



The National Society of Black Engineers at the University of California, San Diego

Article I.

Name of Student Organization

The organization shall be called The National Society of Black Engineers at UC San Diego.

Article II.

Statement of Purpose

The Objectives of NSBE at UC San Diego 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 of Black Engineers is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Article III.

Non-profit Statement

The National Society of Black Engineers at UC San Diego is a non-profit student organization.

Article IV.

Requirements for Membership

Any undergraduate or graduate student at UC San Diego is eligible to join the NSBE at UC San Diego. The National Society of Black Engineers is non-discriminatory and accepts students of all racial ethnicities, cultural backgrounds, and regardless of gender as long as they adhere to the Mission Statement in Article II. No fees are required to join the National Society of Black Engineers at UC San Diego, but members who sign up with an active collegiate membership at the price of \$15.00 can obtain additional benefits such as the ability to attend the NSBE National Conference in the Spring.

Article V.

Frequency of Organization Meetings

NSBE at UC San Diego plans to have General Body Meetings about every week. Our members will be required to attend at least 3 General Body Meetings in one given quarter and will be a member only for that given quarter.

Special committees will be formed to accommodate the needs of NSBE at UC San Diego. These will be led by at least one board member and will recruit members from NSBE at UC San Diego or other organizations. Committee Meetings schedulings 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 Chapter Executive Board (CEB) at their discretion.

Most of our Meetings will have PowerPoint presentations and/or meeting notes. We will send these and other meeting notes to active members and Executive Board members who miss these meetings.

Article VI.

Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Article VI. Section 1. Officer Board Positions

NSBE at UC San Diego shall consist of a Chapter Executive Board (CEB) with the following

1. President
2. The Vice President External
3. The Vice President Internal
4. The Treasurer
5. The Social Chair
6. The Outreach (Pre-Collegiate Initiative) Chair
7. BWISE at UC San Diego (Black Women in Science and Engineering) Coordinator

Article VI. Section 2. Election Procedures

1. All elected offices shall be held by members as defined herein.
2. The elected offices of NSBE at UC San Diego 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 at UC San Diego email account(s)
4. Providing support and guidance to the President-elect

Article VI. Section 3. Duties of Elected Officers

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 with GBM slides
- Delegate Tasks to the 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 with sponsorship packages
 - Letter from the President
 - Final Approval of Package
- Represent NSBE at UC San Diego to other organizations, Industry, and Academia
- Collect Demographic Information of NSBE at UC San Diego members
 - NSBE Member Information Form & Check-Ins for events
- Coordinate NSBE Elections

| Vice President External |

- Preside over NSBE at UC San Diego in the President's absence
- Lead / Co-Lead GBM's
- Communicate with Industry Representatives, external Academia Representatives
 - Assist VP Internal with communication with 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 on program planning
 - Ex: logistics, concerns, help, etc. at every board meeting
- Assist with modifications to NSBE at UC San Diego Sponsorship Packages
 - Especially Focus on monetary tiers & package audience
- Choose gifts of recognition for sponsors and partners
 - Work with the 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 at UC San Diego 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 and assist Social Chair in coordinating academic workshops
- Communicate with NSBE Professionals, other NSBE chapters, UC San Diego Academic connections/ resources, and other organizations on campus
 - Will be the main liaison between other diversity organizations and NSBE at UC San Diego
- Communicate important information from core email with the rest of the board
 - Internships, Scholarships, Companies, etc.
- Will attend Triton Engineering Student Council Meetings
- Plan Engineering Overnight Program
 - Regularly communicate updates on program planning
 - Ex: logistics, concerns, help, etc. at every board meeting
- Will reserve rooms for GBMs & events
- Collect Demographic Information of NSBE at UC San Diego members
 - NSBE Member Information Form & Check-Ins* for events
- Assist President with End of the Year Banquet

| Treasurer |

- Maintain NSBE at UC San Diego'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 at UC San Diego 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 the President
 - Regularly communicate updates on program planning
 - Ex: logistics, concerns, help, etc. at every board meeting
- Purchase items for NSBE
 - NSBE SWAG, GBM Food, Project Materials, etc.

| Social Chair |

- Plan socials twice a quarter to engage members and embody NSBE Fam
- 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 with 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
- Manage and promote 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@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 at UC San Diego events

| Outreach / Pre-Collegiate Initiative Chair |

- Connect NSBE at UC San Diego to elementary, middle, and high schools in San Diego
- Communicate a list of schools & contact info
 - Ex: constantly updated Google doc with information
- Primary Contact with NSBE Jr. Chapters
- Conduct at least 2 events/ workshops per quarter to increase their knowledge of STEM / inspire them to reach higher education
- Liaison for BSU High School Conference and Comienza con un Sueno
 - 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 the program
 - Regularly communicate updates on program planning
 - Ex: logistics, concerns, help, etc. at every board meeting

| BWISE Coordinator |

- Manages and oversees programming for BWISE segment of NSBE at UC San Diego
- Conduct at least 2 events/ workshops per quarter to unite black female STEM students across UC San Diego campus
- 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 with 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
- Manage and promote the use of social media platforms to engage members
 - Microsoft Teams, GroupMe, Facebook, Instagram, etc

Article VI. Section 4. Neglect of Board Duties

Should a board member have 2 unexplained absences from board meetings, the President shall issue them a warning, accompanied by 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 by 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. The expelled member may not re-run for a board position anytime thereafter their expulsion.

Article VII.

Risk Management

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

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

Of the possible risks to our organization, NSBE at UC San Diego works with minors and oversees a project team that handles machinery. NSBE at UC San Diego 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 UC San Diego 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 UC Learning <https://uclearning.ucsd.edu>. 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 UC San Diego recognizes that all student organization activities must be conducted safely in accordance with all applicable federal, state, and local laws. Additionally, NSBE at UC San Diego 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.

Article VIII.

Community Advisor

Our community advisor is the IDEA Center Program Coordinator within the Jacobs School of Engineering. The goal of our advisors is to assist NSBE and all of the other diversity engineering organizations located within the Jacobs School of Engineering.

Article IX.

Financial Management

NSBE at UC San Diego has funds within the IDEA Center which we will use to fund our activities in accordance with their guidelines and supervision. Alongside our funds within the IDEA Center NSBE at UC San Diego also has an off-campus bank account. Our organization will have a designated treasurer whose primary responsibility is to manage our funds. The president and treasurer are the only board members authorized to use any funding that NSBE at UC San Diego is inherent to. At the end of each quarter, NSBE will submit our quarterly financial budget to the IDEA Center program coordinator for advising.

Article X.

Affiliation with Other Groups

NSBE at UC San Diego is affiliated with the National Society of Black Engineers at the national level. While NSBE at UC San Diego does not require members to be recognized for membership at the national level to participate in events for our chapter, it is highly recommended to ensure our members get the most out of being a member. To be recognized as a collegiate member at the national level, members must create an account on nsbe.org and sign up for a Collegiate Membership for \$15.00 a year. By doing so, they can receive more benefits such as the ability to attend National NSBE Conferences, additional scholarships they can apply to if they are eligible, etc.