

NATIONAL SOCIETY OF BLACK ENGINEERS REGION III BY-LAWS

Revised October 2006

CONSTITUTIONAL AUTHORITY

The National Society of Black Engineers Region III By-Laws describes the manner in which the Region shall be governed and structured. Region III and these Regional By-Laws shall comply, and be consistent with, the Constitution and By-Laws of the National Society.

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, engineering technology, and the physical sciences. 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.

The mission 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 I - NAME

The name of this organizational body shall be the Region III of the National Society of Black Engineers; hereafter referred to as “the Region”.

ARTICLE II - OBJECTIVE

The objective of the Region shall be to serve the membership of the National Society of Black Engineers that are represented in the southern states of Kentucky, Tennessee, Mississippi, Alabama, Georgia, and Florida and all international affinity chapters assigned to the Region.

The Region shall seek to promote the public awareness of engineering and the opportunities it affords in the professional industry and academia; to stimulate and develop student interest in engineering; to strive in promoting participation at all levels of responsibility in the field of engineering by the Black and ethnic minority communities; and to endeavor in the advancement of the black professional engineer within the individual engineering disciplines.

ARTICLE III – MEMBERSHIP

Section I – Members

- A. Membership of the Region shall be defined as members of the National Society, as defined by the National Constitution and National By-Laws, and residing within the geographical boundaries of the Region.

- B. Membership fees shall be reviewed annually by the Region III Executive Board (REB) and can be changed only by a two-thirds (2/3) vote of the chapter senators in good standing at regional or national meeting upon recommendation of the REB

Section II – Chapters

- A. Chapters shall serve as the primary program vehicle for the membership of the Region and adhere to the policies of the National Constitution, National By-Laws, and these By-Laws.
- B. Each chapter shall be administered by a chapter executive board, which shall consist of at least a President, Vice-President, Treasurer, Secretary, Programs Chair and Parliamentarian. Chapters shall also have two senators as defined in these By-Laws to represent the chapter during all national and regional meetings.
- C. Chapters shall implement national and regional programs by instruction from the National Executive Board (NEB) and REB
- D. Each chapter shall submit the following documents according to the National Bylaws during the beginning of every year and upon the occurrence of any revisions:
 - (i) Chapter Constitution/By-Laws and any additional governing documents of the chapter
 - (ii) Contact information for all chapter board members and chapter advisors

ARTICLE IV – REGIONAL EXECUTIVE BOARD

Section I – General

- A. The Regional Executive Board shall have the following duties:
 - (i) Serve as a liaison between the National Executive Board (NEB) and the chapters within the Region to carry out the objectives of the National Society.
 - (ii) Determine all questions and make recommendations of policy and procedure within the Region
 - (iii) Develop and coordinate all meetings, programs and other activities of the Region.
 - (iv) Set the hour, agenda and place of all regional events and meetings
 - (v) Communicate the strategic direction of the year within the Region
 - (vi) Provide support for the development of membership, financial vitality, and programming of the chapters within the Region.
- B. The Region III Executive Board shall consist of the following offices:
 - (i) Regional Chairperson
 - (ii) Regional Vice-Chairperson
 - (iii) Regional Secretary
 - (iv) Regional Treasurer
 - (v) Regional Programs Chairperson
 - (vi) Regional Parliamentarian
 - (vii) Regional Leadership Conference (RLC) Chairperson
 - (viii) Fall Regional Conference (FRC) Chairperson
 - (ix) Regional Alumni Chairperson, who shall serve as a non-voting member

- C. Members of the Regional Executive Board shall not receive any salary for service and shall be subject to the orders of the membership. None of its acts shall conflict with decisions made by the vote of the general body or the National Executive Board (NEB), or the goals and objectives of the Region.
- D. There shall be seven (7) standing committees of the Region, which are:
- (i) Academic Excellence
 - (ii) Pre-College Initiative (PCI)
 - (iii) Membership
 - (iv) Finance
 - (v) Publications
 - (vi) Public Relations
 - (vii) Telecommunications
- E. The elected positions of the Region III Executive Board shall be:
Regional Chairperson, Regional Vice-Chairperson, Regional Secretary, Regional Treasurer, Regional Finance Chairperson, Regional Publications Chairperson, Regional Public Relations Chairperson, Regional Membership Chairperson, Regional Programs Chairperson, Regional PCI Chairperson, and Regional Academic Excellence Chairperson
- F. The appointed positions of the Region III Executive Board shall be:
Regional Telecommunications Chairperson, Regional Parliamentarian, RLC Chairperson, and FRC Chairperson.
- G. The Region III Executive Officers (REO) shall be the Regional Chairperson, Regional Vice-Chairperson, Regional Secretary, Regional Treasurer, and Regional Programs Chairperson.
- H. All members of the REB, with the exception of the RLC and FRC Chairpersons, shall take office May 1 and shall serve a one year term. RLC and FRC Chairpersons shall take office one (1) month after the closing of their respective conference the year prior and serve for a term, which shall end thirty (30) days after the closing of the conference or until the next chairperson is appointed.
- I. All elected members on the Region III Executive Board, except for the Alumni Chairperson, shall have a vote. All appointed members of the board shall not have a vote. The Regional Chairperson, when presiding over a meeting, shall vote only in case of a tie.
- J. All members of the Region III Executive Board shall adhere to the policies and procedures outlined in the Region III Operating Guidelines. These guidelines can only be amended by an affirmative vote of the majority of the voting members of the REB.
- K. Emeritus positions of the REB shall provide additional advisory support throughout the year and interact with the REB in an *ex officio* capacity. The Regional Chair Emeritus shall also serve as a member of the RAB.

Section II – Auxiliary Boards

- A. There shall be a Regional Advisory Board (RAB), as defined in these By-Laws, to serve as a supportive arm to the REB. The RAB shall operate in accordance with the REB and interact with the REB in an *ex officio* capacity.
- B. The REB shall develop ad hoc committees, as defined by these By-Laws, to assist in the operations of the Region. Ad hoc committees may consist of REB members; however, ad hoc committees are not part of the REB.

Section III – Zone Structure

- A. The REB shall be divided into operating zones to facilitate discussion among the board as well as allow business to be handled more efficiently.
 - (i) The Administrative Zone shall consist of the Regional Chairperson as the zone leader, Regional Vice-Chairperson, Regional Secretary, Regional Treasurer, Regional Programs Chairperson, Regional Chair Emeritus, Regional Alumni Chairperson, Regional Parliamentarian, and the RAB Chairperson. This zone shall oversee all operations and manage all policies of the REB.
 - (ii) The Membership Zone shall consist of the Regional Vice-Chairperson as the zone leader, Regional Membership Chairperson, International Chairperson, and at least one RAB member as designated by the RAB Chairperson. This zone shall oversee all membership services and operations of chapter development.
 - (iii) The Communications Zone shall consist of the Regional Secretary as the zone leader, Regional Telecommunications Chairperson, Regional Public Relations Chairperson, Regional Publications Chairperson, and at least one RAB member as designated by the RAB Chairperson. This zone shall oversee all communication systems and procedures of the Region.
 - (iv) The Finance Zone shall consist of the Regional Treasurer as the zone leader, Regional Finance Chairperson, RLC Chairperson, FRC Chairperson, and at least one RAB member as designated by the RAB Chairperson. This zone shall oversee all financial transactions and conduct all event-planning of the Region.
 - (v) The Programs Zone shall consist of the Regional Programs Chairperson as the zone leader, Regional PCI Chairperson, Regional Academic Excellence Chairperson, Torch and AWE Chairperson, and at least one RAB member as designated by the RAB Chairperson. This zone shall administer the development of all programs of the Region.
- B. Each zone leader will be responsible for the following:
 - (i) Coordinate the activities of the zone
 - (ii) Enforce accountability of zone members for carrying out duties
 - (iii) Regularly contact each zone member for updates
 - (iv) Report and relay information from the zone to the Regional Chairperson
 - (v) Provide support to zone members to ensure progression on assigned duties
 - (vi) Compile monthly activity reports to record the progress of zone members

- (vii) Assume duties in the absence of zone members

Section IV – REB Duties

A. Regional Chairperson shall:

- (i) Preside over all official meetings of the Region.
- (ii) Set the direction of the Region based on the current goals of the NEB and the long term plans of the Region.
- (iii) Compile and present the written goals and objectives of the REB to the NEB, RAEB, RAB, and regional membership, within forty-five (45) days of taking office.
- (iv) Submit compiled regional monthly activity reports to the National Vice-Chairperson
- (v) Serve as the representative of the Region to the NEB
- (vi) Set policy and make executive decisions for the Region
- (vii) Attend all REB and NEB meetings and conferences
- (viii) Be responsible for correspondence with the RAB
- (ix) Oversee the transitioning and training of all REB members
- (x) Prepare a year-end report to assess the progress of the Region's long term development
- (xi) Maintain communication and provide support to chapter counterparts
- (xii) Produce an official transition report at the close of the term of office
- (xiii) Perform duties as outlined in the National By-Laws

B. Regional Vice-Chairperson shall:

- (i) Preside in the absence or the inability of the Regional Chairperson
- (ii) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (iii) Submit monthly activity reports of the Membership, Communications, Finance, and Programs Zones of the REB to the Regional Chairperson
- (iv) Attend all REB meetings and regional conferences
- (v) Set the time, location, and agenda for all REB meetings
- (vi) Be responsible for special projects as delegated by the REB.
- (vii) Coordinate activities of the REB.
- (viii) Evaluate the job performance of executive board members and chapters within the Region
- (ix) Update and enforce the Region III Operating Guidelines
- (x) Maintain communication and provide support to chapter counterparts
- (xi) Produce an official transition report at the close of the term of office
- (xii) Execute any other duties as designated by the Regional Chairperson

C. Regional Secretary shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Vice-Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Record the minutes of the REB, REO and general body meetings and have them available for members upon request
- (v) Archive all records of regional correspondence, all proceedings and publications of the Region, and all documentation pertinent to the operation of the REB during the year

- (vi) Have available, at each meeting, past meeting minutes of the board, a list of all existing regional committees and their members, these By-Laws, and all other regional documents necessary to carry out business.
- (vii) Develop mechanisms by which intra-board and regional communications may be administered and maintained.
- (viii) Serve as regional representative to the National Secretary.
- (ix) Maintain the regional chapter directory
- (x) Maintain communication and provide support to chapter counterparts
- (xi) Update the regional communications guidelines as defined in the Region III Operating Guidelines
- (xii) Produce an official transition report at the close of the term of office
- (xiii) Submit a compilation of all regional materials documented throughout the year to the NEB at the close of the term of office
- (xiv) Execute any other duties as designated by the Regional Chairperson

D. Regional Treasurer shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Vice-Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Keep accounts and deposit organization funds of the Region
- (v) Make expenditures for regional business in a manner approved by the REB
- (vi) Be responsible for maintaining accurate and complete regional financial records
- (vii) Prepare reports on regional financial statistics
- (viii) Prepare operating budgets for the Region
- (ix) Oversee all REB travel and lodging expenses
- (x) Coordinate and oversee registration procedures and all other financial operations that occur during regional conferences
- (xi) Provide chapters with support for financial stability and growth
- (xii) Serve as regional representative to the National Treasurer
- (xiii) Maintain communication and provide support to chapter counterparts
- (xiv) Update the regional financial guidelines as defined in the Region III Operating Guidelines
- (xv) Produce an official transition report at the close of the term of office
- (xvi) Execute any other duties as designated by the Regional Chairperson

E. Programs Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Vice-Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Develop and implement regional programs to focus on the key business areas and directives of the National Society
- (v) Oversee the implementation and evaluation of all national programs within the Region
- (vi) Evaluate the proposals from local chapters to receive funds for programs that promote the objectives of the National Society
- (vii) Prepare reports on regional programming statistics
- (viii) Serve as regional representative to the National Programs Chairperson
- (ix) Maintain communication and provide support to chapter counterparts
- (x) Produce an official transition report at the close of the term of office

- (xi) Execute any other duties as designated by the Regional Chairperson

F. Membership Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office.
- (ii) Submit monthly activity reports to the Regional Vice-Chairperson.
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National Membership Chairperson
- (v) Oversee the process of chartering and developing NSBE Jr., collegiate, and alumni chapters within the Region
- (vi) Serve as correspondent for all concerns of membership registration, services, and support
- (vii) Oversee the work of the Regional Membership Committee
- (viii) Maintain communication and provide support to chapter counterparts
- (ix) Produce an official transition report at the close of the term of office
- (x) Execute any other duties as designated by the Regional Chairperson

G. Finance Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office.
- (ii) Submit monthly activity reports to the Regional Treasurer.
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National Finance Committee
- (v) Be responsible for solicitation of regional operating funds from corporate sponsors.
- (vi) Develop and maintain a Corporate Solicitation Packet and Graduate School Solicitation Packet
- (vii) Prepare reports on regional financial support and updates on external funding
- (viii) Oversee the development of career fairs during regional conferences
- (ix) Oversee the work of the Regional Finance Committee
- (x) Maintain communication and provide support to chapter counterparts
- (xi) Produce an official transition report at the close of the term of office
- (xii) Execute any other duties as designated by the Regional Chairperson

H. Academic Excellence Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Programs Chairperson.
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National Academic Excellence Committee
- (v) Coordinate and document chapter implementation of National Academic Excellence Committee programs
- (vi) Prepare reports on regional Academic Excellence programming statistics
- (vii) Evaluate the proposals from local chapters to receive funds for Academic Excellence programs.
- (viii) Oversee the work of the Regional Academic Excellence Committee
- (ix) Maintain communication and provide support to chapter counterparts
- (x) Produce an official transition report at the close of the term of office
- (xi) Execute any other duties as designated by the Regional Chairperson

I. Pre-College Initiative Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Programs Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National PCI Committee
- (v) Coordinate and document chapter implementation of National PCI programs
- (vi) Prepare reports on regional PCI programming statistics
- (vii) Evaluate the proposals from local chapters to receive funds for PCI programs.
- (viii) Oversee the work of the Regional PCI Committee
- (ix) Oversee the planning of all regional PCI conference activities, including the PCI Mini-Conference at FRC and the PCI Summer Camping Conference
- (x) Maintain communication and provide support to chapter counterparts
- (xi) Produce an official transition report at the close of the term of office
- (xii) Execute any other duties as designated by the Regional Chairperson

J. Publications Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Secretary
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National Publications Committee
- (v) Preside as chief editor of all regional publication initiatives
- (vi) Serve as the regional representative in all publications of the National Society
- (vii) Oversee the work of the Regional Publications Committee
- (viii) Maintain communication and provide support to chapter counterparts
- (ix) Produce an official transition report at the close of the term of office
- (x) Execute any other duties as designated by the Regional Chairperson

K. Public Relations Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Secretary
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as the regional representative to the National Public Relations Committee
- (v) Publish and disseminate press releases that cover events of the Region
- (vi) Coordinate press conferences to publicize events of the Region
- (vii) Oversee the work of the Regional Public Relations Committee
- (viii) Maintain communication and provide support to chapter counterparts
- (ix) Produce an official transition report at the close of the term of office
- (x) Execute any other duties as designated by the Regional Chairperson

L. Telecommunications Chairperson shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office.
- (ii) Submit monthly activity reports to the Regional Secretary.
- (iii) Attend all REB meetings and regional conferences

- (iv) Serve as the regional representative to the National Telecommunications Committee
- (v) Manage and update the content on the regional website
- (vi) Enforce guidelines for the development of chapter websites that are aligned with national web communication policies
- (vii) Maintain a digital photo and graphics library that is available for members of the Region
- (viii) Oversee the work of the Regional Telecommunications Committee
- (ix) Maintain communication and provide support to chapter counterparts
- (x) Produce an official transition report at the close of the term of office
- (xi) Execute any other duties as designated by the Regional Chairperson

M. Regional Parliamentarian shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Serve as an interpreter of national and regional governing documents
- (v) Serve as the regional representative to the National Parliamentarian
- (vi) Enforce the use of parliamentary procedure during all regional meetings.
- (vii) Conduct parliamentary procedure workshops as needed at regional conferences and meetings
- (viii) Perform duties as coordinator of the Regional Senate as described in these By-Laws
- (ix) Coordinate the regional elections
- (x) Review and submit any proposals for changes to the governing documents
- (xi) Maintain communication and provide support to chapter counterparts
- (xii) Produce an official transition report at the close of the term of office
- (xiii) Execute any other duties as designated by the Regional Chairperson

N. Alumni Chairperson shall:

- (i) Serve as the representative of the Region III Alumni Executive Board (RAEB)
- (ii) Submit monthly activity reports to the Regional Chairperson
- (iii) Attend all REB meetings and regional conferences
- (iv) Communicate all issues related to the alumni membership during REB meetings
- (v) Oversee the communication between members of the REB and the RAEB
- (vi) Submit an annual report of regional alumni finances and activities at the close of the term of office
- (vii) Execute any other duties as designated by the Regional Chairperson

O. Regional Leadership Conference Chairpersons shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Treasurer
- (iii) Attend all REB meetings and regional conferences that occur during his/her term of office
- (iv) Coordinate the activities of the Regional Leadership Conference Planning Committee (RLCPC)
- (v) Serve on the RLCPC the year prior to their conference term
- (vi) Provide updates and make minutes of RLCPC meetings available to the REB
- (vii) Coordinate all activities related to planning and executing conference programs
- (viii) Work with the REB to plan the content of the conference

- (ix) Serve as regional representative on the National Leadership Institute (NLI) CPC
- (x) Prepare a conference report consisting of all business and transactions that took place during the conference
- (xi) Submit a conference report consisting of all business and monetary transactions and an official transition report to the Regional Treasurer no later than thirty (30) days following the conference
- (xii) Execute any other duties as designated by the Regional Chairperson

P. Fall Regional Conference Chairpersons shall:

- (i) Develop strategic goals based on the direction set by the Regional Chairperson and submit them to the Chairperson within thirty (30) days of taking office
- (ii) Submit monthly activity reports to the Regional Treasurer
- (iii) Attend all REB meetings and regional conferences that occur during his/her term of office
- (iv) Coordinate the activities of the Fall Regional Conference Planning Committee (FRCPC)
- (v) Serve on the FRCPC the year prior to their conference term
- (vi) Provide updates and make minutes of FRCPC meetings available to the REB
- (vii) Coordinate all activities related to planning and executing conference programs
- (viii) Interact with the PCI Chairperson and Professional Development Conference Chairperson to coordinate needs for the PCI Mini Conference and PDC Conference, respectively
- (ix) Work with the REB to plan the content of the conference
- (x) Submit a conference report consisting of all business and monetary transactions and an official transition report to the Regional Treasurer no later than thirty (30) days following the conference
- (xi) Execute any other duties as designated by the Regional Chairperson

ARTICLE V – COMMITTEES

Section I – General

- A. All conference planning and ad hoc committee chairpersons shall be appointed by the Regional Chairperson, with the approval of the elected members of the REB.
- B. Membership to all committees within the Region shall be open to all regional members, unless otherwise specified within the description of the said committee. Members of these committees shall be selected by the committee chairperson.
- C. All members of committees shall follow guidelines of committee policy and procedure as designed by the committee chairperson. These policies and procedures shall be archived as an official document of the Region and shall be available to all regional members upon request.
- D. The committee chairperson has the authority to relieve any committee member of their duties, due to poor performance.

Section II – Standing Committees

- A. All standing committees shall consist of the regional committee chairperson, all chapter representatives, a representative from the Regional Alumni Executive Board (RAEB) who shall serve *ex officio*, a member of the Regional Advisory Board as designated by the Regional Advisory Board Chairperson who shall serve *ex officio*, and any additional members as

designated by the committee chairperson.

B. Duties of Standing Committees:

(i) Membership Committee shall:

- (a) Periodically evaluate and report the current needs of all membership within the Region
- (b) Develop and implement programs to support and increase the participation of NSBE Jr., collegiate, and alumni membership within the Region
- (c) Provide support for the development of international membership within the scope of the Region
- (d) Produce documentation on statistics reflecting the overall membership status within the Region
- (e) Execute any other duties as designated by the Regional Chairperson

(ii) Academic Excellence Committee shall:

- (a) Track and assess the academic progress of collegiate membership within the Region
- (b) Develop and implement programs to support the academic development of collegiate membership within the Region
- (c) Coordinate a Graduate School Mini-Conference held during the Fall Regional Conference (FRC)
- (d) Provide information of scholarship, research, academic competition, and internship opportunities within the Region
- (e) Execute any other duties as designated by the Regional Chairperson

(iii) Finance Committee shall:

- (a) Ensure that all chapters within the Region develop programs for financial support and sponsorship annually
- (b) Develop and implement initiatives for regional fundraising
- (c) Research and implement techniques to increase and diversify regional sponsorship and support
- (d) Develop and implement programs to support the development of skills related to financial vitality and entrepreneurship within the Region
- (e) Execute any other duties as designated by the Regional Chairperson

(iv) Pre-College Initiative (PCI) Committee shall:

- (a) Provide coverage of regional PCI participation to the National Publications Committee for *The NSBE Bridge* pre-college magazine and online media production.
- (b) Coordinate a Regional PCI Mini-Conference held during the Fall Regional Conference (FRC)
- (c) Coordinate a PCI Summer Camping Conference (SCC)
- (d) Develop and implement programs to assist in the academic and technical development of pre-college students within the Region
- (e) Produce documentation on statistics reflecting the overall academic status and programmatic performance of pre-college membership within the Region
- (f) Execute any other duties as designated by the Regional Chairperson

(v) Publications Committee shall:

- (a) Publish and disseminate news articles that deal with the membership of the Region and issues that influence the Region
 - (b) Oversee the designing, editing, production, and dissemination of printed publications distributed at regional conferences
 - (c) Produce documentation of an annual collection of event highlights related to the Region
 - (d) Execute any other duties as designated by the Regional Chairperson
- (vi) Public Relations Committee shall:
- (a) Distribute national and regional press materials and publications within the cities and townships of the Region.
 - (b) Oversee the designing, editing, production, and dissemination of all public materials distributed throughout the Region for the promotion of the society and activities of the Region
 - (c) Establish effective networks with other technical and minority student/professional organizations within the Region for the purpose of collaboration and/or support.
 - (d) Develop and implement initiatives to support the development of skills related to public speaking, marketing, and publicity within the Region
 - (e) Execute any other duties as designated by the Regional Chairperson
- (vii) Telecommunications Committee shall:
- (a) Ensure that all chapters within the Region develop chapter websites
 - (b) Oversee initiatives of graphic design and digital communication for the communication of regional events and programs
 - (c) Research and develop new technical strategies for improving regional online communication within the Region
 - (d) Provide information on competitive opportunities and resources that pertain to technology, graphic design, and online communication to the membership
 - (e) Execute any other duties as designated by the Regional Chairperson

Section III – Conference Planning Committees

- A. Each Conference Planning Committee shall:
- (i) Consist of the Conference Chairperson, Regional Treasurer, a RAB member as designated by the RAB Chairperson, and other members as chosen by the Conference Chairperson and approved by the REB. Also, any members of the REB that have specific programs or activities to take place at a conference shall also be a part of the committee for that conference.
 - (ii) Serve as volunteers in the capacity of support staff to the Conference Chairperson and REB to ensure effective execution of programs and directives for the conference.
 - (iii) Report directly to the Conference Chairperson
 - (iv) Be given specific duties by the Conference Chairperson and provide regular updates or needs to assist in the fulfillment of their responsibility
 - (v) Not take any financial actions outside of drafting contracts and acquiring proper approval for contracts until the proposed conference budget has been approved by the incoming REB.

- B. The CPC Chairperson and Regional Treasurer are responsible for submitting all conference contracts to WHQ for final approval and execution. Only the National Executive Director and National Treasurer have the authority to commit NSBE to any contract. The signee who signs a contract on behalf of NSBE without proper authority will be solely responsible and liable for payment.

Section IV - Ad Hoc Committees

- A. Ad hoc committees are formed at the discretion of the Regional Chairperson, with the approval of the elected members of the REB, 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 Region.

ARTICLE VI – REGIONAL SENATE

Section I – General

- A. Each chapter in the Region shall select two members, preferably, but not limited to, the chapter parliamentarian and another chapter member to serve as the two chapter representatives. These two members shall be called senators and shall sit on the National and Regional Senate.
- B. The Regional Senate shall comprise of all senators of chapters within the Region and serve as a subsidiary to the National Senate. The Regional Senate shall conduct the business of the Region during regional general meetings and represent the Region during the National Convention.
- C. All chapters shall maintain their senators on their executive board throughout the year
- D. For a chapter to be characterize in good standing within the region, all chapter must be chartered and have at least one (1) senator in attendance during at least one (1) regional general meeting prior to the National Convention. Exceptions may be granted at the discretion of the Regional Parliamentarian, but only in the case of clearly demonstrated extenuating circumstances preventing the chapter from attending any regional meetings.

Section II – Organization & Duties

- A. Operations of the Regional Senate shall be directed by the Regional Parliamentarian with the assistance of a Senate Secretary, elected by the Regional Senate.
- B. Senators shall have the following duties:
 - (i) Make decisions upon the business of the Region and the National Society on behalf of their chapter
 - (ii) Be responsible for communicating with their chapter before making decisions on behalf of the chapters
 - (iii) Attend all meetings held by the Regional Senate within financial feasibility
 - (iv) Have a thorough knowledge of NSBE governing documents and these By-Laws
- C. The Senate Secretary shall have the following duties:

- (i) Maintain all online communication of the Senate
- (ii) Keep record of all activities of the Regional Senate
- (iii) Record the minutes of all regional senate meetings
- (iv) Attend all senate meetings

D. The Regional Parliamentarian shall be responsible for the following duties for the Regional Senate:

- (i) Serve as liaison between the Regional Senate and the REB
- (ii) Coordinate all activities for the Regional Senate
- (iii) Set and communicate the time, location, and agenda of all regional senate meetings
- (iv) Archive all documents of the Regional Senate

Section III – Meetings

A. The Regional Senate shall serve as the voting body for all general meetings of the Region. At least one (1) such meeting shall be held during each regional conference and the National Convention. These meetings shall only be official when general quorum is present, as described in these By-Laws.

B. Additional meetings of the Regional Senate may be conducted upon necessity and feasibility as designated by the Regional Parliamentarian.

C. During the Regional Leadership Conference, the following objectives shall be met:

- (i) All officers shall be elected by the Regional Senate
- (ii) Training shall be provided by the Regional Parliamentarian
- (iii) All current updates to the NSBE governing documents shall be reviewed

D. During the Fall Regional Conference and the Spring Business Meeting, the following objective shall be met:

- (i) All changes to NSBE governing documents since the last meeting shall be reviewed
- (ii) All proposals presented by chapters within the Region will be discussed and voted on
- (iii) Briefings on current issues of the society and region shall be provided by the Regional Parliamentarian

E. During the National Convention, the Regional Senate shall conduct business as outlined in the National By-Laws.

Section IV – Registration

A. Senators shall receive a discounted registration rate for the National Convention as outlined in the National By-Laws.

B. Senators shall receive a discounted registration rate for attending any regional conference or event in which a senate meeting is scheduled to occur, with the exception of the Regional Leadership Conference. To receive discounted registration rates, senators must do the following:

- (i) Be registered with the Regional Parliamentarian by the deadline designated by the Regional Parliamentarian
- (ii) Have attended at least one (1) of the senate meetings that occurred prior to the conference in mention
- (iii) Represent a chapter in good standing

ARTICLE VII - REGIONAL ADVISORY BOARD

Section I – General

- A. The Regional Advisory Board (RAB) shall be formed for the following purpose:
- (i) Bring together expertise in areas of interest to NSBE Region III so as to provide guidance to the Regional Executive Board (REB) and the various committees established to fulfill the objectives of the Region.
 - (ii) Ensure continuity from year to year (particularly with respect to regional programs, finances, documentation, leadership development and training).
 - (iii) Develop a dialogue that may lead to new programs and objectives.
 - (iv) Involve the regional community and leaders of the engineering and technical professions in carrying out regional programs.
 - (v) Advise and counsel the REB in all of its external responsibilities and activities.
 - (vi) Ensure the REB is familiar with problems faced by NSBE on the national level.
 - (vii) Maintain effective communications with the National Advisory Board (NAB).
 - (viii) Ensure effective transiting of REB members.
 - (ix) Evaluate and communicate REB effectiveness and efficiency throughout each term.
- B. The RAB shall select a chairperson (subject to the approval of the REB). The term of the chairperson will be one (1) year beginning 30 days after the National Convention; after which they may be re-appointed.
- C. The RAB shall have no more than twelve (12) advisors and shall consist of:
- (a) Up to nine (9) appointed advisors.
 - (b) Regional Chair Emeritus.
 - (c) Regional Alumni Extension Chair Emeritus, or designee
 - (d) The designated National Advisory Board regional representative
- D. Beyond the specifications described in Article VII, Section I, B and C, the formal structure of the RAB shall be optional to the RAB and established based upon the current needs of the REB and the abilities of the members of the RAB.
- E. The term of office of the appointed advisors shall be three (3) years beginning thirty (30) days after the corresponding National Convention (if appointment is made during RLC/FRC, then the term is considered effective from the previous NC. If appointment is made during the SBM, then the term is considered effective at the next NC). Upon expiration of an advisor's term, an advisor may apply for re-appointment through the normal applicant procedure.
- F. RAB members are responsible for their own travel related expenses. Advisory board members will not be assessed regional dues or regional conference registration fees.
- G. In order for a RAB members to make use of NSBE activities relating to matters affecting their business or financial interests, the following actions must be made:
- (i) The RAB member must seek approval from the remaining members of the RAB and the Regional Chairperson.
 - (ii) All inquiries may be approved, unless there appears to be a conflict of interest, violation of the NSBE member code of conduct, violation of the National Constitution, By-Laws,

and/or these By-Laws, or that it impedes upon an RAB member's ability to serve along the advisory guidelines set forth by NSBE.

- (iii) If approved, the inquiry shall be submitted for approval to the appropriate NSBE entity (i.e. – NAB, NEB, WHQ, etc.) by the RAB Chairperson.

Section II – RAB Duties

- A. Each RAB member shall be responsible for the following duties:
 - (i) Attend at least three (3) meetings convened by the REB
 - (ii) Be available to the members of the REB for advice and assistance
 - (iii) Participate in REB zone and committee operations, whenever possible, as designated by the RAB Chairperson
 - (iv) Assist in the operations of regional conferences and events, whenever possible, as designated by the RAB Chairperson
 - (v) Provide up-to-date contact information throughout his/her term.
- B. The RAB Chairperson shall be responsible for the following duties:
 - (i) Develop goals and objectives for the RAB.
 - (ii) Preside over all RAB meetings.
 - (iii) Be the primary communication link between the REB and the RAB.
 - (iv) Assign specific duties to the appointed advisory board members.
 - (v) Ensure RAB representation at scheduled REB meetings.
 - (vi) Evaluate RAB annually and provide feedback appropriately.

Section III - Selection

- A. Individuals who are interested in serving on the RAB, or have been nominated by a REB member, must:
 - (i) Send a resume, a letter of recommendation from a current REB or RAB member, and a letter indicating the desire to serve on the RAB to the REB or RAB Chairperson. The materials must be sent thirty (30) days prior to the National Convention, RLC, FRC or Spring Business Meeting (SBM) to be reviewed by the RAB.
 - (ii) Be provided with a copy of the NSBE Constitution, Regional Bylaws, the current RAB goals and objectives, and other appropriate documents recommended by the REB/RAB.
 - (iii) Be interviewed by the RAB (and reviewed by the Regional Chairperson or his/her representative, and the Alumni Extension Chairperson or his/her representative).
- B. Recommendation may be made by the RAB upon close inspection of the applicant's qualifications and ability to perform the duties outlined in these By-Laws.
- C. Once a recommendation is made, it is submitted to the Regional Chairperson to review and accept upon approval of the voting members of the REB.
- D. Upon approval, the RAB Chairperson and Regional Chairperson shall decide in what capacity the new RAB member shall serve the REB. The RAB Chairperson will then inform the new RAB member of their appointment and bring him/her up-to-date with the current business of the REB.

Section IV – Qualifications

- A. The RAB consists of individuals possessing the competent and relevant experience in at least two (2) of the following the areas: an engineering/technical field, government, education/academia,

corporate/industry, non-profit management, financial budgeting/development, marketing, organizational behavior or leadership development.

- B. Appointed RAB members must reside or work within the geographical boundaries of the Region.

Section V – Termination of RAB Members

- A. Members of the RAB may be considered for impeachment if they fail to adhere to the duties of their office, through actions that demonstrate conflicts of interest, or any other actions deemed inappropriate.
- B. A member of the RAB may be impeached from office with a two-thirds (2/3) affirmative vote of the REB. A quorum must be present to vote.
- C. The RAB Chairperson may be impeached by the following procedure:
 - (i) RAB/REB member submits a letter of concern to the Regional Chairperson about the RAB Chairperson.
 - (ii) The Regional Chairperson will discuss the letter with the RAB Chairperson.
 - (iii) If the Regional Chairperson deems that the RAB Chairperson cannot perform his/her duties as required, the Regional Chairperson will bring the issue before the entire RAB, excluding the RAB Chairperson, for a recommendation to impeach the RAB Chairperson from office.
 - (iv) If deemed necessary, the Regional Chairperson will bring the issue before the entire REB and call for a vote to impeach the RAB Chairperson.
- D. Any RAB member may be impeached by the following procedure:
 - (i) RAB/REB member submits a letter of concern to the RAB Chairperson and the Regional Chairperson about the RAB member in question.
 - (ii) The RAB Chairperson will discuss the letter with the RAB member.
 - (iii) The RAB Chairperson will establish a time period, with the consent of the Regional Chairperson, in which the RAB member must show improvement.
 - (iv) If the RAB Chairperson deems that the RAB member has not shown improvement within the time given, the RAB Chairperson will bring the issue before the entire RAB, excluding the RAB member in question, to a recommendation to impeach the RAB member.
 - (v) The Regional Chairperson will bring the issue before the entire REB and call for a vote to impeach the RAB member in question.

ARTICLE VIII – ELECTIONS & APPOINTMENTS

Section I - General

- A. All elected positions of the REB shall be installed by the Regional Senate according to the following election process. All appointed positions of the REB shall be appointed by the Regional Chairperson, with the approval of the elected members of the REB, according to the following appointment process.
- B. All elected and appointed positions shall be open to all regional members in good standing.

- C. Elections shall take place at the National Convention. Appointments shall follow after the election process, upon the placement of a regional chair-elect, and may be performed throughout the year as needed.
- D. No candidate for election or appointment shall be put in office unless all required materials are properly reviewed and placed on file with the Regional Parliamentarian.
- E. Any elected positions not filled through the election process held during the National Convention shall be appointed, but will remain recognized as an elected office and shall hold all duties and rights afforded to the original position.

Section II – Elections Candidature

- A. Members of the Region shall seek election to a regional position by completing and submitting a Regional Elections Packet by a date specified in that packet.
- B. No candidate shall run for more than one position on the Regional Executive Board in a given election.
- C. Each candidate shall submit a Letter of Good Standing/Enrollment Verification from the Registrar or appropriate university official which states that he/she is registered as a full-time student, in good standing with the university, and the degree program for which the student is enrolled.
- D. Each candidate shall submit an Official Transcript from the Registrar which states the current overall GPA, which shall not be below a 2.50 on a 4.00 scale.
- E. If the candidate expects to graduate before September 15, he/she is not eligible to run for office unless he/she will be enrolled in graduate school full-time for the elected term of office. If the candidate expects to graduate before September 15, but has a letter of acceptance for enrollment in a graduate school full-time by January 1, he/she shall be eligible to run.
- F. Candidates must be members in good standing.
- G. Candidates who are currently co-op students must meet all of the above requirements.
- H. The declaration of intent and the official letter from the Registrar or appropriate university official must be received by the Regional Parliamentarian by the second day of the National Convention.
- I. The Regional Parliamentarian shall approve a declaration of intent upon verification that all requirements for placement on the ballot have been met. These requirements include, but need not be limited to, all requirements as specified in the National By-Laws and these By-Laws.

Section III - Voting

- A. Each active and financial (national and regional) chapter will be allowed to cast two votes during elections. These votes may only be cast by two senators who are appointed by the respective chapter prior to elections. These senators must attend the senator workshop prior to elections to remain eligible to vote.

- B. Absentee ballots shall not be allowed.
- C. The Regional Parliamentarian, two members of the RAB and one additional member of the Regional Elections Committee shall oversee the counting of the ballots immediately following the voting procedure.
- D. Voting Results
 - (i) If more than one candidate runs for an elected office, the winner of each office shall be the person who received the plurality of the votes cast for the office.
 - (ii) In the event that a candidate is unopposed, the candidate must have received a majority of the votes cast.
 - (iii) In the event of a tie, the current REB shall select the winner by majority vote of elected officers.
- E. The results shall only be announced at the final Regional meeting at National Convention or at another time approved by the REB. At this time, the newly elected REB will be given the oath of office by the Regional Parliamentarian or an appointee.

Section IV – Regional Elections Committee

- A. There shall be a Regional Elections Committee (REC) to oversee all components and proceedings related to regional elections. The REC shall consist of: Regional Parliamentarian, two (2) RAB members as designated by the RAB Chairperson, and one (1) member of the Regional Senate.
- B. The REC shall be empowered to issue supplemental rulings elaborating or clarifying the election guidelines as specified in the Regional Elections Packet.
- C. All rulings shall be posted and disseminated by the Regional Parliamentarian. Each candidate shall be notified as to where these ruling shall be posted. All candidates shall be assumed to have read the ruling within twenty-four hours after its posting.
- D. The Regional Parliamentarian shall be the only official of the Region empowered to offer official advice to candidates on matters pertaining to the elections or rulings of the REC.

Section V – Campaign Conduct

- A. Campaigning for regional elections shall follow the definition of general campaigning as outlined in the National By-Laws and must abide by all specifications of the Campaign Practices Code as outlined in the National By-Laws.
- B. No candidate shall use any resources of the National Society for campaigning purposes unless all candidates have equal access to these resources and such access is announced in the Regional Elections Packet or by a ruling of the REC. Failure to obey this provision shall be grounds for disqualification.
- C. All campaign materials shall bear the name of the candidate who has published it. Failure to obey this provision shall be grounds for disqualification.
- D. During election days, the following provisions must be adhered to:

- (i) Prior to regional voting all candidates shall remove all campaign materials from within the meeting room.
 - (ii) Any campaigning within the meeting room while the polls are open shall be grounds for disqualification.
- F. Any attempt by a candidate to subvert or unethically influence the election shall be grounds for disqualification.
- G. Any actions of candidates that impede an election official in the discharge of his/her duties shall be grounds for disqualification.
- H. Any deliberate violation of any ruling of the REC shall be grounds for disqualification.
- I. A plea of ignorance shall not be considered a valid defense to an infraction of any ruling as specified in the Campaign Practices Code or as a ruling of the REC.
- J. Disqualifications shall only be based on rules specified in the Regional Elections Packet or on rulings of the REC.

Section VI – Election Penalties

- A. No candidate may be subjected to a hearing twice for a violation stemming from the same act.
- B. The term "grounds for disqualification" shall mean that the REC may use the act or acts so specified as reasons for disqualification, but they shall have the discretion to decide whether to initiate or continue disqualification proceedings. Specification of an act as grounds for disqualification does not mean that disqualification is automatic, even if a candidate is found to have committed such an act. No elections officer shall be required to recommend disqualification in such a case.
- C. Hearing
- (i) All meetings of the REC shall be closed to the public, but an accurate transcript of all transactions shall be kept by a secretary appointed for this purpose by the REC, except that the candidate being discussed can attend the meeting.
 - (ii) At the hearing, the candidate may present whatever evidence desired to the Elections Committee.
- D. Recommendation of Disqualifications
- (i) If the REC determines that an election violation has occurred, it may disqualify the candidate or impose another penalty as is appropriate. Other penalties, which may be imposed, are: reprimand, censure, or suspension for a specified period of time.
 - (ii) Any penalty imposed by the hearing committee may be overturned by a two-thirds vote of the Regional Executive Board.
 - (iii) The minutes of all hearings pertaining to the impositions of penalties shall be made available to the Regional Executive Board.

Section VII – Appointment Process

- A. The chairperson shall identify all appointee candidates during a timeframe that the membership is aware of.

- B. The chairperson shall notify all appointee candidates with information of the appointment process. This information includes, but is not limited to:
 - (i) the criteria for choosing a candidate for appointment,
 - (ii) the date in which materials are to be submitted for consideration, and
 - (iii) the date in which a response will be given
- C. Appointee candidates shall submit the proper materials requested by the chairperson upon the date set by the chairperson. The chairperson shall review all materials from each candidate and choose the best candidate according to the criteria outlined by the chairperson
- D. The chairperson shall present information on the chosen candidate to the board for approval.
- E. If the candidate is approved by the board, the chairperson will notify the candidate and present the offer for appointment. If the offer is accepted, the candidate is properly appointed to the board. If the candidate is not approved by the board, then the chairperson will choose an alternate candidate for nomination and the approval process shall be done again.
- F. If there is no other candidate, a search will be administered to find a new candidate. Once a candidate is found, the appointment process shall proceed. In the case that no candidate can be found for the position, the duties of this vacant position shall be assumed by its zone leader or a member of the board as designated by the chair.
- G. All candidates not chosen must be notified of the decision by the chairperson.

ARTICLE IX - TERMINATION OF BOARD MEMBERS

Section I - General

- A. Members of the REB may be considered for impeachment if they fail to adhere to the duties of their office, have performed actions that demonstrate conflicts of interest to the objectives of the National Society or the Region, or any other actions deemed inappropriate.
- B. Any REB member, excluding the Regional Alumni Chairperson, may be called to be impeached by:
 - (i) Majority of the chapter senators in good standing during a regional general meeting, or
 - (ii) Any member of the REB.
- C. Impeachment is to be determined by the Performance and Conflict Review Committee (PCRC), as defined by these By-Laws. The decision of the PCRC can be overturned by the affirmative vote of:
 - (i) Two-thirds (2/3) of the chapter senators in good standing during a regional general meeting, or
 - (ii) The majority of the remaining voting members on the REB during an REB meeting.
- D. In the case that the performance of an REB member, excluding the Regional Alumni Chairperson, becomes a critical hindrance to the operations of the board, the impeachment process may be

overridden and the member may be immediately terminated from office by a unanimous vote of the voting members on the REB during an REB meeting.

- E. The Regional Alumni Chairperson may be impeached for a lapse in duties by procedures as outlined in the Region III Alumni Operating Guidelines
- F. All committee chairpersons may be removed for a lapse in duties at the discretion of the Regional Chairperson, with the approval of the voting members of the REB.

Section II – Performance and Conflict Review Committee

- A. The Performance and Conflict Review Committee (PCRC) shall consist of the RAB Chairperson, to serve as committee chair, all other RAB members, the Regional Chairperson, and the Regional Vice-Chairperson.
- B. The PCRC shall investigate the performance of an REB member in question and determine if the member should be impeached.
- C. The PCRC shall become active only when the performance of a REB member is in question.
- D. To ensure thorough investigation of the performance issue, the PCRC may require that an improvement timeline be developed in which the member in question must show improvement of performance. In the case that improvement is not shown, the PCRC will proceed with making a final decision on the issue.
- E. In the case that the Regional Chairperson is in question, then the Vice-Chairperson shall assume his/her position on the PCRC.

Section III - Impeachment Process

- A. Regional Chairperson
 - (i) The Regional Senate or a REB member shall submit a letter of concern to the National Vice-Chairperson and RAB Chairperson about the Chairperson.
 - (ii) If the National Vice-Chairperson and RAB Chairperson deem the letter to be valid for investigation, then the PCRC shall be formed to have a conference to discuss the letter and determine if the Chairperson should be impeached.
 - (iii) The decision of the PCRC shall be reviewed by the REB over a meeting conducted by the Regional Vice-Chairperson.
- B. REB Member
 - (i) The Regional Senate or a REB member shall submit a letter of concern to the Regional Chairperson and RAB Chairperson about the member in question.
 - (ii) If the Regional Chairperson and RAB Chairperson deem the letter to be valid for investigation, then the PCRC shall be formed to have a conference to discuss the letter and determine if the Chairperson should be impeached.
 - (iii) The decision of the PCRC shall be reviewed by the REB over a meeting conducted by the Regional Vice-Chairperson.
- C. Regional Alumni Chairperson

- (i) The Regional Senate or a REB member shall submit a letter of concern to the Regional Chairperson about the Regional Alumni Chairperson.
- (ii) The Regional Chairperson will follow the impeachment process of the Regional Alumni Chairperson as outlined in the operating guidelines of the Regional Alumni Executive Board (RAEB).

Section IV – Vacant Positions

- A. In the event a member of the REB or ad hoc committee chairperson resigns or is impeached, the Regional Chairperson shall either:
 - (i) Initiate the appointment process to fill the vacancy, or
 - (ii) Dissolve the responsibilities of the said position amongst the remaining members of the board.
- B. In the event the position of Regional Chairperson becomes vacant due to resignation or impeachment, the Regional Vice Chairperson shall assume the position as interim Regional Chairperson and initiate the appointment process to fill the position of Vice Chairperson.
- C. In the event the position of Regional Alumni Chairperson becomes vacant due to resignation or impeachment, the RAEB shall supply a replacement to represent the RAEB on the REB. This replacement shall be in accordance of the operating guidelines of the Regional Alumni Executive Board.

ARTICLE X – MEETINGS

Section I – General

- A. Meetings of the Region will be held to conduct all transactions of NSBE business as it pertains to the Region, and discuss and vote on regional matters. These meetings shall be conducted during all regional conferences and the National Convention.
- B. The REB shall conduct physical and electronic meetings to conduct the business of the REB. REB meetings shall be conducted at all regional conferences and shall be called throughout the year as necessary.
- C. Additional regional meetings shall be convened at the discretion of the REB upon the necessity to carry out the business of the Region.
- D. All general meetings of the REB shall be open to the membership. Special meetings shall be open upon the discretion of the Regional Chairperson, with the approval of the voting members of the REB.
- E. Minutes to all general meetings of the Region and general meetings of the REB shall be made available to the regional membership upon request.
- F. Chapter meetings shall be determined by each individual chapter.

Section II – Quorum

- A. A general quorum shall be defined as one-third (1/3) of active chapters having at least one (1) voting delegate present for all transaction of business at general meetings
- B. An REB quorum shall consist of two-thirds (2/3) of the elected REB positions, excluding the Regional Chair, for all transaction of business at REB meetings.
- C. Official general meetings of the Region must have a general quorum present. Official general meetings or the REB must have REB quorum present.

Section III – Spring Business Meeting

- A. There shall be a Spring Business Meeting (SBM) (if funds permit) to take place before the National Convention to conduct business sessions with Regional leadership and Chapter Senators/Representatives for the purpose of handling any matters related to the operation of the Region.
- B. The SBM shall consist of the following:
 - (i) REB meetings – which should be planned and coordinated by the Regional Chair and Vice-Chair, for the purpose of conducting regularly, scheduled REB business.
 - (ii) Senate Meetings – which should be planned and coordinated by the Regional Parliamentarian, for the purpose of preparing chapter Senators for their duties and responsibilities at the National Convention and to provide any necessary updates or the transaction of any other business deemed appropriate.
 - (iii) RAB meetings – which would be at the discretions of the RAB Chair, for the purpose of handling and conducting RAB business.
 - (iv) RAEB meetings – which would be at the discretion of the RAEB Chair, for the purpose of handling and conducting RAEB business.
- C. The overall planning and coordinating should be done by the Regional Treasurer and the coordinator for each of the components to be present.
- D. The location of SBM should be determined based on location, nearby campus accessibility and approval of the REB and Regional Senate.
- E. Senator registration costs should not exceed expenses incurred for accommodations, expenses related to travel and meals will be incurred by the individual unless other provisions have been made and approved by the Regional Treasurer.

ARTICLE XI – CONFERENCES

Section I – General

- A. Two regional conferences shall be held before the National Convention: the first shall be the Regional Leadership Conference (RLC) and the second the Fall Regional Conference (FRC).
- B. The Regional Leadership Conference (RLC) shall be held prior to the Fall Regional Conference consisting of the following events:
 - (i) training for all chapter executive board members of the Region,
 - (ii) functional workshops for chapter development, and
 - (iii) other training activities which will benefit chapter executive board members.

- C. The Fall Regional Conference (FRC) shall be a two/three day meeting consisting of the following events:
 - (i) regional business meetings,
 - (ii) personal development workshops,
 - (iii) Pre-College Initiative Mini-Conference,
 - (iv) Professional Development Conference,
 - (v) a career fair, and
 - (vi) other activities which will benefit the chapters and conference participants.
- D. The PCI Mini Conference shall be planned and coordinated by the Regional PCI Chairperson and support staff shall given by members of the Conference Planning Committee and/or the Regional PCI Committee.
- E. The Professional Development Conference (PDC) shall be planned and coordinated by the PDC Chair, an appointee of the Regional Alumni Extension.

Section II – Conference Date & Site Selection

- A. Cities within the Region are selected as prospective conference sites by the REB, two (2) years prior to the period the conference shall take place. This selection shall be based upon:
 - (i) the regional conference site suggested rotation model as outlined by the REB,
 - (ii) financial advantages associated with a particular location, and
 - (iii) the possibility for a host chapter to be developed near the location.
- B. Possible Host Chapters and/or Conference Chairpersons are selected for each conference site selection. Each Host Chapter and/or Conference Chairperson shall develop a proposal for the respective conference site as a bid to be presented during the FRC held one (1) year prior to the conference.
- C. The Regional Senate shall accept one conference site from the bids presented. If no bids are submitted, the REB will select the conference site and solicit for a Conference Chairperson and a regional conference planning committee.
- D. Conference bids shall be proposals that contain the following information:
 - (i) facility at which the conference will take place,
 - (ii) accommodations,
 - (iii) suggested dates and registration costs,
 - (iv) special plans,
 - (v) a theme, and
 - (vi) other pertinent information deemed necessary for selecting a conference site
- E. The date and registration costs of the conference shall be determined by the Regional Treasurer, with approval of the REB, after a conference site has been selected.

Section III – Host Chapter & Conference Chairperson

- A. There shall be a Conference Chairperson for each regional conference to serve as a Conference Planning Committee (CPC) Chairperson as defined in these By-Laws.

- B. A Host Chapter(s) shall be a chapter located within or nearby a city that has been chosen as a prospective site for a conference, is in good standing, and has shown interest in assisting in the planning of the conference. The Host Chapter, with a Conference Chairperson, shall serve as the Conference Planning Committee as defined in these By-Laws.
- C. A chapter(s) will become the Host Chapter(s) of a conference if their conference bid has been selected by the Regional Senate as the chosen location and plan for the developing conference. The Host Chapter shall then appoint a Conference Chairperson, with the approval of the REB and a local conference planning committee.
- D. If no chapter bid for the conference is submitted or approved by the Regional Senate, then the REB shall solicit for a Conference Chairperson and assist in the development of a regional conference planning committee. A Conference Chairperson shall be selected in one of the following ways:
 - (i) A local member(s) from or near proximity to the chosen conference site, or
 - (ii) A regional member, regardless of location, if no local member has expressed interests, or the member(s) in question was deemed ineligible or unapproved by the REB.

Section IV – Financial Provisions

- A. Absolutely no chapter funds are to be spent on regional conferences. The Conference Chairperson must submit a cash advance form to the Regional Treasurer detailing itemized projected expenses. If approved, a regional check will be issued and sent to the chapter(s) within ten (10) days of receipt.
- B. The Conference Chairperson is responsible for providing original receipts documenting all cash advances and shall be liable for any unaccounted funds.
- C. If the chapter(s) would like to assist in corporate solicitation, the following procedure must be followed:
 - (i) The chapter(s) must obtain the Regional Corporate Solicitation Package or Regional Graduate School Solicitation Package and the current mailing list of companies solicited by the National Society.
 - (ii) The Regional Finance Chairperson must be notified of and approve all changes, insertions and deletions to the Regional Corporate Solicitation Package or Regional Graduate School Solicitation Package prior to distribution.
 - (iii) A final copy of the chapter's revised solicitation package and the proposed mailing list of companies must be sent to the Regional Finance Chairperson for approval prior to distribution.
 - (iv) If a company is a registered contributor to the chapter, the solicited company may be charged a minimum of half the regional cost to participate in the regional conference. This action is taken to ensure that regional conferences will not defer funds from chapter level solicitation.
 - (v) Qualified companies must not be a member of the Board of Corporate Affiliates (BCA), must fund the chapter adhering to the chapter solicitation package, and contribute separately to the Region in accordance with the chapter revisions of the Regional Corporate Solicitation Package or Regional Graduate School Solicitation Package.
- D. All monetary funds generated for regional conferences must come to and be made payable to the Region. This includes corporate solicited funds and all registration fees.

- E. All funds received by mail must be in the form of a money order, university check, or cashier's check. Payments may be received by means of Visa, Master Card, or American Express upon discretion of the Regional Treasurer for onsite registration.
- F. The Conference Chairperson and Regional Treasurer shall determine the amount of any excess conference funds that shall be returned to the chapter(s).

ARTICLE XII - AMENDMENT PROCESS

Section I - General

- A. These By-Laws shall be amended by any chapter or REB member by submitting said change in written form to the Regional Parliamentarian six (6) months prior to any regional activity including the RLC, FRC, SBM, and the National Convention.
- B. The Regional Parliamentarian shall submit all proposed changes to the National Document Review Committee (DRC) to ensure that changes do not conflict with the governance of the National Society. Upon receiving official feedback from the DRC, the Regional Parliamentarian must communicate the proposed changes, to all chapter senators, two (2) weeks prior to the meeting in which the proposal is slated to be reviewed and voted on.
- C. Proposed changes may pass, with consideration of the recommendations of the DRC, by the affirmative vote of the following:
 - (i) Two thirds (2/3) vote of the REB during an REB meeting (or),
 - (ii) Two thirds (2/3) vote of the chapter senators in good standing during a regional general meeting
- D. Changes made by the REB can be overturned by the affirmative vote of three fourths (3/4) of the chapter senators in good standing at the regional or national meeting that immediately follows the meeting in which the proposed changes were initially voted on by the REB.
- E. Upon changing these By-Laws, the following actions shall be made:
 - (i) The updated By-Laws shall reflect a date of change and replace the current version of the By-Laws available through all regional communication organs.
 - (ii) All chapters within the Region shall be informed of the changes and provided a copy of the updated document within thirty (30) days of each change.
 - (iii) The updated By-Laws shall be sent to the National Parliamentarian for placement in national archives.
 - (iv) Proposal documentation shall be archived by the Regional Parliamentarian as an official document of the Region.