

National Society of Black Engineers - Alumni Extension Region 1 Alumni Operating Guidelines



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Preface

The Region 1 Alumni Operating Guidelines define the manner in which the Region 1 Alumni Extension will be structured and governed and how it will interact with Region 1. These Operating guidelines are intended to accompany, and be consistent with, the NSBE National Constitution and By-Laws, Alumni Operating Guidelines and the Region 1 By-Laws.

Article I - Name

The name of the governing body of the Region 1 Alumni Extension, hereafter referred to as Region 1-AE, shall be the Region 1 Alumni Executive Board, hereafter referred to as Region 1-AEB; a section of the National Society of Black Engineers-Alumni Extension.

Article II – Objectives and Mission

Section 1. The mission of Region 1-AE is to increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community.

Section 2. The objectives of Region 1-AE shall be to support NSBE in a way that:

- (a) Develops and enhances the programs of NSBE;
- (b) Increases technical awareness;
- (c) Encourages scholastic achievement;
- (d) Stimulates enthusiasm in the Black engineering community; and
- (e) Promotes technical expertise, professionalism, and fellowship among Black and ethnic minority engineers.

Article III - Organization

Section 1. Chapters shall be defined as all organizations that have chartered as a NSBE Alumni Extension Chapter.

Section 2. Region 1-AE shall consist of all chapters within the geographic boundaries of Region 1 as described in the NSBE National Constitution.



Article IV – Administration

Section 1. There shall be an Executive Board of the Region 1-AE called the Regional Alumni Executive Board (RAEB), which shall consist of:

- (a) Regional Alumni Chairperson
- (b) Regional Alumni Chairperson-Elect
- (c) Regional Alumni Chairperson-Emeritus
- (d) Regional Alumni Secretary
- (e) Regional Alumni Treasurer
- (f) Regional Alumni Programs Chairperson
- (g) Regional Alumni Conference Manager
- (h) Regional Alumni Telecommunications Chairperson
- (i) Regional Alumni Pre College Initiative Chair
- (j) Regional Alumni Parliamentarian
- (k) Regional Alumni Finance Chairperson

Section 2. The RAEB shall:

- (a) Determine all questions of policy and shall administer the affairs of Region 1-AE according to the NSBE National Constitution, Alumni Interface Guidelines, Alumni Operating Guidelines, these Alumni Regional Operating Guidelines and the Region 1 By-Laws.
- (b) Be subject to the orders of the Region 1-AE 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 organization
- (c) Not receive any salary for service
- (d) Coordinate Region 1-AE activities and programs.
- (e) Monitor the activity and progress of chapters and thereby assist in their development
- (f) Facilitate communications between chapters and the National Society
- (g) Provide the impetus for beginning new Alumni chapters in target areas
- (h) Make recommendations to the Alumni Executive Board (AEB)
- (i) Initiate and execute policies as deemed necessary for the day to day operations of Region 1-AE
- (j) Produce the year's agenda and budget by the due date set by the AEB
- (k) Present a financial report identifying income and expenditures of Region 1-AE at all Regional Meetings
- (l) Maintain the General Exemption Number process for Region 1-AE finances
- (m) Ensure Region 1-AE compliance with all relevant laws governing nonprofit entities

Article V - Offices

Section 1. All elected offices will be held by Region 1-AE Alumni or Lifetime members in good standing. Appointed offices may be held by any Region 1-AE member in good standing.

Section 2. The elected offices of Region 1-AE are:



- (a) Regional Alumni Chairperson
- (b) Regional Alumni Chairperson-Elect
- (c) Regional Alumni Secretary
- (d) Regional Alumni Treasurer
- (e) Regional Alumni Programs Chairperson

Section 3. The appointed offices of Region 1-AE are:

- (a) Regional Alumni Conference Manager
- (b) Regional Alumni Telecommunications Chairperson
- (c) Regional Alumni Pre College Initiative Chair
- (d) Regional Alumni Parliamentarian
- (e) Regional Alumni Chairperson-Emeritus
- (f) Regional Alumni Finance Chairperson

Section 4. The elected offices of Region 1-AE shall form the Region 1 Alumni Executive Officers (R1AEO).

Section 5.

- (a) Any Alumni or Lifetime member of Region 1-AE who has been a member of Region 1-AE for at least one year is eligible to hold an elected or appointed office.
- (b) If no candidate meets the requirements stated in Article V, section 5(a) for a given elected or appointed position, other members may be considered at the discretion of the Region 1-AE Board. On a case by case basis, the Region 1-AE Board shall approve by 2/3 vote any exceptions to the requirements in Article V, Section 5a.

Section 6. The RAEB shall take office May 1st and shall serve a one-year term unless otherwise noted.

- (a) The Regional Alumni Chairperson-Elect shall serve a one-year term, after which shall automatically assume the position of Regional Alumni Chairperson for the following year.
- (b) The Regional Alumni Chairperson shall serve a one-year term, after which shall assume the position of Regional Alumni Chairperson-Emeritus for the following year upon two-thirds approval of the RAEB.

Section 7. Vacancies

- (a) Should a vacancy occur in the office of Regional Alumni Chairperson, the unexpired term shall be filled by the Regional Alumni Chairperson-Elect.
- (b) Should a vacancy occur in the office of Regional Alumni Chairperson-Elect, the unexpired term shall temporarily be filled by appointment by the Regional Alumni Chairperson and two-thirds approval of the RAEB. The RAEB shall initiate a special election to fill the office within 90 days.
- (c) Should a vacancy occur in the office of Regional Alumni Chairperson-Emeritus, the Regional Alumni Chairperson shall appoint a previous Regional Alumni Chairperson to fill the unexpired term with two-thirds approval by the RAEB.



- (d) Should a vacancy occur in any other office of the RAEB, the unexpired term shall be filled by appointment by the Regional Alumni Chairperson and two-thirds approval by the RAEB.

Section 8. Elections of Regional Offices

- (a) Elections of regional offices shall take place at the National Convention
- (b) The Elections Committee shall:
 - i. Compile and disseminate documents and procedures to members seeking office
 - ii. Provide a copy of the Alumni Operating Guidelines and Regional Alumni Operating Guidelines, which include the specific duties required of each officer
 - iii. Coordinate regional elections and publish the results to Region 1-AE and the AEB
- (c) A simple majority of ballots received shall be necessary to elect each officer.

Section 9. The offices of the RAEB shall be divided into zones.

- (a) **Administrative Zone:** The Executive Zone shall consist of the Regional Alumni Chairperson, Regional Alumni Chairperson-Elect, Regional Alumni Secretary, Regional Alumni Treasurer, Regional Alumni Programs Chairperson, Regional Alumni Chairperson-Emeritus and the Regional Alumni Parliamentarian. The Regional Alumni Chairperson shall coordinate the work of this zone.
- (b) **Membership Zone:** The Membership Zone shall consist of the Regional Alumni Extension Chairperson-Elect. The chapter presidents within the region are ad-hoc members of this zone. The Regional Alumni Chairperson-Elect shall coordinate the work of this zone.
- (c) **Communications Zone:** The Administrative Zone shall consist of the Regional Alumni Secretary, and Regional Alumni Telecommunications Chairperson. The Regional Alumni Secretary shall coordinate the work of this zone.
- (d) **Finance Zone:** The Finance Zone shall consist of the Regional Alumni Treasurer, Regional Alumni Finance Chairperson and Regional Alumni Conference Manager. The Regional Alumni Treasurer shall coordinate the work of this zone.
- (e) **Programs Zone:** The Programs Zone shall consist of the Regional Alumni Programs Chairperson and the Regional Alumni Pre-College Initiative Chairperson. RAEB program committee chairs are ad-hoc members of this zone. The Regional Alumni Programs Chairperson shall coordinate the work of this zone.



Article VI - Duties of the offices

Section 1. All positions of the RAEB will be expected to:

- (a) Submit a monthly report to their Regional Alumni Extension Chair
- (b) Submit a transition report at the close of office
- (c) Attend all required meetings of the RAEB
- (d) Shall perform any activities, duties, and responsibilities as designated by the Regional Alumni Chairperson
- (e) Complete assigned duties as described below in a timely and efficient manner

Section 2. Specific Duties of each office

(a) Regional Alumni Chairperson

- i. Shall preside over all official meetings of Region 1-AE
- ii. Shall serve as a member of the AEB
- iii. Shall serve as a non-voting member of the Region 1 Executive Board
- iv. Shall serve as a member of the Region 1 Advisory Board
- v. Shall serve as the representative of Region 1-AE
- vi. Shall appoint members of all Region 1-AE committees, with the advice and consent of the RAEB, except where otherwise provided for in this document
- vii. Shall approve, in advance, all official external communications sent out in the name of Region 1-AE
- viii. Shall lead the Region 1-AE Administrative Zone
- ix. Shall provide leadership training to chapter-level counterparts

(b) Regional Alumni Chairperson-Elect

- i. Shall serve as a member of the Regional Membership Committee on the Region 1 Executive Board
- ii. Shall preside in the absence or inability of the Regional Alumni Chairperson
- iii. Shall lead Region 1-AE long range planning and performance evaluation activities
- iv. Shall oversee the activities of the Chapter Presidents
- v. Shall be responsible for overseeing the activities of the Regional Alumni Executive Board and all committees
 - a. Shall require from the Alumni Executive Board, standing committees, and special committees of the Regional Alumni body, a record of the activities of said body.
 - b. Shall submit monthly reports of activities of the Alumni Executive Board and the Regional Alumni body to the Regional Alumni Extension Chairperson.
- vi. Shall work with the collegiate and Alumni Membership Zones to focus on membership retention and develop a regional membership packet and directory
- vii. Shall lead the Region 1-AE Membership Zone
- viii. Shall provide leadership training to chapter-level counterparts



(c) Regional Alumni Secretary

- i. Shall fill out and countersign all certificates issued and make proper entries in the books of Region 1-AE
- ii. Shall serve all notices required by law or any operating guidelines of NSBE-AE
- iii. Shall record accurately the minutes of RAEB meetings
- iv. Shall maintain a record of all Region 1-AE documents; make them available to all members upon request; and place them on file at NSBE World Headquarters
- v. Shall require from the R1AEO, standing committees, and special committees of Region 1-AE, a record of the activities of said body
- vi. Shall forward an annual report to the Alumni Executive Board two weeks after the National Convention, summarizing the activities of the organization during the year and listing the newly elected officers
- vii. Shall serve as editor of the Region 1-AE newsletter
- viii. Shall communicate all national and regional publication deadlines to Region 1-AE
- ix. Shall distribute press releases that cover major events in Region 1-AE
- x. In concert with the Region 1 REB and RAEB, shall develop and implement a strategy to enhance NSBE's visibility within the region
- xi. Shall provide leadership training to chapter-level counterparts
- xii. Shall lead the Region 1-AE Communications Zone

(d) Regional Alumni Treasurer

- i. Shall serve as a member of the Regional Finance Committee on the Region 1 Executive Board
- ii. Shall keep account of and monitor Regional Alumni funds in the NSBE Alumni Treasury consistent with the policy set forth by the National Executive Board
- iii. Shall approve specific expenditures for Region 1-AE in a manner approved by the RAEB and consistent with the NSBE budget
- iv. Shall maintain accurate and complete regional finance records
- v. Shall submit a proposed budget to the National Alumni Treasurer by the given deadline
- vi. Shall submit financial reports as required by the Alumni Regional Chair and the Alumni Executive Board
- vii. Shall monitor chapter compliance with the General Exemption Number process and other relevant nonprofit financial regulations
- viii. Shall provide leadership training to chapter-level counterparts
- ix. Shall lead the Region 1-AE Finance Zone

(e) Regional Alumni Programs Chairperson

- i. Shall identify and implement regional programs to meet the goals and objectives of Region 1-AE
- ii. Shall coordinate all existing NSBE-AE regional programs
- iii. Shall identify and implement regional activities to provide assistance and support to NSBE collegiate and PCI students.



- iv. Shall provide leadership training to chapter-level counterparts
- v. Shall lead the Region 1-AE Programs Zone

(f) Regional Alumni Conference Manager

- i. Shall serve as a member of the Regional Conference Planning Committees on the Region 1 Executive Board
- ii. Shall plan and execute all Region 1-AE regional meetings
- iii. Shall chair all Region 1-AE Conference Planning Committees
- iv. Shall coordinate with the AEB and other Alumni Conference Planning Committees to develop standard operations, discuss best practices and lessons learned, and to ensure quality of all Alumni regional conferences
- v. Shall coordinate with the Region 1 REB and appropriate collegiate CPCs to co-locate Alumni regional meetings and ensure mentoring and other appropriate Alumni support at all collegiate regional meetings

(g) Regional Alumni Telecommunications Chairperson

- i. Shall serve as a member of the Regional Communications Committee on the Region 1 Executive Board
- ii. Shall develop mechanisms for the electronic distribution of Alumni information as approved by the RAEB to the membership and supporting bodies
- iii. Shall oversee Region 1-AE electronic assets, including but not limited to, web domains, listservs, email accounts, and computer hardware and software
- iv. Shall coordinate the telecommunications infrastructure for all Region 1-AE regional meetings, interfacing with appropriate boards and committees
- v. Shall provide leadership training to chapter-level counterparts

(h) Regional Alumni Pre College Initiative Chairperson

- i. Shall serve as a member of the Regional Pre College Initiative Committee in Region 1
- ii. Shall serve as a member of the Regional Programs Committee on the Region 1 Executive Board
- iii. Shall implement the Regional Try-Math-a-Lon Competition at the Fall Regional Conference
- iv. Shall implement Pre-College Initiative Programs at the Regional Alumni Level
- v. Shall coordinate Regional Alumni Pre-College Initiative Programs with the alumni chapters in Region 1 and the Regional Pre-College Initiative Chair
- vi. Shall provide leadership training to chapter-level counterparts

(i) Regional Alumni Parliamentarian

- i. Shall head the Regional Alumni Elections Committee



- If the Alumni Parliamentarian is a candidate in the election, then the Regional Alumni Chairperson shall appoint another RAEB member to serve as chair of the elections committee, with two-thirds approval of the RAEB
- ii. Shall establish the Region 1 Alumni House of Delegates and serve as the chair of Region 1 Alumni House of Delegates
- iii. Shall serve as a resource on parliamentary procedure
- iv. Shall conduct parliamentary procedure workshops as needed at RAEB and Regional Meetings
- v. Shall maintain the roster of Alumni chapter delegates and shall ensure that the delegates of the Alumni Chapters in Region 1 also serve in the National House of Delegates.
 - 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.

(j) Regional Alumni Chairperson-Emeritus

- i. Shall serve as a non voting advisory member of the board
- ii. Shall head the Regional Alumni Elections Committee
 - If the Alumni Chairperson-Emeritus is a candidate in the election, then the Regional Alumni Chairperson shall appoint another RAEB member to serve as chair of the elections committee, with two-thirds approval of the RAEB
- iii. Shall serve as a resource on parliamentary procedure
- iv. Shall conduct parliamentary procedure workshops as needed at RAEB and Regional Meetings
- v. Shall provide leadership training to chapter-level counterparts.

(k) Regional Alumni Finance Chairperson

- i. Shall develop and maintain the strategy to ensure the financial strength of the NSBE Region 1 Alumni extension.
- ii. Shall prepare and submit the Alumni programmatic needs to the Regional Finance Chairperson to incorporate in the regional corporate solicitation packet at the beginning of each fiscal year.
- iii. Shall work with the Regional Finance Chairperson to identify companies to support Region 1.
- iv. Shall assist Alumni chapters in solicitation and fundraising activities.
- v. Shall serve as the point of contact for recruiters and companies attempting to fill technical positions, and shall recommend policy regarding this interaction.
- vi. Shall reside on the National Finance Committee.



Article VII – Interaction with Regional Executive Board

Section 1. Support and Interaction to Regional Collegiate and PCI Activities

- (a) The RAEB shall hold at least one joint meeting during the first quarter of the elected term with the REB for purposes of mentoring, network building, and joint planning and goal setting.
- (b) At a minimum, one RAEO member shall, with the REB's concurrence, attend all REB meetings. If there is mutual RAEB and REB interest, additional RAEB members are encouraged to attend as well.
- (c) At a minimum, one REO member shall, with the RAEB's concurrence, attend all RAEB meetings. If there is mutual RAEB and REB interest, additional REB members are encouraged to attend as well.
- (d) The RAEB may form joint committees with the REB to undertake projects of mutual interest. The Alumni Regional Chair and Regional Chair shall reach mutual agreement on the composition, authority, and scope of any such committee.
- (e) One or more RAEB officers shall be assigned to support the following REB positions in the specified manner:
 - a. Support for Academic Excellence Chairperson
 - i. Shall identify tutors and mentors for regional Academic Excellence programs and activities.
 - b. Support for PCI Chairperson
 - i. The RAEB shall provide an alumni member to the PCI committee to coordinate Try-Math activities.
 - ii. The RAEB shall provide an alumni member to the PCI committee to coordinate AE NSBE Jr. activity.
 - c. Support for Programs Chairperson
 - i. Shall supply judges, technical advice, and other assistance for REB Programs Zone competitions.
 - ii. Shall coordinate AE TORCH centers with Regional Programs Zone TORCH activities.
- (f) All RAEB zones shall discuss additional forms of beneficial joint activity with their REB counterparts and shall implement such activities as feasible.

Section 2. Alumni Regional Decision Making Authority

- (a) Authority for Alumni Regional Executive Boards is derived from the Alumni Executive Board and the Alumni national and regional operating guidelines.
- (b) Overall ultimate authority within NSBE-AE rests with the NSBE National Constitution and its interpretation by the National Executive Board. This includes the Alumni Executive Board and Alumni operating guidelines, both of which are established by and are subject to the NSBE National Constitution and By-Laws
- (c) The RAEB will have sole jurisdiction over regional alumni matters only consistent with the constraints outlined in section 2.b above.

Section 3. Financial Interaction



- (a) The RAEB shall be responsible for conducting solicitation and other fundraising activities by the process consistent with the Alumni Executive Board and approved by the National Treasurer.

Section 4. Regional Conferences

- (a) The RAEB shall hold an Alumni conference in conjunction with the following regional conferences:
 - i. Regional Leadership Conference
 - ii. Fall Regional Conference
 - iii. Spring Business (or Zone) Meeting
- (b) The RAEB shall ensure that Alumni member needs and desires are satisfied at all conferences, and will also ensure that Alumni support is provided to student conference components.
- (c) The RAEB may conduct additional regional activities in support of the needs of the Alumni membership

Section 5. RAEB responsibility

- (a) The RAEB is responsible for ensuring its region's progress towards achievement of the NSBE mission. This requires the RAEB to coordinate substantial support of student activities and equally substantial support of the needs and interests of regional AE chapters and members. The RAEB shall not allow either to suffer on behalf of the other.

Article VIII - Committees

Section 1. Region 1-AE shall establish and disband committees as necessary for the conduct of Region 1-AE business.

Section 2. Committees may be established or disbanded by majority vote of either the RAEB or Region 1-AE Delegates.

Article IX - Delegates

Section 1. Each chapter in good standing in Region 1-AE shall be entitled to two votes during Regional AE Meetings.

Section 2. Each chapter in Region 1-AE shall select two delegates to vote on behalf of the chapter in regional and national business.

Section 3. All Region 1-AE chapters must maintain active delegates throughout the year. Individual chapters may determine the method of selection, replacement/substitution procedures, and transition dates.



Section 4. All Region 1-AE chapter delegates must serve in the NSBE AE House of Delegates and vote on National Alumni matters at the annual National Convention.

Article X - Meetings

Section 1. A Regional AE Meeting shall be defined as any physical or electronic meeting of Region 1-AE for which both RAEB quorum and Region 1-AE chapter quorum is present.

- (a) RAEB quorum shall be defined as one-third of the RAEB, including at least two RAEO. RAEB quorum is required for the RAEB to conduct business.
- (b) Chapter quorum shall be defined as one-third of the chartered chapters in Region 1-AE and at least two RAEO. Chapter quorum is required for the delegates to conduct business.

Section 2. The Region 1 Executive Board shall be the lead board with respect to conference arrangements. However, Region 1-AE shall not be limited to regional meetings conducted by Region 1 and may conduct other regional meetings as deemed appropriate by the RAEB and consistent with the NSBE budget. At all regional meetings with an expected student attendance (whether held in conjunction with a Region 1 meeting or not), Region 1-AE shall ensure that activities are included that are designed to extend the goals of the meeting to student attendees in a way that enhances their academic, technical, or professional development.

Section 3. Alumni Regional Leadership Conference

There shall be a regional conference held in conjunction with the Regional Leadership Conference for the purpose of leadership training and regional coordination for Region 1-AE.

Section 4. Professional Development Conference

There shall be a regional conference held in conjunction with the Fall Regional Conference for the purpose of professional development of Region 1-AE members.

Article XI - Impeachment

Section 1. A member of the RAEB may be impeached from office with a two-thirds (2/3) vote of the RAEB.

- (a) A quorum must be present, excluding the RAEB member in question, to vote.
- (b) Members of the RAEB can be considered for impeachment for the following reasons:



- i. Failure to adhere to the duties of the office held as stated in the Alumni Regional Operating Guidelines.
- ii. Failure to show progress towards completion of written personal goals and objectives.

Section 2. Impeachment procedures:

To impeach the Regional Alumni Chairperson

- (a) RAEB member submits letter of concern to the Regional Alumni Chairperson-Elect about the Alumni Chairperson in question.
- (b) The RAEO will discuss the letter with the Regional Alumni Chairperson.
- (c) The RAEO will establish a time period in which the Regional Alumni Chairperson must show improvement.
- (d) If the RAEO deems that the Regional Alumni Chairperson in question has not shown improvement, the Regional Alumni Chairperson-Elect will bring the issue before the entire RAEB.
- (e) The Regional Alumni Chairperson-Elect will call for a vote to impeach the Regional Alumni Chairperson.

To impeach any other RAEB member:

- (a) RAEB member submits letter of concern to the Regional Alumni Chairperson about the RAEB member in question.
- (b) The Regional Alumni Chairperson will discuss the letter with the RAEB member in question.
- (c) The Regional Alumni Chairperson will establish a time period in which the RAEB member in question must show improvement.
- (d) If the Regional Alumni Chairperson deems that the RAEB member in question has not shown improvement, the Regional Alumni Chairperson will bring the issue before the entire RAEB.
- (e) The Regional Alumni Chairperson will call for a vote to impeach the RAEB member in question.

Article XII - Awards

Section 1. The RAEB shall establish annual awards to recognize significant contributions from Region 1-AE members and chapters.

Section 2. The RAEO shall establish annual awards to recognize performance above the call of duty from RAEB members.

Article XIII – Amendments

Section 1. Amendments to these operating guidelines may be proposed by:

- (a) A two-thirds vote of the RAEB, or
- (b) One-third vote of the Region 1-AE delegates

Section 2. Amendments must be submitted in a written proposal to the RAEB to be reviewed. The proposal must be clearly stated and justified.



Section 3. Ratification of any amendment to these operating guidelines shall be contingent upon

- (a) Two-thirds vote of the Region 1-AE delegates or
- (b) Two-thirds vote of the RAEB

Section 4. All amendments must be consistent with the NSBE National Constitution and By-Laws.