



NATIONAL SOCIETY OF BLACK ENGINEERS

**NATIONAL SOCIETY OF BLACK ENGINEERS  
NSBE-UCF CONSTITUTION**

4/30/2019

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## CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers National Constitution describes the manner in which the national organization shall be governed and structured. The NSBE Chapter Constitution document shall serve as a governing document for NSBE-UCF and not supersede or take authority in matters where working rules of NSBE sub bodies do not exist or are in conflict. As such, all working rules of NSBE Chapters shall comply, and be consistent with the National Constitution.

### 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 and engineering technology. 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

#### *Section 1. Chapter Name*

The name of this organization shall be the NSBE-UCF of the National Society of Black Engineers.

#### *Section 2. Objectives*

- A. The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.
- B. The objectives shall include programs that serve to stimulate and develop student interest in engineering; to strive to promote participation at all levels of responsibility in the field of engineering by the black communities; and to endeavor in the advancement of black professional engineers within the individual engineering disciplines



## ARTICLE II –CHAPTER GOVERNMENT

### *Section 1. Governing Laws*

- A. This organization shall be governed by the Constitution, By-Laws and all amendments to the Constitution and By-Laws of this organization.
- B. The Constitution and the By-Laws of this organization shall be within the boundaries of the Constitution, By-Laws and Rules for the Government of Chapters of the National Society.

### *Section 2. Final Approach*

- A. The Constitution, By-Laws and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive board of the National Society.
- B. The laws that govern this Chapter shall be in effect only after approval from the Executive Board of the National Society has been granted.
- C. No laws of this Chapter shall be retroactive.

## ARTICLE III –MEMBERSHIP

### *Section 1. Membership*

- A. Membership and participation in this organization shall be free from discrimination of the basis of sexes, race, religion, ethnic group or national origin.
- B. Membership shall require that the proper dues have been paid to both the National Society and this Chapter.
- C. Membership in this Chapter shall be designated as Affiliate Member, Member, or Honorary Member.
- D. The definition of each type of membership shall be defined as stated in the National Constitution and Bylaws.
  - a. AFFILIATE MEMBER shall be defined as a person of high moral character who has received a registered membership card through payment of dues and who has received or is receiving a degree from College of Engineering & Computer Science and/or other colleges represented at University of Central Florida.
  - b. MEMBER shall be defined as a person of high moral character enrolled in the College of Engineering & Computer Science and/or other colleges represented at University of Central Florida and have received a registered membership card



- through payment of dues.
- c. HONORARY MEMBER shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of the National Society and has been nominated by the chapter, region, or the National Executive Board.
  - d. VOTING MEMBER shall be defined as a member enrolled as a student or affiliate member who has met his/her financial obligation to the National Society, Region, and the Chapter.
  - e. Chapter Executive Board Member shall be defined as a person elected by the general body or appointed by the Chapter President to serve on the Executive Board of the University of Central Florida chapter of the National Society of Black Engineers for a full term. If the full term is not completed the position is forfeited along with the entitled benefits.

### ***Section 2. Voting***

- A. A voting member shall be defined as a member enrolled as a student or affiliate member who is a current paid member of the National Society of Black Engineers both nationally and within the Chapter.
- B. Each Member and Affiliate Member in good standing is entitled to one vote at all meetings
- C. All Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.
- D. A majority of voting members present shall be necessary for any business to take place except where noted in this document.
- E. Voting quorum shall be defined as two thirds of the Chapter's eligible voting members.

### ***Section 3. Dues***

- A. All members of this organization shall pay proper dues to the National Society and this Chapter
- B. Chapter membership fees shall be reviewed annually by the Executive Committee and can only be changed by a two-thirds vote of the chapter
- C. Honorary Members shall be exempt from Chapter dues.
- D. National Society dues and chapter dues for the year shall be paid to the treasurer prior to the deadline set by the Regional Executive Board, and the National Society.



- E. A plan of payment can be made with the treasurer concerning payment of Chapter dues prior to the third regular meeting of each quarter concerning that quarter's dues

## **ARTICLE IV- MEETINGS**

### ***Section 1. First Meeting***

The first regular meeting date of the next academic year shall be decided at the last meeting of the present academic year. Quorum, within the first meeting, is established with at least 50% of executive board members present.

### ***Section 2. Regularity***

- A. Regular meetings shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the members present at the first meeting of the academic year.
- B. The President may call an unscheduled meeting when necessary provided that every member receives a notification at least 24 hours prior to the meeting.

## **ARTICLE V -OFFICERS**

### ***Section 1. Positions***

- A. The elected officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Programs Chair, and Parliamentarian.
  - a. It should be noted that the positions for the chapter be active are President, Vice President, Secretary, Treasurer, Senator, Programs Chair, and Parliamentarian.
- B. The Appointed officers of the Chapter shall be Finance Chair, Membership Chair, Historian, Pre-College Initiative Chair, Academic Excellence Chair, and T.O.R.C.H. Chair
- C. The chapter shall have a minimum of one advisor responsible for informing other faculty of the activities of this chapter.
- D. To run for an elected position you must receive two separate signatures from current Administrative officers. To run for an appointed position you must receive one two signatures from current board members with one being from the administrative zone.
- E. No person who resigns from his/her position shall be allowed to return to that position during the same academic year.



- F. If after elections are held and said positions are open, the elected board shall determine by interview and a simple majority vote on new members.

## ***Section 2. Elected Officers Duties***

### **A. President**

1. Present a clear vision and direction for the Chapter.
2. Work closely with CEB to implement programs that reflect the vision in accordance to the National Directives.
3. Shall preside over all meetings of this chapter and provide an agenda for each member at each regular meeting.
4. Shall serve as representative of this chapter.
5. Shall be responsible or designate someone to be responsible for reserving a place for each regular meeting during the academic year.
6. Submit Monthly Reports to the Regional Chair.
7. In conjunction with the Vice President, shall lead the Administrative Zone.
8. Shall work in conjunction with Programs Zone and Membership Chair to establish NSBE Week

### **B. Vice President**

1. Shall preside in the absence or the inability of the President.
2. Shall perform such other duties as may be assigned to them by the President.
3. If the office of the President becomes vacant for any reason during his/her elected term, the Vice President shall become the President until the President is able to return to his/her position or the term expires; thereby, creating a vacancy of Vice President.
4. Manager of all zone leaders
5. Submit monthly reports Regional Vice Chair.

### **C. Secretary**

1. Shall keep accurate minutes of each meeting.
2. Shall keep an accurate record of membership and attendance at Chapter meetings.
3. Shall forward an annual report to the Executive Board of the National Society before February 1st, of each year, summarizing the activities of the Chapter during the year and listing the elected officers.
4. Shall submit a semester report to the Chapter, at the last regularly scheduled meeting that contains all the activities of the Chapter during the present quarter.
5. Shall keep all official records of this chapter except for those herein that the custody and control of shall be that of another office.
6. Editor in Chief for chapter correspondence/publications.
7. Preside over the communication zone.
  - i. Membership Chair
  - ii. Historian



8. Relay any pertinent information to your chapter membership (i.e. Scholarships, Job fairs, etc)
9. Submit monthly reports to Regional secretary.

#### D. Treasurer

1. Shall keep an accurate account of the Chapter's funds.nsv
2. Shall maintain a membership roll and collect all dues of the Chapter members.
3. Shall forward all National Society dues of the Chapter members.
4. Shall submit a report to the Chapter members at least once a month concerning the financial status of the Chapter, in writing.
5. Shall submit an annual report to the Executive Board of the National Society before February 1st of each year, giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
6. Shall be responsible for obtaining and/or maintaining a bank account in the name of this Chapter.
7. All monies received by the Treasurer shall be deposited in the Chapter's bank account, within five business days after such receipt, by the Treasurer.

#### E. Programs Chair

1. Responsible for planning and implementing NSBE programs and may delegate certain responsibilities to zone members.
2. Assume responsibility for making sure the Institute of Chapter Development (ICD) is properly filled out annually (if needed).
3. Encourage members to participate in chapter activities by appealing to the program's ability to develop the member and the chapter.
4. Preside over Programs Zone
  - i. TORCH Chair
  - ii. Academic Excellence Chair
  - iii. Pre-College Initiative Chair
5. Shall be a part of the budget making process and understand the total amount of money that will be spent on programs throughout the year.
6. Shall make sure that money spent on events throughout the year is critical to the mission and directives of the chapter.
7. Shall keep all documents used for activities to provide proof of implementation within the ICD (if needed) and as a guide for the next year's Programs Chair and will share documents with Secretary.
8. Shall work with the entire chapter executive board to ensure the success of programs.
9. Shall submit monthly reports to Regional Programs Chair





F. Parliamentarian [Senator 1]

1. Shall ensure that Parliamentary Procedure is observed and executed properly.
2. Assist in maintaining order at all meetings.
3. Understand and enforce procedures as related to the below stated documents
  - i. National Constitution
  - ii. Region III Bylaws
  - iii. Working Rules for Region III
  - iv. Collegiate Level Bylaws
4. Explain procedures or restrictions when necessary.
5. Establish how meetings will be conducted.
6. Conduct nomination and election processes and ensure quality candidates contest positions.
7. To enforce the Disciplinary/Misconduct system established or retained for the respective academic year. If the office of the Parliamentarian is vacant for any reason, the Senator(s) will preside over the system until return or until term expires.
8. Shall coordinate the chapter's attendance, travel, and lodging for Regional Leadership Conference (RLC), Fall Regional Conference (FRC) and National Convention.
9. Shall be the Point of Contact for members that wish to attend NSBE Conferences
10. Shall relay pertinent information related to conference to the membership (payment deadlines, registration prices, competitions and events at conference, etc.)
11. Submit monthly reports to Regional Parliamentarian.
12. Shall assist Senator as necessary.

***Section 3. Appointed Officers Duties***

A. Senator [2]

1. Shall ensure that the chapter votes are cast during Regional and National Business.
2. In the absence of a Parliamentarian, will preside over the Disciplinary/Misconduct system until return or until term expires.
3. Attend all assigned meetings as an NSBE-UCF representative.
4. Serve as a liaison between NSBE-UCF and surrounding NSBE chapters.
5. Attend all regional and national conferences as a representative of NSBE-UCF.
6. Understand procedures as related to the below stated documents
  - i. National Constitution
  - ii. Region III Bylaws
  - iii. Working Rules for Region III
  - iv. Collegiate Level Bylaws
  - v. Professionals Operating Guidelines
  - vi. Professionals Interface Guidelines



7. Assist in creating a voting system on the Chapter Level for Regional and National voting
8. Members of Regional Senate and directed by Regional Parliamentarian
9. Advise and educate membership on amendments and business of National Society of Black Engineers
10. Ensure Parliamentary Procedure is observed and enforced
11. Shall coordinate the chapter's attendance, travel, and lodging for Regional Leadership Conference (RLC), Fall Regional Conference (FRC) and National Convention.
12. Shall be the Point of Contact for members that wish to attend NSBE Conferences
13. Shall relay pertinent information related to conference to the membership (payment deadlines, registration prices, competitions and events at conference, etc.)
14. Serve as Liaison between NSBE-UCF and SGA Senator
15. Shall work in conjunction with the Treasurer to create a budget and payment schedule for all conferences (RLC, FRC, National Convention)
16. Submit monthly reports to Regional Parliamentarian

#### B. Finance Chair

1. Shall organize, plan and execute fundraising activities.
2. Shall solicit local corporations for NSBE--UCF funds.
3. Shall check and balance all NSBE-UCF funds.
4. Assist in collecting dues from members
5. Shall be a liaison between corporate sponsors.
6. Shall work with the Treasurer and programs chair to develop solicitation packet and solicit local corporations for NSBE--UCF funds.
7. Responsible for developing a Solicitation Packet for local corporations.
8. To have a successful sponsor relationship, the finance chair needs to receive and retain 501c3 status through the year.

#### C. Academic Excellence Chair

1. Devise an Academic Excellence program for the members.
2. Implement Chapter, Regional and National Academic Excellence programs.
3. Submit monthly reports to Regional Academic Excellence Chair.
4. Shall coordinate and plan all programs focused on improving chapter GPA (i.e. workshops, etc.)
5. Shall conduct regular professional programming for the purposes of improving membership for professional development (such as workshops).

#### D. Historian

1. Shall correspond with the secretary to obtain necessary information in terms of events and etc.
2. Shall coordinate all advertisements (flyers, cards, written media publications, etc.) for NSBE-UCF events.
3. Shall promote NSBE-UCF activities and meetings along with Membership chair
4. Maintain historical and current records of NSBE-UCF activities, events, and programs and share them with the Secretary.
5. Take photographs of NSBE-UCF activities, events, and programs.
6. Promote NSBE-UCF activities, programs, and events along with Membership Chair
7. Maintain and organize NSBE-UCF homepage.
8. Contact all members via social media of all NSBE-UCF events and meetings.
9. Submit monthly reports to Regional Telecommunications Chair.
10. Shall organize and maintain NSBE-UCF newsletter.
11. Shall correspond with the Secretary to obtain necessary information for NSBE-UCF website.
12. Shall coordinate all advertisements for NSBE-UCF events for NSBE-UCF website.
13. Shall promote NSBE-UCF activities and meetings in NSBE-UCF website.

#### E. Pre-College Initiative Chair

1. Coordinate pre-college events for NSBE-UCF (i.e. PCI camps etc.).
2. Develop and implement programs to assist in the academic and technical development of pre-college students within the area of the Chapter.
3. Coordinate and document chapter implementation of Regional Pre-college Initiative Programming and share documentation with Secretary.
4. Maintain relationship with the Central Florida Branch of the National Achievers & other Central Florida and/or Florida pre-college initiative programs.
5. Submit monthly reports to Regional PCI Chair.
6. Maintain NSBE Jr. Chapter(s).

#### F. Technical Out-Reach and Community Help Chair

1. Shall be responsible for implementing the five branches of T.O.R.C.H.
  - i. A Walk for Education
  - ii. STEM Community Training
  - iii. Technical Expertise Services
  - iv. Traditional Community Service
  - v. Informal Engineering and Science Education
2. Submit monthly reports to Regional T.O.R.C.H Chair

#### G. Membership Chair

1. Serve as primary contact for general membership.
2. Shall choose whether or not to maintain a joint point/reward system.
  - i. If applicable, will determine and maintain point system, as well as reward system.
3. Shall inform membership of activities, programs, and events.
4. Create programs and functions to recruit new members, retain current members and reclaim old members.
  - i. i.e. socials, classroom visit presentation, tabling events
5. Submit monthly reports to Regional Membership Chair.
6. Shall work in conjunction with the Historians to promote events, programs, and activities.
7. Shall work in conjunction with Programs Zone in the creation of one NSBE Week and E-Week Event.
8. Shall create membership welcome letter in conjunction with Secretary. Shall create membership form to track member status.
  - i. i.e. Member status includes gender, year, major, company interest ect.
9. Handout promotional items for NSBE-UCF to local media.
10. Assist Historian in the maintenance of the newsletter.
11. Serve as a liaison between surrounding NSBE- chapters as well as the UCF community.
  - i. Develop/maintain events calendar for UCF (RSO) Registered Student Organizations partners (AASU, CSA, ASO, ASME, ASCE, Theta Tau, SWE, SHPE, etc.)

#### ***Section 4. Executive Board Advisor(s)***

- A. Shall advise the board throughout the year
- B. Shall assist in transitioning the administration zone during the summer
- C. Shall work closely with the executive board to help maintain the chapter vision throughout the year
- D. Shall attend 5 meetings per semester (1 of the meetings must be an Administration Zone meeting, 1 of the meetings must be an executive board meeting and 1 of the meetings must be a general body meeting)
- E. Cannot serve more than two consecutive years as an Advisor
- F. Cannot Vote
- G. Must have previously served at least one full term in an Administrative Zone position on the NSBE-UCF Executive Board.
- H. The Previous Advisor Term will end by the 1st EBM of Summer B; the Succeeding Advisor Term will begin the 1st EBM of Summer B.



### ***Section 5. Elected Officers Requirements***

- A. Only Paid National and Chapter Members can hold elected positions in the Chapter.
- B. Only voting members shall hold the elected offices of this chapter.
- C. Voting member must have a cumulative grade point average of 2.5 or higher to be elected or appointed.
- D. Must be willing to serve a full year term if elected.
  - i. 1 Year Term is defined as your graduation date must not be earlier than the spring semester of your term
- E. Must be aware of the responsibilities of the office for which they are nominated.
- F. Must obtain the signature of 2 current Executive Board members on their application.
- G. Affiliate and Honorary members cannot hold elected positions in the Chapter.

### ***Section 6. Nominations and Elections***

- A. No later than the second regular meeting of the Spring semester, a Nominating Committee shall be appointed by the Chapter President. This committee shall consist of a chairperson and at least two other members.
- B. The nomination committee shall nominate at least one candidate for each elected position of the Chapter. The nominating committee shall report these nominees to the Chapter before the first regular meeting in March.
- C. Elections shall take place at the first regular meeting in March, for the offices of President, Vice President, Secretary, Treasurer, and Parliamentarian.
- D. The Nominations Committee shall present a slate containing the names of all the nominees they have for each elected position to each voting member on the day of the elections.
- E. The newly elected officers shall assume their positions on the 1<sup>st</sup> of May and shall serve a term of one academic year.
- F. An absolute majority vote of the voting members present on Election Day shall be necessary for a person to be elected to an elected position.
- G. If any elected office becomes vacant, the office shall be filled by a simple majority vote at a meeting designated by the President.



## ARTICLE VI -COMMITTEES

### ***Section 1. Constitution***

- A. The Committee shall make recommendations to the Chapter with respect to all proposed amendments to the Constitution and By-Laws that may properly be referred to it for consideration
- B. In The Committee reserves the right to make changes for the clarity of the Constitution.

### ***Section 2. Fundraising***

- A. The Committee shall make recommendations to the Chapter with respect to which activities to plan for fundraising.

### ***Section 3. Communications***

- A. The Committee shall be responsible for submitting all articles for publication in any printed news source that may from time to time occur.
- B. The Committee shall be responsible for informing members of any special meetings that may from time to time occur, by means of phone or letter.
- C. The Committee shall post announcements containing the time, place and date of all regular meetings at least two workdays prior to the meeting.

### ***Section 4. Nominations***

- A. The Committee shall be responsible for making nominations for all elected positions.
- B. The Committee shall set the criteria for which a person must meet to run for any elected position. The criteria shall be required to be passed by the Executive Committee.
- C. The names of all persons wishing to run for an office shall be turned in to the Committee.

### ***Section 5. Executive [Administrative]***

- A. The Committee shall perform all duties assigned to it by this document
- B. The Committee shall consist of the President, Vice President, Secretary, Treasurer,



Parliamentarian, and of all committee chairpersons. The President shall serve as Chairperson of this Committee.

- C. Shall appoint all chairpersons and members of all committees, except where otherwise provided for in this document by majority vote of the admin zone

### ***Section 5. Executive [Administrative]***

- A. The Committee shall perform all duties assigned to it by this document
- B. The Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and of all committee chairpersons. The President shall serve as Chairperson of this Committee

### ***Section 6. PCI***

- A. Communicate directly with parents and potential NSBE Jrs
- B. Assist with PCI solicitation packets
- C. Assist in documentation and completion of monthly reports
- D. Assist in planning and execution of NSBE Jr. Programs
- E. Record attendance at PCI Events
- F. Assist in execution of any other duties designated by PCI Chair

### ***Section 7. TORCH***

- A. Assist in preparation and execution of AWFE
- B. Assist in planning and preparation of traditional community service events
- C. Assist in planning and preparation of informal science education events and activities
- D. Record attendance at T.O.R.C.H events
- E. Assist in execution of any other duties designated by TORCH Chair

### ***Section 8. Conference Planning***

- A. Assist Conference Planning Chair in search for hotels/transportation rates
- B. Assist with SGA paperwork
- C. Assist in execution of any other duties designated by Conference Planning Chair



### ***Section 9. Membership***

- A. Assist in planning and execution of tabling inside and outside the Engineering building
- B. Assist in planning and execution of tailgating and membership socials
- C. Assist in documentation and completion of monthly reports
- D. Record attendance at Socials and other membership events
- E. Assist in execution of any other duties designated by Membership Chair

### ***Section 10. Ad Hoc Committees***

- A. Ad hoc committees are formed at the discretion of the Chapter president, with the approval of the Administration Zone, with the objective of achieving a finite list of goals. The lifespan of ad hoc committees are contingent upon the meeting of these said goals.
- B. Upon the termination of an ad hoc committee, a report of operations and all supporting documentation must be archived as official documents of the Chapter.

Officers appointed by the Committee shall serve for the duration of that term, until the return of the elected officer, or until further action by the Committee.

## **ARTICLE VII - DISCIPLINARY SYSTEM**

- A. The purpose of the discipline system is so each member of the chapter executive board is held responsible for his/her action(s).
- B. Discipline System is as follows:
  - a. Warning: You will receive a warning for tardiness without notifying a member of the administrative zone, incomplete action items, etc.
  - b. One-on-One: This will be a scheduled time for the parliamentarian and administrative zone leader and/or if the entire administrative zone to sit down with the person(s) of misconduct.
  - c. Write-up: This will be a documented form that will explain the steps taken to communicate what is expected from the e-board member and why it was not followed. PLEASE understand that this will be taken into account for the next time you run for e-board.
  - d. Removal from the executive board: Already holding an e-board position is work but for the continuation of misconduct means you do NOT want to be a leader in





this organization. So the zone lead or parliamentarian will inform you that you are being removed from the executive board (impeached).

- e. If the officer is not impeached by a majority vote of the executive board, they will subject to another impeachment trial upon an additional infraction, incomplete action item, etc.
- f. All the above can be avoided if you take your responsibilities seriously and inform your team what is going on.
- g. The discipline template (Write-up) is to be filled out in its entirety and given to the secretary for documentation.

It should be noted that any board member may be impeached without this process if the circumstances are sufficient.

## **ARTICLE VIII - TERMINATION OF BOARD MEMBERS**

### ***Section 1. Impeachment of Officers***

- A. Any board member of NSBE-UCF may be impeached and removed from their position in either of the following ways:
  1. A majority vote of the Chapter members; or
  2. A two-thirds vote of the Chapter Executive Board, not including the officer upon whom the charges have been brought.
- B. If a member feels that an officer is not fulfilling his/her duties, he shall, in writing, submit a request for impeachment to the President; however, if the officer in question is the President, the request shall be submitted the Chapter Advisor.
- C. Impeachment proceedings shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.
- D. An officer shall be required to be in good academic standing with the College or they will be subject to impeachment.

## **ARTICLE IX - RATIFICATION, AMENDMENTS, EXCEPTIONS**



### ***Section 1. Ratification***

A simple majority vote of the chapter members shall be necessary for ratification and establishment of this Constitution

### ***Section 2. Amendment Proposals***

- A. All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Chairperson of the Constitution Committee not less than two meetings before Chapter consideration.
- B. The Chairperson of the Constitution shall distribute copies of all amendments to each member not less than one meeting prior to the meeting in which the proposed amendment is to be considered.
- C. Adoption of an amendment to the Chapter Constitution shall require a two-thirds vote of the Chapter membership provided there are at least nine members present at the meeting when it is considered.
- D. All amendment adoptions shall take place at regular Chapter meetings.

### ***Section 3. Exceptions***

- A. In matters that are expedient, ratification by a simple majority vote shall provide exception to the rules set down by this Constitution, provided there are at least ten members present at the meeting.
- B. All matters of exceptions to this Constitution shall be presented to the Constitution Committee by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption to the Constitution.
- C. All exceptions made shall be subject to annulment at the next regular meeting of the Chapter after the meeting at which the exception was made.

## **ARTICLE X – RESIGNATIONS**



### ***Section 1. Resignation of Officers***

Upon an executive board member's desire to leave the board, they should:

- A. Inform his/her zone lead, who will inform the ADMIN ZONE at the next executive board meeting.
- B. Write a letter detailing why you are leaving the board and present the letter to the Parliamentarian in a scheduled meeting
- C. Attend a resignation meeting hosted by the resignee, President, Vice President, and Parliamentarian. At this meeting the resignation form should be used as a format template of the meeting. All signatures must be signed on the form to confirm the resignation of the executive board member.
- D. The resignation form should be filed in the parliamentarian folder. A copy of the form should be delivered to the NSBE Academic Advisor by the Parliamentarian.
- E. Executive Board procedures should be discussed at the next executive board meeting to ensure that the resignee's "work" will still be completed. Refer to the resignee form for more information about the resignee's project(s).