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**NATIONAL SOCIETY OF BLACK ENGINEERS.**

**University of Toronto Chapter**

## **PREAMBLE**

The National Society of Black Engineers, as a national student and professionally based organization, does hereby dedicate itself to increasing the participation of black identifying students and professionals in the fields of applied science, technology, engineering and math (STEM). As a part of our mandate, programs will be initiated both within and outside the university community, which will serve to strengthen relations between industry and the black community.

Members of this organization are encouraged to join and participate in activities of the University of Toronto Engineering Society and professional societies advocating their respective disciplines of Engineering. This organization will endeavor to provide a nurturing atmosphere that will foster the growth of members' professional, academic, leadership and social skills.



## **ARTICLE I – Name and Type**

The official name of this recognized campus group is “National Society of Black Engineers, University of Toronto Student Chapter”. This is a non – profit, student – run organization that is hereafter referred to as “NSBE UofT”.

## **ARTICLE II – Purpose and Objectives**

The objectives of NSBE UofT include the following initiatives:

- Stimulate and develop programs that increase minority participation in the fields of STEM;
- Increase the number of students studying engineering and applied science at both the undergraduate and graduate levels;
- Promote the professional development and academic achievement of our members; and
- Provide networking and other progressive social activities.

## **ARTICLE III – Membership**

Membership to NSBE UofT shall be open to all members of the University of Toronto (students, staff, faculty and alumni), regardless of race, colour, creed, ethnicity or sex.

### **Section 1.**

Membership in the National Society shall be designated as student member or honorary member.

- Student member (Engineering, Physical/Applied Science, Computer Science, Mathematics and all other Majors; Undergraduate & Graduate Students at the University of Toronto)
- Honorary member (Alumni of UofT, Faculty & Staff at UofT, Highschoolers in the GTA and University students outside of U of T)

### **Section 2.**

- A. Student Members are those who are registered students at the University of Toronto. NSBE General members are those who have paid in full the required national membership dues. The person is now a paid member of the National Society of Black Engineers, Region 1 and of the National Society of Black Engineers, University of Toronto Student Chapter.
- B. The official term of membership shall last for a period of one year.
- C. The President Emeritus position shall be bestowed upon the previous President.
- D. Honorary members are those who have graduated from the University, and/or Faculty & Staff of the University of Toronto.
- E. Only student members of the Society shall have one vote in all matters proposed by the Executive Board and presented to the General Body for debate and acceptance.



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- F. Registered University of Toronto Students as per the [Policy on Open, Accessible, and Democratic Autonomous Student Organizations](#) are permitted to run, nominate and vote in elections and hold Executive Board positions.
- G. Only NSBE members may attend NSBE – sanctioned conferences.

## **ARTICLE IV – Executive List and Duties**

### **Section 1.**

There shall be a Chapter Executive Board (CEB) of NSBE UofT, which shall consist of the following:

- A. President
- B. Vice President (Internal)
- C. Vice President (External)
- D. Administrative Director (Secretary)
- E. Senator
- F. Finance Lead
- G. Assistant Finance Lead
- H. Treasurer
- I. Conference Director
- J. Promotions Chair
- K. Assistant Promotions Chair
- L. Programs Chair
- M. Membership Chair
- N. Academic Excellence Chair
- O. Pre-Collegiate Initiative Chair (Outreach Coordinator)
- P. First Year Representative

### **Section 2.**

*The Chapter Executive Board shall:*

- Consist of twelve (12) members each having equal voting power. The president shall preside over this board.
- Administer the affairs of NSBE UofT in accordance with the Constitution.
- Govern in a manner that does not contradict decisions made by the vote of the general body, or the goals and objectives of the organization.
- Not receive any salary for service.
- Make recommendations to the National Society of Black Engineers, USA.
- Set the hour, agenda and place of the NSBE UofT meetings.

### **Section 3.**

In addition to his/her individually stated duties, each officer shall also attend the annual regional leadership conference (RLC) Chapter Executive Board meetings, chapter meetings and assist other officers with their duties on an as – needed basis. At the end of the year, each officer will



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produce an end – of – the year transition report. Throughout the year, executives shall contribute to the handbooks for each event, which can be found in the NSBE Google drive.

- **President:**
  - Shall preside over all official meetings.
  - Shall lead in the planning of NSBEHacks.
  - Shall coordinate the activities of the Executive Board to ensure implementation of all internal and external tasks and steady communications while avoiding duplication of effort.
  - Shall present ideas and propose directions for the organization (including reframing of the sponsorship package, setting the event calendar with programs chair and creating the sponsorship agreement form)
  - Shall attend Regional and National conferences as the Executive Board representative whenever financially and logistically feasible.
  - Shall appoint coordinators of special committees on an as-need basis.
  - Shall appoint new Executive Board members to vacant board positions with the consent of the remaining board members.
  - Shall communicate with the Faculty Advisor on an as – needed basis.
  - Shall promote NSBE UofT financial growth opportunities.
  - Shall reserve rooms for events when the Administrative Director is unable to.
  - Shall do the renewal process for CCR so executives and committee members can get CCR recognition
  - Shall fill out activity reports after each event to send to the National level of NSBE
  
- **Vice President (Internal):**
  - Shall preside over all official meetings in the absence of the President.
  - Shall develop and evaluate projects and programs along with the President and other VP.
  - Shall compile and submit reports for the Chapter Development Program.
  - Shall work together with the Treasurer to ensure that the society stays within the designated financial limits and that a solicitation package is prepared for raising funds for upcoming events and conferences.
  - Shall work with programs chair to ensure that chapter programming runs smoothly and in a timely manner
  - Shall work with promotions chair on social media and marketing efforts
  - Shall preside over membership and membership development.
  - Shall manage the NSBE general email and Vice-president email.
  
- **Vice President (External):**
  - Shall compile and submit reports for the Chapter Development Program.



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- Shall help the president do the renewal process for CCR so executives and committee members can get CCR recognition
  - Shall be responsible for ensuring the webpage is kept up-to-date (i.e. manage NSBE website committee).
  - Shall help the president fill out activity reports after each event to send to the National level of NSBE
  - Shall help the president fill out CMR monthly reports to send to the Regional level of NSBE
  - Shall assist the president with NSBEHacks planning and programming.
  - Shall preside over meetings and initial communications and financial meetings with sponsors and partnering organizations
  - Shall manage the NSBE general email and Vice-president email (forward marketing and programs opportunities to admin).
- 
- **Administrative Director (Secretary):**
    - Shall record the minutes of all Society official meetings and report the minutes of the previous meeting at the present meeting.
    - Shall be responsible for making sure all correspondence (i.e. letter mail, electronic mail, facsimiles & voice mail) is read regularly and executive members are kept abreast of all matters. (shall manage the general nsbe email)
    - Shall copy, file and send all correspondence, committee reports and agendas, etc.
    - Shall keep attendance at each meeting and activity as appropriate.
    - Shall ensure NSBE UofT, CEB & General memberships are subscribed to appropriate NSBE list servers.
    - Shall be responsible for reserving rooms for all events and exec meetings.
    - Shall evaluate, approve, and finalize the general content of the NSBE UofT newsletter, which shall be published online once a semester, monthly to the general members and frequently based on events.
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- **Senator**
    - Shall be on monthly senator calls for Region 1
    - Vote at the NSBE conventions on behalf of the chapter
    - Advise the Executive board on constitutional basis
    - Facilitates communication between the Chapter, Regional, and National levels of NSBE
    - Shall facilitate internal voting in NSBE UofT exec Applicants
- 
- **Finance Team Lead:**
    - Shall be responsible for appointing **2 NSBE finance Lead assistants** to work with on funding the clubs expenses.



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- Shall organize the team to focus on internal funding applications and external funding sources.
- Shall actively search for methods in which NSBE can benefit from financial sponsorships
- Shall report back to the Chapter Executive Board regarding statuses on internal and external funding sources.
- Together with the Vice President external, shall attend company financial meetings.
- Work with the President and Vice President External to create a new sponsorship document for the academic session.
- Shall create invoices for companies looking to sponsor the club (must notify treasurer).
- Together with their team, Shall be a part of NSBE Hacks finance team.

*\*The Finance Team Lead works with an internal and external team to execute these responsibilities*

- **Treasurer:**
  - Shall keep in communication with the Finance lead on chapter budget, invoice and financial processing.
  - Shall direct the financial matters of NSBE UofT and be in constant awareness of the chapter budget.
  - Shall keep records of financial transactions within a written document or a receipt recording system
  - Keep a record of all chapter expenditures (outside of NSBEHacks).
  - Shall work together with the Vice-president internally to ensure that the society stays within the designated financial limits.
  - Shall be responsible in administering all banking and reimbursement matters.
- **Conference Chair:**
  - Shall keep all NSBE UofT members abreast of upcoming Zone, Regional and National conferences and related information (e.g. registration fees and deadlines for payment).
  - Shall be responsible for all travel and hotel accommodations and all other matters for a conference.
  - Shall produce a report at the end of each conference.
  - Shall oversee NSBE Jr. Chaperones at the conference.
  - Shall assist the Treasurer in the evaluation of conference-specific funding objectives as well as the solicitation effort.
  - Shall work with the finance team to actively look for funding for the conference, be it internal or external.
- **Promotions Chair:**



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- Shall be in charge of all internal and external marketing efforts.
  - a. **Social Media Promotions Chair**
    - Shall publicize events via social media: NSBE facebook pages, facebook groups, slack, instagram, twitter. Advertise events in University of Toronto facebook groups.
    - Shall publicize all events and help programs executives make flyers and facebook events.
    - Shall add members to facebook profile(NSBE Exec) and smaller social media chats and engage the members.
    - Responsible for all media (photos and videos) taken at events and organizing them in folders for future use
  - b. **Promotions Designer**
    - Is responsible for maintaining the website under the leadership of the Vice President external.
    - Should work closely with the administrative director to update information for the newsletter and event email blast.
    - Shall help to create yearly event flyers and post it around school.
    - Shall help in creating all related forms for events registration and volunteer opportunities.

*\*The promotion chairs work together to execute these responsibilities*

- **Programs Chair:**
  - Is responsible for appointing a team to assist with event planning, this team is not directly managed by the board and can be any individuals who are willing to help.
  - Manage individuals who volunteered to assist with events and programming.
  - Shall be responsible for submitting all chapter related Programmatic and/or Competition forms/documents to the appropriate Regional or National source
  - Shall help stimulate interest and encourage the membership to participate in Regional and National Programs and/or Competitions
  - Shall help stimulate interest and encourage the membership to participate in local and university competitions and programs
  - Shall be responsible for ordering food for meetings or coordinating food sponsored by a corporation.
  - Shall develop projects that enhance members' academic standing and technical skills
  - Shall coordinate all social activities.
  - Shall help coordinate culturally responsible events such as speaker panels, weekly outreach, and large-scale outreach events.
  - Shall help to make posters and promotional material for events

*\*The programs chair works with a committee to execute these responsibilities*





- **Membership Chair**

- Shall engage in active recruitment of members throughout the year.
- Shall delegate recruitment responsibilities to members by discipline.
- Shall communicate with members on a weekly basis to ensure they are informed about chapter programming
- Shall facilitate and coordinate NSBE's Annual General Meeting and welcoming event per semester.
- Shall connect with members regularly to confirm attendance at events (work with promotions and administrative director.
- Responsible for dissemination of information about scholarships, internships and career opportunities.
- Shall write the alumni newsletter.
- Shall coordinate mentorship program (engineering connect)
- Shall add members(collegiate and alumni) to slack/discord group and to newsletter mailing list. (work closely with the administrative director for this)

- **Academic Excellence Chair**

- Shall organize and manage a mentorship program alongside the membership chair .
- Shall design and manage programs for academic support programs (ex. study halls)
- Shall work with the President and External Vice President to raise funding for grants and scholarships.
- Shall organize events that are focused on Academic programming and retaining students (Graduate school information sessions, workshops on applying to Grad school)
- Shall work with the PCI Chair to plan academic programming for highschool conferences and form an academic support network with PCI NSBE UofT Students.)

- **Pre-Collegiate Initiative Chair (Outreach Coordinator)**

- Shall coordinate NSBE Jr. efforts of the chapter.
- Shall organize a high school conference every school year, budget allowing
- Shall lead a PCI or High School Conference committee who will help with collaborations with NSBE UofT Junior Chapters (affiliated highschools).
- Shall approve all NSBE Jr. chapter applications.
- Shall perform other tasks assigned by the zone/regional PCI chairperson.
- Shall coordinate NSBE Jr. events during the year with support of the CEB.

- **First Year Representative**

- Shall be in their first year of school at the University of Toronto
- Shall maintain communication between NSBE executives and first year community



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- Shall suggest first year outreach events to executive group and host a
- Does not need to be at all executive meetings

#### **ARTICLE V – Termination of Executives or General Members:**

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. Any member who also makes another member, executive or sponsor feel threatened or discriminated against in anyway, can also be given notice of removal.

The member up for removal shall have the right to defend his/her actions unless it is an emergency situation as deemed an emergency by the executive members.

A two-thirds majority vote of the current Student members present in favor of removal is required.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

#### **ARTICLE VI – Elections**

Nominations for executive positions must only be from group members that are registered as UofT members and meet the qualification of a 'Student Member' of the society for candidacy of executive positions from the general membership before the beginning of May. If by-elections are to be held to fill vacancies then this by-election must take place by the end of February, otherwise the position should stay empty for the remainder of the year. Candidates have to be members in good standing with no conflicts of interest in order to be nominated.

The President or Vice President shall select at least one election date before April 30<sup>th</sup> for the voting period. These date(s) will be announced in a minimum of two weeks prior to elections dates and must fall on weekdays.



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On the day of election, the nominee will have two minutes to talk about why they feel they are fit for the position. Every student member present in the room will vote either via raising their hand or on paper. After which the Senator will count the votes of each person for each position. The candidate with the most votes shall be elected to the position. If there is a tie, the executives will vote and the most amount of votes from this vote will win.

- Voting membership must open only to registered students of the University of Toronto
- All voting members of the Executive Committee must be currently registered students of the University of Toronto
- All voting positions on the Executive Committee shall be filled through an annual election

Full term of executive positions shall be from May 1<sup>st</sup> to April 30<sup>th</sup>.

### **ARTICLE VII – Finances**

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

### **ARTICLE VIII – Meetings**

- A) Annual General Meetings (AGMs): The group shall hold general meetings at least twice per year, i.e. once per academic term

The Executive Committee will announce these dates at least two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. The motion with the most votes will be passed.

- B) Executive Meetings: The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+ 1 of executives.



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## **ARTICLE IX – Amendments**

Any registered NSBE UofT executive may propose and vote on amendments to this constitution. This amendment must be brought to the NSBE UofT executive team will vote on the amendment accordingly at an executive meeting.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, the University of Toronto Students' Union, etc.) within two (2) weeks of its approval by the executive members.