



National Society of Black Engineers

University of California, San Diego

Preamble

This Chapter of the National Society of Black Engineers shall consist of at least ten members of the same educational institution. These members shall follow the rules and bylaws of the National Society of Black Engineers' Constitution and the rules and bylaws found herein.

Article I

Name and Type

The name and type shall be the National Society of Black Engineers at UCSD, a non-profit student organization; hereafter referred to as NSBE at UCSD or NSBE UCSD, a student chapter of the National Society of Black Engineers, hereafter referred to as the National Society.

Article II

Objectives and Mission Statement

The Objectives of NSBE UCSD shall be consistent with the National Society: to stimulate and develop student interest in engineering; to strive to increase the number of students interested in pursuing engineering at both the undergraduate and graduate levels; and to endeavor in the advancement of the ethnic minority in engineering.

The Mission Statement of the National Society is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Article III

Membership

A "member" of NSBE UCSD shall be an undergraduate or graduate student at UCSD who attends more than 2 meetings in one given quarter, and will be a member only for that given quarter; or is an undergraduate or graduate student with active Collegiate membership with the National Society.

Article IV

Voting

All undergraduate or graduate students who are considered "members" of NSBE UCSD as defined in Article III shall have one vote on every public matter being voted on by NSBE at UCSD. This excludes internal votes, in which only the NSBE UCSD Board Members may participate.



Article V Committees

Special committees will be formed to accommodate the needs of NSBE UCSD. These will be led by at least one board member and will recruit members from NSBE UCSD or other organizations.

Article VI Risk Management

NSBE at UCSD is a registered student organization at the University of California, San Diego, but not part of the university itself.

NSBE at UCSD understands that the university does not assume legal liability for the actions of the organization.

Of the possible risks to our organization, NSBE at UCSD works with minors and oversees a project team that handles machinery. NSBE at UCSD also hosts lab tours for students to get exposed to research. We take many precautions and ensure we handle all situations with the correct procedures: with minors we work with the San Diego School districts to handle situations safely, and Lab personnel provide appropriate PPE for the tours.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

NSBE at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). NSBE will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

NSBE at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, NSBE at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or

machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

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Article VII

Administration

NSBE UCSD shall consist of a Chapter Executive Board (CEB) with the following:

1. The President
2. The Vice President External
3. The Vice President Internal
4. The Treasurer
5. The Communications Chair
6. The Webmaster
7. The Social Chair
8. The Outreach (Pre-Collegiate Initiative) Chair
9. The Project Team Lead
10. The Graduate Student Liaison

The CEB shall:

1. Be subject to the orders of membership and none of its acts will conflict with the decision made by the general body, or the goals and objectives of the National Society
2. Not receive any salary for service
3. Set the hour, agenda, and place for every General Body Meeting (GBM)
4. Coordinate all activities within NSBE UCSD

Article VIII

Offices

1. All elected offices shall be held by members as defined herein.
2. The elected offices of NSBE UCSD are defined in Article VII.
3. Elections shall take place during the Spring Quarter of the academic year, with elections being held no later than the 9th week of instruction. At least one Board Transition Meeting will take place before the end of the quarter, with more possible occurrences taking place through summer at the discretion of the Outgoing and Incoming Boards.
4. Should a vacancy occur for the President, the Vice President External shall fill the vacancy. Should any other position be vacant, the CEB shall appoint a member in good standing to the position with a simple majority of the general body. Should no member be appointed to the CEB, or in the meantime of searching for a potential candidate, the remaining CEB members will split the responsibilities.
5. The President Emeritus (previous President) shall advise the President-elect and provide a smooth transition including, but not limited to:
 1. Handling over financial responsibility to the President-elect
 2. Registering the President-elect as the new President on nsbe.org

3. Providing passwords to the NSBE UCSD email account(s)
4. Providing support and guidance to the President-elect

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Article IX

Duties of Elected Offices

The duties of the elected officers are:

| President |

- Preside over board meetings and General Body Meetings (GBMs)
 - Set agenda for board meetings, as well as frequency
 - Assist Board Members for GBM slides
- Delegate Tasks to most appropriate members
- Set goals for the year
- Assist Treasurer in coordinating National & Regional Conferences •
- Coordinate Graduate Road Map
- Plan End of the Year Banquet
- Assist on sponsorship packages
 - Letter from the President
 - Final Approval of Package
- Represent NSBE UCSD to other organizations, Industry, and Academia •
- Collect Demographic Information of NSBE UCSD members
 - NSBE Member Information Form & Check Ins for events
- Coordinate NSBE Elections

| Vice President External |

- Preside over NSBE UCSD in the President's absence
- Lead / Co Lead GBM's
- Communicate with Industry Representatives, external Academia Representatives ◦
 - Assist VP Internal with communication to NSBE Professionals, and other NSBE chapters
 - Send out Sponsorship Packages to potential sponsors (industry & otherwise)
- Start connecting to companies for the next year in the spring
 - Train New VP Ex to start in spring to get the ball rolling for the new year
- Plan Professional Evening with Industry
 - Attend regular PEI meetings with the IDEA Center
 - Regularly communicate updates of program planning
 - Ex: logistics, concerns, help etc at every board meeting

- Assist with modifications to NSBE UCSD Sponsorship Packages
 - Especially Focus on monetary tiers & package audience
- Choose gifts of recognition for sponsors and partners
 - Work with board to brainstorm gift ideas
 - Choose gifts in advance of the start of the school year
- Assist Treasurer with planning for Regional and National conferences ◦
 - Ex: Workshops, connecting to Industry at conferences, etc.



| Vice President Internal |

- Preside over NSBE UCSD in the President's absence
- Lead / Co Lead GBM's
- Complete NSBE Activity Reports (for Region)
 - Coordinate with other board members to assist with the reports
 - Possibly schedule regular meetings to fill out reports
- Coordinate technical workshops & Assist Social Chair in coordinating academic workshops
- Communicate with NSBE Professionals, other NSBE chapters, UCSD Academic connections/ resources, and other organizations on campus
 - Will be the main liaison between other diversity organizations and NSBE UCSD
- Communicate important information from core email with rest of board ◦ Internships, Scholarships, Companies, etc.
- Will attend Triton Engineering Student Council Meetings
- Plan Engineering Overnight Program
 - Regularly communicate updates of program planning
 - Ex: logistics, concerns, help etc at every board meeting
- Will reserve rooms for GBMs & events
- Collect Demographic Information of NSBE UCSD members
 - NSBE Member Information Form & Check Ins* for events
- Assist President with End of the Year Banquet

| Treasurer |

- Maintain NSBE UCSD's financial accounts
 - Credit Union & Indexes
- Constantly Monitor org financial status
 - Establish timelines prior to events to allow for funding, shipping, etc
 - Ex: 6 weeks prior to any event for AS funding
- Determine the budget and allocation of NSBE UCSD funds
- Submit refunds to IDEA Center, collect if necessary
- Implement fundraising techniques
 - AS Funds, SPACES, TESC, IDEA Matching Funds, Triton Community Funds, NSBE National Funding, etc.

- Maintain & Update Sponsorship Package(s)
 - Yearly Package, Outreach, etc.
- Assist President with End of the Year Banquet
- Plan Regional and National conferences
 - Actively Plan with IDEA and President
 - Regularly communicate updates of program planning
 - Ex: logistics, concerns, help etc at every board meeting
- Purchase items for NSBE
 - NSBE SWAG, GBM Food, Project Materials, etc.

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| Webmaster |

- Design and brand the NSBE website to attract and increase the NSBE member population at UCSD
- Upload and link flyers, forms and related information to each event being held to the website
- Maintain the Member section of the website and ensure that the google drive has all the relevant resources
- Coordinate with the Conference Planning, Programs, Outreach and Project Committee members to post advertisements on the website, if needed
- Communicate with other board members to create a calendar/schedule of events ◦
 - Coordinate with the Communications Chair to regularly update the information on the NSBE website
 - Work with President to maintain a calendar/schedule of events
 - Update NSBE UCSD's calendar (follow format for google calendar)

| Communications Chair |

- Design a communication strategy for the year in alignment with how we can increase the number of active Black Engineering students within NSBE at UCSD
- Manage and promote the use of social media platforms to engage members ◦
 - Microsoft Teams, GroupMe, Facebook, Instagram, etc
- Communicate with members via the Newsletter
 - Set frequency of Newsletters (weekly, biweekly, etc)
- Manage and direct communications on the core email address (nsbe@eng.ucsd.edu) to the appropriate board members
 - Work with VP Internal to monitor emails / respond
 - Update board members on emails & communicate for the best responses
- Assist relevant board members in creating Flyers and Graphics to publicize their NSBE UCSD events
 - Board member hosting / creating event should make the flyer if they can, Communications chair can assist if necessary

- Circulate Flyers / Graphics to general members
- Submit NSBE UCSD events to official on campus avenues
 - Ex: IDEA center, potentially other orgs, hyper wall, etc.
- Directly work with the webmaster to ensure that all relevant NSBE UCSD information are regularly kept up-to-date on the website
- Work with Conference Planning, Programs, Outreach and Project Committee members to create and disseminate communications regarding planned events/programs

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| Social Chair |

- Plan socials twice a quarter to engage members and embody NSBE Fam
 - Plan Engineers Meet the Beach Social
- Work with other Diversity Orgs to spur connections
 - Plan at least 1 joint diversity org social per quarter
 - Plan Study Jams
 - Joint Study Jams with Diversity Orgs
 - Work w VP Internal to plan NSBE Study Jams
- Work with other Black Orgs to spur more connections
- Work with other NSBE Chapters (San Diego and So-Cal) to spur connections
- Plan NSBE UCSD General Member Retreat if possible

| Outreach / Pre-Collegiate Initiative Chair |

- Connect NSBE UCSD to elementary, middle, and high schools in San Diego
- Communicate list of schools & contact info
 - Ex: constantly updated google doc w information
- Primary Contact with NSBE Jr. Chapters
- Conduct at least 2 events/ workshops per their semester to increase their knowledge of STEM / inspire them to reach to higher education
- Liaison for BSU High School Conference and Comienza con un Sueño
 - Main contact for other on campus outreach activities
- Participate in SEEK San Diego
- Primary coordinator for NSBE SPARK
 - Recruit a committee of NSBE members to assist in program
 - Regularly communicate updates of program planning
 - Ex: logistics, concerns, help etc at every board meeting

| Project Team Lead |

- Plan a project team idea
 - Purpose of project should work to advance / help a group in need
- Actively recruit NSBE UCSD members for the team
 - Open up team to other diversity orgs (or other orgs) if necessary
- Schedule regular meetings with team
 - Coordinate with other project teams to reserve time & space to work
- Attend Project Team Lead meetings with IDEA Center
- Provide President and Treasurer with logistic information (prices, schedule, etc) ◦
 - Regularly communicate updates of program planning
 - Ex: logistics, concerns, help etc at every board meeting
- Assist on sponsorship packages
- Present Project Team ideas and progress to Board Meetings, GBMs, and tabling events ◦
 - Can appoint a team member to do these as well

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| Graduate Student Liaison |

- Foster Communication between NSBE UCSD Graduate Students and Undergrads ◦
 - Having Grad Students Show up to events
 - Tailoring events to help grad students
 - Collect Feedback from the Grad Students
 - Host Graduate Student Luncheon once a quarter
 - Communicate to NSBE UCSD Board what resources Graduate Students need to succeed •
 - Host Graduate Student Panel GBM once per year
 - Work with VP External to have at least 1 Graduate Level GBM per year
- *Check Ins can be done by any present board member

Article X

Neglect of Board Duties

Should a board member have 2 unexplained absences from board meetings, the President shall issue them a warning, accompanied with a probation. The warning will come in the form of a meeting with the President and potentially either Vice President, in which the board member in question shall explain the reasons for their absence, plan what they need to catch up on, and show visible proof of the resumption of their duties in the following two weeks.

Should 2 more board meetings be missed without notification of the reasons to the President, the board member shall be expelled from their position. The board member will be notified by the President via email detailing the reasons for expulsion; there are no return opportunities past expulsion.

Should a board member fail to meet 2 major deadlines, meetings, or events particular to their position, the President shall issue them a warning, accompanied with a probation. The warning will come in the form of a meeting with the President and potentially either Vice President, in which the board member in question shall explain the reasons for their absence, plan what they need to catch up on, and show visible bi-weekly proof of the resumption of their duties for the remainder of the quarter.

Should the board member fail to meet 1 more major deadline, meeting, or event particular to their position, the board member shall be expelled from their position. The board member will be notified by the President via email detailing the reasons for expulsion; there are no return opportunities past expulsion.

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Article XI

Conflict Management

Should two or more CEB members engage in a conflict, a meeting shall be called between themselves, overseen by the President. Should the President be one of the parties, or should the President be unable to settle the conflict, a meeting between the disagreeing members, President, and IDEA Center Advisor shall be held. Should any party not show up to the scheduled meeting, their claim shall be considered forfeit and they will be put on probation.

Should disagreements continue after the meeting, or any of the following criteria are met after the meeting, a board member may request an anonymous vote of expulsion of a board member. Disagreement criteria:

1. External Disagreements: The board member in question is deliberately failing to cooperate with other organizations and/ or excluding them from participating in NSBE events
2. Internal Disagreements: The board member in question shows lack of interest in or aversion to cooperating with other NSBE CEB members, or fails to come to a coherent conclusion with relevant board members (including the President) before making significant decisions regarding their position.

Should any of these criteria be met, and a meeting already held to no avail, an anonymous vote for expulsion may be held within the CEB. A board member may be expelled from their position with a more than one-half vote of the CEB.

Article XII

Senators

Senators shall be appointed prior to the attendance of the Regional Conference and National Convention. If more than two candidates are proposed for Senator positions then the President shall set up a special election to have each Senator Position filled by those who receive the top votes. Never shall the President preside as Senator for NSBE UCSD.

Article XIII

Meetings

The scheduling of General Body Meetings (GBMs) shall be determined by the availability of the Chapter Executive Board and occur at least 3 times per quarter with the President leading over them, or either Vice President in their stead.

Committee Meetings scheduling shall be determined by the respective committee lead.

Board Meetings shall be scheduled by the President and shall occur no less than 3 times per quarter.

Other meetings shall be scheduled by the CEB at their discretion.

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Article XIV

Bylaws

The bylaws of this constitution shall be amended by a two-thirds vote of the general body, or two-thirds of the CEB.

Article XV

Amendments

1. Amendments to this constitution may be proposed by:
 1. Half of the voting members of NSBE UCSD
 2. Two-thirds of the NSBE UCSD CEB
2. Amendments must be submitted in writing to the CEB for its review. The proposal must be clearly stated and justified.
3. Ratification of any amendments to this Constitution shall require a three-fourth vote of all general body members.

