigned by the National Alumni Chairperson and/or National Treasurer.
13. Shall manage the activities of the Alumni Finance Zone.
14. Shall keep accounts and monitor deposits of Alumni organization funds into the NSBE Alumni Treasury consistent with policy set forth by the NEB.

15. Shall produce an official transition report at the close of the term of office.

E. Alumni Programs Chair:

1. Shall coordinate the activities of the appointed committees responsible for NSBEAE programs and serve as a liaison between these committees and the Alumni Executive Board.
2. Shall identify and implement National programs to meet the goals and objectives of the NSBE-AE.
3. Shall coordinate allocations of funds from the Alumni programs fund.
4. Shall ensure Alumni proposals are in accordance with Alumni Interface Guidelines.
5. Shall represent the Alumni Executive Board as a member of the National Programs Zone.
6. Shall manage the activities of the Alumni Programs Zone.
7. Shall produce an official transition report at the close of the term of office.

F. Regional Alumni Chair:

1. Shall act as regional director of Alumni regional activities, including communication among local chapters of NSBE Alumni affairs.
2. Shall represent the thoughts and wishes of the region in Alumni Executive Board and Regional Executive Board meetings and conference meetings.
3. Shall coordinate the activities of the regional zone on the Regional Alumni Executive Boards.
4. Shall see that all alumni chapters in the region receive the information and materials they need in order to function efficiently.
5. Shall see that all alumni chapters within the region submit required documents in a timely manner.
6. Shall identify potential alumni chapters to charter within the region.
7. Shall provide leadership training to chapter-level counterparts.
8. Shall produce an official transition report at the close of the term of office.

## **ARTICLE IX – Committees**

### **Section 1.**

There shall be nine (9) standing committees of the NSBE Alumni, which are:

- a) Charter/Membership
- b) Finance
- c) Publications
- d) Technical Excellence
- e) Professional Development
- f) Public Relations
- g) Pre-College
- h) College Initiative
- i) Entrepreneurship

**Section 2. Committee Membership**

- a) The Charter/Membership Committee shall consist of the National Alumni Charter/Membership Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating membership activities at the Alumni regional level.
- b) The Finance Committee shall consist of the National Alumni Finance Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating solicitation and other fundraising activities at the Alumni regional level.
- c) The Publications Committee shall consist of the National Alumni Publications Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating publications activities at the Alumni regional level.
- d) The Technical Excellence Committee shall consist of the National Alumni Technical Excellence Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating technical excellence activities at the Alumni regional level.
- e) The Professional Development Committee shall consist of the National Alumni Professional Development Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating professional development activities at the Alumni regional level.
- f) The Public Relations Committee shall consist of the National Alumni Public Relations Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating public relations activities at the Alumni regional level.
- g) The Pre-College Committee shall consist of the National Alumni Pre-College Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating PCI activities at the Alumni regional level.
- h) The College Initiative Committee shall consist of the National Alumni College Initiative Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating CI activities at the Alumni regional level.
- i) The Entrepreneurship Committee shall consist of the National Alumni Entrepreneurship Chairperson and all Regional Alumni Executive Board members directly responsible for coordinating Entrepreneurship activities at the Alumni regional level.

**Section 3.**

These committees shall have the following duties:

**A. Charter/Membership Chair**

- 1. Shall maintain a list of the various chapter statuses and problems incurred in establishing their charter.
- 2. Shall review charters of those organizations proposing membership and forwarding
- 3. Shall maintain the membership roster.

4. Shall work with the NEB Membership Chairperson to maintain database of graduating NSBE student members for potential membership.
5. Shall produce an official transition report at the close of the term of office.

#### B. Finance

1. Shall develop and maintain the strategy to ensure the financial strength of the NSBE Alumni.
2. Shall document and submit funding needs to the National Finance Chair at the beginning of each fiscal year.
3. Shall serve as the point of contact for recruiters and companies attempting to fill technical positions, and shall recommend policy regarding this interaction.
4. Shall produce an official transition report at the close of the term of office.

#### C. Publications

1. Shall publish an alumni newsletter.
2. Shall develop mechanisms, in accordance with the National Publications Chairperson, to ensure the use of media and tabloids to further the objectives of the organization.
3. Shall coordinate with the National Publications Chairperson to ensure that Alumni-related information is included in NSBE publications, including the NSBE Magazine.
4. Shall produce an official transition report at the close of the term of office.

#### D. Public Relations

1. Shall prepare releases for advertising NSBE-AE activities.
2. Shall ensure working relationship between NSBE Alumni and other organizations of mutual interest.
3. Shall work the National Alumni Secretary to maintain documentation of NSBEAE history.
4. Shall produce an official transition report at the close of the term of office.

#### E. Professional Development

1. Shall represent the AEB as a member of the NLI committee.
2. Shall develop and implement Leadership, Management, Business Training, and Certification programs.
3. Assist with standardization of leadership activities at all regional conference and the Technical Professionals Conference during the National Convention.
4. Shall work with WHQ in developing alliances with other Professional Organizations.
5. Shall develop and initiate national programs to enhance the professional success of NSBE Alumni
6. Shall work with the National Programs Chair to develop programs to prepare NSBE members for professional success in their careers.

7. Shall produce an official transition report at the close of the term of office.

#### F. Technical Excellence

1. Development and implementation of AE Technical Scholarship.
2. Implementation of AE Call for Papers.
3. Management of the special interest group activities.
4. Investigation of PE/EIT and other technical training programs.
5. Identifying Chapter Technical Excellence Programs that can be National Programs.
6. Development of alliances with other Technical Organizations.
7. Shall assist TPC Planning Committee.
8. Assist and encourage AE members to pursue advanced degrees.
9. Shall produce an official transition report at the close of the term of office.

#### G. Pre-College Initiative

1. Represent the AEB as a member of the National PCI committee.
2. Work with the National Pre-College Initiative Chairperson to coordinate the establishment of NSBE Jr. chapters.
3. Develop leadership training programs for NSBE Jr. members.
4. Coordinate the Try-Math-A-Lon competition.
5. Assist in the planning of Summer Camping Conferences.
6. Produce an official transition report at the close of the term of office.

#### H. College Initiative

1. Serve as the Alumni representative to the National Academic Excellence Committee and the Community College Initiative Committee.
2. Shall work with the National Programs Chairperson and National Academic Excellence Chairperson to develop and implement programs of academic benefit to community college, undergraduate and graduate NSBE members.
3. Develop and initiate activities to increase Alumni-Collegiate interaction at all levels of the Society.
4. Shall identify additional methods by which the NSBE Alumni Extension can benefit the NSBE collegiate membership and shall recommend national and regional programs to accomplish this goal.
5. Investigate and advocate opportunities for Alumni graduate and post-doctoral research.
6. Help to foster working relationships between collegiate Senators and Alumni Delegates.
7. Develop programs to mentor NSBE members on internship or co-op rotations at institutions with an Alumni presence.

#### I. Entrepreneurship

1. Establish and oversee a NSBE-AE Entrepreneurial Development Group (EDG).

2. Identify existing Alumni entrepreneurs and develop programs to increase the number and success of Alumni entrepreneurs.
3. Provide entrepreneurial content at regional conferences and the National Convention.
4. Develop an annual NSBE entrepreneurial directory.
5. Develop an entrepreneurial training curriculum.
6. Assist Regional Alumni Programs Chairs and Alumni Chapters with the development and implementation of regional and chapter level entrepreneurship programs.

**Section 4.**

In addition to the above duties, the committees will carry out tasks deemed necessary by the Alumni Executive Board.

**ARTICLE X – Voting**

**Section 1.**

Each Alumni Chapter in good standing is entitled to have two delegates at all meetings where a vote of the general membership is taken.

**Section 2.**

Each Alumni Chapter delegate is entitled to one vote, unless only one delegate (in which case the delegate can cast both votes) represents the chapter.

**Section 3.**

Each Alumni Chapter is entitled to cast two votes (via its two delegates) during the election of Alumni Executive Board members.

**Section 4.**

All members of the AEB, excluding the National AE Parliamentarian have the right to vote during all AEB meetings.

**ARTICLE XI – Meetings**

**Section 1.**

There shall be regularly scheduled meetings as determined by the Alumni Executive Board.

**Section 2.**

A quorum for transacting business at general meetings of the alumni extension shall consist of no less than a simple majority of all members present at the meeting and a majority of the elected officers.

**Section 3.**

A quorum for all transaction of Alumni business at the annual meeting of the National Society shall be:

- A. No less than two (2) Alumni Executive Officers; and,
- B. No less than four (4) Regional Alumni Chairpersons; and,
- C. No less than two (2) alumni members in good standing from any one (1) region of the National Society.

A quorum for the transaction of all business at Alumni Executive Board Meetings shall be ten voting members of the Alumni Executive Board. The quorum must include:

- A. No less than two Alumni Executive Officers; and,
- B. No less than two Alumni Standing Committee Chairpersons; and
- C. No less than three Regional Alumni Chairpersons.

## **ARTICLE XII – Regions**

### **Section 1.**

Each region shall have an alumni executive board consisting of a chairperson and officers, and shall have operating guidelines approved by the Alumni Executive Board and filed as an official document of the NSBE Alumni.

### **Section 2.**

Regional alumni executive boards shall serve as liaisons between its chapters and the Alumni Executive Board and shall carry out the objectives of the NSBE Alumni.

## **ARTICLE XIII – Chapters**

### **Section 1.**

Chapters shall serve as the primary program vehicle for the members; programs should be in accordance with the objectives of the National Society.

### **Section 2.**

Each chapter shall have a chapter constitution to be filed as an official document of the NSBE Alumni at WHQ.

### **Section 3.**

Chapters must register annually with the National Society to be officially recognized as a chartered chapter.

## **ARTICLE XIV - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National Society in all cases to which they are applicable and in which they are not inconsistent with these operating guidelines and any special rules of order the National Society may adopt.

## **ARTICLE XV - Termination of Alumni Executive Board Members**

### **Section 1.**

Any elected officer of the Alumni Executive Board may be impeached and removed from said position. Any member seek to terminate an elected officer of the Alumni Executive board, by following the impeachment process:

- a. Upon recommendation of the member seeking to terminate a member, the Chair shall prepare a statement of impeachment listing the responsibilities that were not satisfied and/or accomplished. In the case where the Chair has been requested for removal the Secretary will prepare the statement.
- b. The Chair via certified mail or the equivalent will send the charges against the elected board member, receipt requested. In the case where the Chair has been requested for removal the Secretary will mail the statement.
- c. The elected board member must respond to the charges in writing to each voting Alumni Executive Board member within 10 days of receipt of the impeachment request notice. The board member should prepare for the inquiry and rebuttal.
- d. The inquiry will be performed with the elected board member being impeached and the remaining elected board members.
- e. If the elected board member does not respond with in 10 days to the impeachment request notice a vote by the Alumni Executive Board will automatically be taken.
- f. The impeachment shall be approved by the unanimous affirmative vote of the remaining elected membership of the Alumni Executive Board.
- g. If the elected board member was not impeached, a follow up status of their obligations shall be addressed by the Alumni Executive Board at which time the impeachment process may be revisited after 15 days.
- h. In the event that the elected officer is impeached the decision of the Alumni Executive Board is final.

### **Section 2.**

Any appointed member of the Alumni Executive Board may be impeached and removed from said position. To terminate an appointed member of the Alumni Executive Board, the following impeachment process shall be followed:

- a. Upon recommendation of the member seeking to terminate a member, the Chair shall prepare a statement of impeachment listing the responsibilities that were not satisfied and/or accomplished.

- b. The Chair via certified mail or the equivalent will send the charges against the appointed board member, receipt requested.
- c. The appointed board member must respond to the charges in writing to each voting Alumni Executive Board member within 10 days of receipt of the impeachment request notice. The appointed board member should prepare for the inquiry and rebuttal.
- d. The inquiry will be performed with the appointed board member being impeached and the elected board members.
- e. If the appointed board member does not respond within 10 days to the impeachment request notice a vote by the Alumni Executive Board will automatically be taken.
- f. The impeachment shall be approved by the affirmative vote of no less than two-thirds of the elected members of the Alumni Executive Board.
- g. If the appointed board member was not impeached, a follow up status of their obligations shall be addressed by the Alumni Executive Board at which time the impeachment process may be revisited after 15 days.
- h. In the event that the appointed member is impeached the decision of the Alumni Executive Board is final.

### **Section 3.**

Any Regional Chair member of the Alumni Executive Board may be impeached and removed from said position. To Terminate a Regional Chair member of the Alumni Executive Board, the following impeachment process shall be followed;

- a. The Alumni Chair shall prepare a statement of impeachment listing the responsibilities that were not satisfied and/or accomplished.
- b. The Alumni Chair via certified mail or the equivalent will send the charges against the appointed board member, receipt requested.
- c. The Regional Chair must respond to the charges in writing to each voting Alumni Executive Board member within 10 days of receipt of the impeachment request notice. The appointed board member should prepare for the inquiry and rebuttal.
- d. The inquiry will be performed with the Regional Chair being impeached and the elected board members.
- e. If the Region Chair does not respond within 10 days to the impeachment request notice a vote by the Alumni Executive Board will automatically be taken.

- f. The impeachment shall be approved by the unanimous affirmative vote of the remaining elected membership of the Alumni Executive Board.
- g. If the Regional Chair is not impeached, a follow up status of their obligations shall be addressed by the Alumni Executive Board at which time the impeachment process may be revisited after 15 days.
- h. In the event that the Regional Chair is impeached the decision of the Alumni Executive Board is final.
- i. In the event the Regional Chair is impeached they can still serve his or her term as the Regional elected officer, but not as the Alumni Executive Board Representative.
- j. The Regional Alumni Executive Board must supply an acceptable replacement to represent the Region on the Alumni Executive Board and the replacement must be approved by a two-thirds vote of the elected Alumni Executive Board members.

## **ARTICLE XVI – Amendments**

### **Section 1.**

The Alumni Operating Guidelines shall be amended by:

- a. A two-thirds vote of the Alumni Executive Board, or
- b. A two-thirds vote of the delegates attending the annual National Convention

### **Section 2.**

- a. Amendments must be submitted in a written proposal to the Alumni Executive Board to be reviewed. The proposal must be clearly stated and justified.
- b. Upon change the Alumni Operating Guidelines, an updated copy must be sent to the National Parliamentarian for review by the National Executive Board and placement in the national archives.

## **ARTICLE XVII - NSBE Alumni Extension House of Delegates**

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

Each Region Alumni Extension House of Delegates shall select officers to facilitate its operations:

1. Speaker of the House: Will preside over House sessions and represent the House to the Regional Alumni Executive Board, Regional Document Review Committee, general membership, and other appropriate entities within NSBE.
  2. Clerk of the House: Will maintain Delegate listservs, keep records of House legislative activities in conjunction with the Regional Alumni Secretary and National Alumni Parliamentarian, and issue House communications to the RAEB, Regional Parliamentarian, and other boards, committees, and entities within NSBE.
  3. Except as identified in these operating guidelines, Officers of the House of Delegates shall not serve as officers of the National Executive Board, Alumni Executive Board, Regional Alumni Executive Board or Regional Executive Board.
  4. All officers of the House of Delegates shall retain their right to vote.
  5. All House officers will be elected at the National Convention and shall follow the same term of office as the RAEB.
  6. If a House officer is separated from office for any reason, a replacement shall be elected by Delegate vote within one month of the separation. Electronic voting shall be permitted. The remaining officer shall preside over the election. If both officers are separated from office, the Regional Alumni Chairperson-Elect shall preside over the elections.
- C. The National Alumni Parliamentarian shall also be known as the National Speaker of the House, and shall coordinate the activities of the NSBE AE House of Delegates with the assistance of the six regional Speakers of the House.
- D. The NSBE House of Delegates is hereby designed to make informed decisions on behalf of the Alumni Member of the National Society of Black Engineers.
1. Delegates should make decisions with the consent of the chapter in which they represent.
  2. Delegates should communicate with their respective chapters before making decisions on behalf of the chapters.
- E. Delegate Selection
1. Chapter Delegates shall be selected by the Alumni Extension chapters they represent.
  2. Delegates must be members in good standing.

3. Affiliate members may not serve in the position of Delegate per Article III Section 2b of the constitution of the National Society.
4. Chapter Delegates should be selected at the time new officers are elected at the chapter in order to serve the entire term.
5. Chapters will be responsible for submitting Delegate names prior to Regional Leadership Conference.

F. Delegate Meetings

**Section 1 - Regional Conferences**

There shall be designated House legislative sessions at all Regional Conferences at a time and place determined by the Regional Alumni Executive Board.

1. The first Regional meeting of an operational year, Regional Leadership Conference, shall include time to provide legislative training for delegates, including but not limited to parliamentary procedure, NSBE operating procedures and governing documents.
2. All Regional meetings shall include House of Delegates legislative sessions for the purpose of addressing current issues within the organization.
3. RAEB members are required to ensure proper RAEB attendance at designated House legislative sessions to meet quorum requirements for delegate activity.

NSBE Delegates will be provided with the following prior to House of Delegates legislative sessions, and shall have the following responsibilities during the Regional Conference:

1. All changes to National Society Governing Documents since the previous Delegate meeting.
  - Governing Documents include: Constitution, Bylaws, Alumni Operating Guidelines, Regional Bylaws, Regional Alumni Operating Guidelines, and all other official NSBE governing documents.
2. Any proposals presented by any AE chapter within the Region for discussion.
3. The agenda of House legislative sessions is the responsibility of the Speaker of the House.
4. Delegates shall cast votes in their individual regional meetings on behalf of their chapter.

## **Section 2 - National Convention**

NSBE Delegates shall have the following responsibilities during the Annual National Convention:

1. Delegates should be present at all NSBE General Sessions and will sit in the section designated for chapter Delegates. Delegates shall be given notice of the time of the general sessions prior to National Convention.
2. Delegates should be present at all National Forums and will sit in the section designated for chapter Delegates. Delegates shall be given notice of the time of the National Forums prior to National Convention.
3. Delegates should be present at all ad-hoc business sessions called by the National Alumni Executive Board.
4. The Delegates shall cast votes in the national alumni election on behalf of their chapters.