

# National Society of Black Engineers Auburn University Constitution

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## Constitution

### 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 field of engineering and engineering technology. These programs will be initiated 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.

## Article I. Name and Objectives

### Section 1.01 Name

- (a) The name of this organization shall be the Auburn University Chapter of the National Society of Black Engineers.

### Section 1.02 Objectives

- (a) The objectives of this organization shall coincide with those of the National Society of Black Engineers, which shall hereafter be referred to as the National Society.
- (b) The objectives shall include programs that serve to stimulate and develop student interest in engineering; to strive to promote participation at all levels of responsibility in the field of engineering by the black communities; and to endeavor in the advance of black professional engineers within the individual engineering disciplines.

## Article II. Chapter Government

### Section 2.01 Governing Laws

- (a) This organization shall be governed by the Constitution, By-Laws, and all Amendments to the constitution and By-Laws of this organization
- (b) The Constitution and the By-Laws of this organization shall be within the boundaries of the Constitution, By-Laws and Rules for the Government of Chapters of the National Society.

### Section 2.02 Final Approval

- (a) The Constitution, By-Laws, and all amendments to such shall be subject to approval by the Chapter with final approval by the Executive Board of the Chapter, and Auburn University.
- (b) The laws that govern this chapter shall be in effect only after approval from Auburn University's Center of Student Organizations Coordinator.
- (c) No laws of this Chapter shall be retroactive.

## Article III. Membership, Voting, Dues

### Section 3.01 Membership

**\* "Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students."**

- (a) Membership and participation in this organization shall be free from discrimination of the basis of sexes, race, religion, ethnic group or national origin.
- (b) Membership shall require that the proper dues have been paid to both the National Society and this Chapter.
- (c) Membership in this Chapter shall be designated as Alumni Member, Graduate Member, Member, Honorary Member, Voting Member, or Affiliate Member.
- (d) The definition of each type of membership shall be defined as follows:
  - i. Alumni Member -shall be defined as a person of high moral character who has paid his/her chapter dues and who has received a degree in from Auburn University
  - ii. Graduate Member- shall be defined as a person who has paid dues and is enrolled and is currently enrolled in the Auburn University Graduate school program.
  - iii. Member- shall be defined as a person of high moral character enrolled in the College of Engineering or College of Science and Mathematics and has paid dues.
  - iv. Honorary Member- shall be defined as a person who does not meet the definition of member or affiliate member but has contributed through efforts in support of the goals of the National Society and has been nominated by a chapter, region, or the National Executive Board.
  - v. Voting Member -shall be defined as a Member, Graduate Member, or Affiliate Member who has met his/her financial obligation to the Auburn chapter. He/she must be enrolled in classes during the voting semester and must have attended at least 2/3 of the meetings during the voting semester
  - vi. Affiliate Member- shall be defined as someone who is not majoring in a STEM (science, technology, engineering, and mathematics) related field and has paid dues

### Section 3.02 Voting

- (a) Voting Member in good standing is entitled one vote at all meetings except when dealing with impeachment.
- (b) All Honorary Members shall not be entitled to vote at any meetings, except where otherwise noted in this document.
- (c) A majority of voting members present shall be necessary for any business to take place except where noted in this document.
- (d) A quorum shall be defined as two-thirds of the Chapter's eligible voting members.
- (e) Voting must be administered by the parliamentarian and senators.
- (f) Voting can take place only in person or through Auburn University's AU Involve website.

### Section 3.03 Dues

- (a) All members of this organization shall pay proper dues to the Auburn Chapter of NSBE.
- (b) Chapter membership fees shall be reviewed annually by the Executive committee and can only be changed by a two-thirds vote of the executive board members
- (c) Honorary Members shall be exempt from Chapter dues.

- (d) Chapter dues for the year shall be paid to the treasurer prior to the deadline set by the Chapter Executive Board. A date should be determined by the Auburn chapter that tells the members when they should pay due in order to receive the full benefit.
- (e) National dues must be paid to the National Society on the national's website.
- (f) A plan of payment can be made with the Treasurer concerning payment of Chapter dues prior to the third regular meeting of each semester concerning that year's dues.

## Article IV. Meetings

### Section 4.01 First Meeting

- (a) The first regular meeting date of the next academic year shall be decided at the last executive meeting during the present academic year by the newly elected Executive committee.

### Section 4.02 Regularity

- (a) Regular meeting shall take place no more than two weeks apart with the day and time determined by a three-fourths vote of the members present at the first meeting of the academic year.
- (b) The President may call an unscheduled meeting when necessary, provided that every member receives a notification at least 24 hours prior to the meeting.

### Section 4.03 Executive Meetings

- (a) Shall be held once every week at a time specified by the Executive Committee

## Article V. Officers and Executive Committee

### Section 5.01 Positions

- (a) The elected officers of the Chapter shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, Finance Chair, Membership Chair, Programs Chair, Academic Excellence Chair, T.O.R.C.H. Chair, Conference Planning Chair, and Senators.
- (b) No person who resigns from his/her position shall be allowed to return to that position during the same academic year.
- (c) An officer shall be required to be in good academic standing with Auburn University.

### Section 5.02 Duties

- (a) Each position excluding the advisor is expected to fulfill his/her chapter duties as well as those duties specified by his/her regional and national counterpart.
  - i. Duties of the President
    - 1. Shall preside over all executive meetings of this chapter and provide an agenda for each member at each regular meeting.
    - 2. Shall serve as representative of this chapter.

3. Shall appoint and remove all officers and members of all committees, except where otherwise provided for in this document, with the advice and consent of the Executive committee.
  4. Shall be responsible for reserving a place for each regular meeting of the current semester.
  5. Shall take an active part in the Constitution committee
  6. Shall be head of the Executive committee
  7. It shall be the duty of the President to make sure that any task/duty not given to another officer position as stated by this constitution is completed.
- ii. Duties of Vice-President
1. Shall preside in the absence or the inability of the President
  2. Shall perform such other duties as may be assigned to him/her by the President
  3. If the office of the President becomes vacant or if the president is unable to be present to fulfill his/her duties for any reason during his/her elected term, the Vice-President shall take on the responsibilities of President until the President is able to return to his/her position or term expires; thereby, creating a vacancy of Vice-President.
  4. Stays in contact with companies that may wish to present themselves to the Auburn NSBE Chapter.
  5. Shall directly oversee all the committees, except the Executive Committee
  6. Shall preside over all general meetings of this chapter
- iii. Duties of the Secretary
1. Shall keep accurate minutes and an elaborate summary of each meeting.
  2. Shall keep an accurate record of membership and attendance at Chapter meetings.
  3. Shall forward a report(s) to the Regional and/or National Executive Board of the National Society upon request by the National Society, summarizing the activities of the Chapter during the year and listing the elected officers at the end of the term.
  4. Shall submit a semester report to the Chapter, at the last regularly scheduled meeting, that contains all the activities of the Chapter during the present semester.
  5. Shall keep all official records of this chapter except for those herein that the custody and control of shall be that of another office.
  6. Shall be head over the Communications committee
- iv. Duties of the Treasurer
1. Shall keep an accurate account of the Chapter's funds.
  2. Shall maintain a membership roll and collect all dues of the Chapter members.
  3. Shall submit a report to the Chapter members at least once a month concerning the financial status of the Chapter, in writing.
  4. Shall submit a report(s) to the Regional and/or National Executive Board of the National Society before upon request giving a complete accounting of the Chapter's finances and reporting on such other matters as the Executive Board may require.
  5. Shall be responsible for the obtaining and/or maintaining a bank account in the name of the Auburn Chapter.

6. All money received by the Treasurer shall be deposited in the Chapter's bank account, within seven business days after such is received by the Treasurer.
  7. Shall take an active part in the Finance Committee
  8. Shall assist the Conference Planning Chair in planning the National, Regional, and Leadership conferences for the Chapter.
  9. Shall preside in the absence or the inability of the Conference Planning Chair.
  10. Shall be co-head of the Finance Committee with the Finance Chair
    - a) *By co-heading the Finance Committee, Treasurer and the Finance Chair shall be responsible for managing the day-to-day operations of the committee, ensuring all task are completed in their respective times, working with the individual committee members to complete their task, when the either the Treasurer or Finance Chair is not available to preside over the committee, it is the duty of the available position to complete the aforementioned task that are related to this committee.*
- v. Duties of the Parliamentarian
1. Shall ensure that Parliamentary Procedure is observed and executed properly.
  2. Shall be responsible for retaining order each meeting
  3. Shall be head of the election process
  4. Shall act as the second Senator for the Chapter
  5. Shall be head over the Constitution Committee.
- vi. Duties of the Finance Chair
1. Shall be responsible for determining and implementing fundraisers
  2. Shall be responsible for finding grants for the chapter
  3. Shall be responsible for creating, editing, and distributing any type of solicitation packets/forms.
  4. Shall be responsible for co-heading the Finance Committee with the Treasurer
    - a) *By co-heading the Finance Committee, Treasurer and the Finance Chair shall be responsible for managing the day-to-day operations of the committee, ensuring all task are completed in their respective times, working with the individual committee members to complete their task, when the either the Treasurer or Finance Chair is not available to preside over the committee, it is the duty of the available position to complete the aforementioned task that are related to this committee.*
- vii. Duties of the Membership Chair
1. Shall be responsible keeping a consistent record of membership at each meeting and for each semester.
  2. Shall be responsible for developing new methods of increasing membership and maintaining membership within the Chapter.
  3. Shall delegate recruiting efforts when necessary
  4. Shall be head over the Membership Committee.
- viii. Duties of the Programs Chair
1. Shall be responsible for the implementation of chapter projects and programs.
  2. Shall be in charge of community affiliations the chapter may have



3. Shall be head over the Programs Committee.
- ix. **Duties of T.O.R.C.H. Chair**
  1. Plan community service activities for the chapter.
  2. Work in conjunction with Programs, PCI, and AEx chair to accomplish certain TORCH goals for the year.
  3. Stay in contact with the regional Torch Chair, providing any necessary information.
- x. **Duties of Academic Excellence Chair**
  1. Organize study sessions for the Chapter.
  2. Formulate strategies for increasing the overall academic success rate of Chapter members.
  3. Work with TORCH and PCI chairs to promote academic excellence in mentoring situations.
  4. Be well informed of the APEX program and its initiatives
  5. Help those who qualify for APEX to sign up for the APEX program with nationals.
- xi. **Duties of Senators**
  1. Represent the Auburn Chapter at the NSBE Regional and National Conventions unless there are extenuating circumstances that will be evaluated by the executive committee.
  2. Stay in contact with the Regional Parliamentarian
  3. Shall assist the chapter Parliamentarian in the election process.
  4. Shall take an active part in the Constitution Committee
- xii. **Duties of Conference Planning Chair**
  1. Shall help plan and ensure a successful and productive regional leadership conference (RLC), fall regional conference (FRC), and Annual Convention experience with the help of the Executive Committee.
  2. Must thoroughly read and understand CPC Operating Guidelines
  3. Must have knowledge of/research the area that the conference will be held in
  4. Must demonstrate familiarity with the various NSBE conferences
  5. Must attend FRC and Annual Convention
  6. Shall head of the Conference Planning Committee

### Section 5.03 Special Office

#### **(a) Advisor**

- i. The Advisor shall be responsible for informing other faculty of the activities of this chapter.
- ii. The Advisor shall perform any other duties assigned to him/her by this document.
- iii. The Advisor will serve a term of one year. After said year, an evaluation of the effectiveness of the advisor will be done. The evaluation will be in accordance with these factors:
  1. Helping with upperclassmen in order to help more with retention.
  2. Helping get more grad students involved.
  3. Focusing on academic support. Help implement programs sponsored by the Chapter.
  4. Helping prepare and critique our corporate solicitation packet.
  5. Keeping members informed of status of minorities in engineering.
  6. Actively contributing any ideas that he or she may have.

7. Attendance at least one regional conference per year and one national office per term.
8. Networking with corporate sponsors.
9. Submitting a list of goals for the chapter per term.
10. Participation on the Executive Board.

**(b) Chapter Development Chair**

- i. Shall be responsible for working with the Executive Committee to help develop the chapter in areas of academic excellence, professionalism, and personal development.
- ii. Shall help develop the officers in their positions, and personal development.
- iii. Help members to achieve goals in NSBE
- iv. Help ensure maximum efficiency of our members during each term.
- v. Must have served on the executive committee in the past
- vi. Cannot be elected must be give the title by the executive board.

**(c) Special Duties**

- i. All money shall be disbursed by the President or Treasurer only with the consent of the executive board.

#### Section 5.04 Executive Committee

- (a) This committee shall perform all duties assigned to it by this document.
- (b) This committee shall consist of the President, Vice-President, Secretary, Treasurer, Parliamentarian, Membership Chair, Programs Chair, Finance Chair, Academic Excellence, Conference Planning Chair, and two Senators. The President shall serve as Chairperson of this committee.
- (c) Officers appointed by this Committee shall serve for the duration of that term.

#### Section 5.05 Requirements

- (a) Only voting members shall hold the elected offices of this chapter.

### Article VI. Nominations and Elections

#### Section 6.01 Eligibility

- (a) A nominee is defined as a voting member who has been to at least two-thirds of the general meetings during the time that they are enrolled at Auburn University for that academic school year.
- (b) A nominee must have at least one year of experience on the executive committee in order to run for President.
  - i. If no one who meets the qualifications of Article VI, Section 6.01b or said person(s) is unwilling or not seen fit to run for President, then an active Voting Member, who has been in involved in NSBE for at least a year during the current voting year may be nominated.
  - ii. Otherwise, the position of president will go to the newly elected vice president and the office of vice president will become vacant until a decision is made by the executive board.
- (c) Nominees must be presented to the Chapter one week before elections, but only after it is determined that each nominee meets the following requirements:

- i. A Voting Member of the Chapter.
- ii. Eligible to serve.
- iii. Willing to serve if elected.
- iv. Aware of the responsibilities of the office for which he/she is nominated.
- (d) Nominee may run for more than one position but cannot occupy more than one position in office.
- (e) Once nominated, the nominees must pass the following stages before being eligible to run for their desired position:
  - i. Application Process
  - ii. Interview given by the executive committee which shall include questions on this document, the constitution of the Auburn University Chapter Constitution.

## Section 6.02 Elections

- (a) Elections shall take place no later than three weeks before the final examination period, at which time the following positions will be up for election: President, Vice-President, Secretary, Treasurer, Parliamentarian, Programs Chair, Membership Chair, Finance Chair, Academic Excellence Chair, and T.O.R.C.H. Chair, Conference Planning Chair, and two Senators.
- (b) The current Parliamentarian shall present a slate containing the names of all the nominees they have for each elected position to each voting member on the day of elections.
- (c) The newly elected officers shall assume their positions at the last meeting of the Spring Semester and shall serve a term of one academic year.
- (d) A simple majority vote of the Voting Members present on Election Day shall be necessary for a person to be elected to an executive position when two or less people are running for a selected office.
- (e) In the case of more than two people running for an elected office, if one person receives two-thirds of vote that person shall be declared as the winner of that elected office.
- (f) **Run-Offs** -- If no one receives two-thirds of the vote, then the elected position will go through a run-off phase, in which the person with the lowest number of votes is removed from the ballot. This process will continue until two people are left and a majority vote can take place, or until one person receives two-thirds of the vote.
- (g) **Special Election** --An election deemed necessary by the executive committee when there is a vacant position in the executive committee that needs to be filled.
  - i. It shall be decided by a two-third's vote of the Voting Members present at a meeting date set by the executive committee.

## Article VII. Committees

### Section 7.01 Committees

- (a) Each Committee shall follow all rules as given by this document

- (b) All members of a committee are subject to the rules handed down by the Executive Committee.
- (c) Each committee may contain at most seven committee members excluding the Communications, Programs, and Constitution committees. Up to two slots in each committee can be saved for freshman willing to join a committee.

#### Section 7.02 Constitution Committee

- (a) The Committee shall make recommendation to the Chapter with respect to all proposed amendments to the Constitution and By-Laws which may properly be referred to it for consideration
- (b) This committee shall be head by the Parliamentarian
- (c) Committee reserves the right to make changes for the clarity of the Constitution.
- (d) The President and Senators are members of the Constitution committee.

#### Section 7.03 Finance Committee

- (a) The Committee shall create idea for fundraising for the Chapter.
- (b) Shall help with writing of grants
- (c) Shall help with solicitation packets/forms
- (d) Shall help organize and run all fundraising events
- (e) This committee shall be head by the Treasurer
- (f) The Finance Chair manages the Finance Committee
- (g) The Finance committee shall consist of the following position(s):

##### *(i) Conference Planning Chair*

#### Section 7.04 Communications Committee

- (a) The Communications Committee shall be responsible for submitting all articles for publication in any printed news source that may occur.
- (b) This Committee is head by the Secretary
- (c) The Committee shall be responsible for informing members of any special meetings that may occur, by means of phone or letter.
- (d) The Committee shall post announcements containing the time, place, and date of all regular meetings at least two work days prior to the meeting.
- (e) This committee may or may not consist of the following positions:
  - i. Publications
    - 1. Shall develop mechanisms for establishing, sustaining, and requesting funding for any potential publication venues.
    - 2. The Publications Chairs subcommittee that produces flyers, posters, ads, paper/vinyl banners and other promotional items for events (i.e., newsletters, brochures, bulletins, and press releases)
    - 3. Coordinates with members on the distributions of flyers, posters, and promotional ties for all events (i.e., newsletters, brochures, bulletins, and press releases).

4. Establishes a contact person at communication outlets (i.e., radio, TV, newspapers, etc.)
5. Develops and coordinates on and off campus flyer/poster distribution schedule
- ii. **Public Relations**
  1. Identifies other engineering student/professional organizations for publicity and/or support.
  2. Establishes interface mechanisms with above-mentioned organizations when practical and feasible.
  3. Select committee to administer speakers' bureau; the committee reports to Public Relations Chairperson.
  4. Lead all efforts to effectively gain sponsorship for the organization. The Chair will coordinate with the planning committee to market every event that the chapter will host or attend.
  5. Lead all efforts to effectively publicize NSBE and its mission.
- iii. **Historian**
  1. Will maintain a written history of the past and present activities of the chapter.
  2. Takes pictures and/or arrange videotaping of all events
  3. Develops slide/video and/or scrapbook show to be used in participant recruitment and closing events
  4. Compiles all appropriate pictures, printed materials, and promotional items for sponsor thank you packet and promotional packet
- iv. **Telecommunications (Webmaster)**
  1. Coordinate/develop chapter Website and dispensing of information electronically.
  2. Follow guidelines set forth by the NSBE National and Regional Telecommunications Chairs
  3. Ensure that all information on the chapter's website is updated regularly

## Section 7.05 Membership Committee

- (a) Shall be head by the Membership Chair
- (b) The Committee shall be responsible for ensuring the retention of the current members and reach out to obtain new members in order to fulfill our mission of increasing the number of black engineers as well as members of other ethnicities and majors.
- (c) The committee may or may not consist of these positions:
  - (i) **Summer Recruitment Chair**
    - i. Shall be responsible for recruiting incoming freshman and transfer students to NSBE chapter
    - ii. May lead an unofficial committee during this period.
    - iii. After summer, shall assist with other initiatives as given by the Membership Chair.
  - (ii) **Involvement Chair**
    - i. Shall held the Membership chair keep record of member involvement and find ways to get them involved in the chapter.
    - ii. Shall assist the Membership Chair with the Point System
  - (iii) **Athletics Chair**
    - i. Shall be responsible for all intramural teams for the chapter as well as any other physical fitness activities.

- ii. If there are no activities for this chair to complete, he or she shall follow the task given by the Membership Chair.

## Section 7.06 Programs Committee

- (a) Shall be head by the Programs Chair
- (b) This committee shall be responsible for all programs/events and making sure that they are run effectively.
- (c) This committee may or may not consist of the following positions:
  - i. Social Chair
    - 1. Shall be responsible for planning/organizing all social activities for the chapter.
    - 2. Shall be a liaison between the Programs and Membership Committee.
    - 3. Shall be responsible for creating and distributing surveys to membership about events.
  - ii. NSBE Initiatives Chair
    - 1. Shall be responsible for all Nation and Chapter initiatives and directives for the year.
    - 2. Shall make sure that each initiative and directive is addressed in a proper manner among its targeted audience.
  - iii. Special Events Chair
    - 1. Shall be responsible for all special events the chapter may hold (i.e. a formal)
    - 2. In the event that there are none that year, this chair shall assist others on the committee as told by the Programs Chair
  - iv. Sustainability Chair
    - 1. Shall be responsible for creating, implementing & sustaining methods in which the Chapter can be an example of sustainability. This can be achieved via recycling initiatives, educating the chapter on the importance & applications of sustainability, etc.
    - 2. Will be the representative of the AUNSBCE Chapter recycling initiative & be held responsible for categorizing (glass, cardboard, plastics, electronics, etc.), measuring, and reporting on the progress of the initiative to the Executive Board, Chapter Advisor, the General Body Assembly, as well as any third party sources who wish to collaborate.

## Section 7.07 Conference Planning Committee

- (a) The committee shall perform all duties assigned to it by this document.
- (b) The committee shall be headed by the current, appointed Conference Planning Chair. Up to five active, voting members shall be appointed to this committee.
- (c) No executive officer has the sole authority to supersede a decision or the authority of the current Conference Planning Chair on issues relating to any conference or convention. Only a majority vote by the current executive board may overturn any decision made by the current Conference Planning Chair.
- (d) Any detail financial records concerning the National Convention shall stay between the current Conference Planning Chair, Treasurer, Finance Chair, President, and Advisor.
- (e) The committee shall be responsible for planning the entire Regional Leadership Conference, Fall Regional Conference, and National Convention for the chapter.

## Section 7.08 T.O.R.C.H. (TORCH) Committee

- (a) This committee shall be responsible for creating and maintaining all community service events and Technical Outreach projects for the chapter.
- (b) This committee shall be headed by the T.O.R.C.H. Chair
- (c) The following positions will be on the TORCH Committee:
  - i. Pre-College Initiative (PCI) Chair
    - 1. Will act as the liaison to any Elementary or Secondary school the Chapter may seek to work with.
    - 2. Must develop strategies for effectively mentoring 3rd-12th grade students.
    - 3. Promote STEM and encourage the target audience to pursue these fields or related ones.
    - 4. Utilize NSBE Jr. resources in an effective manner.
  - ii. Community Service Chair
    - 1. Shall be over the general community service of the chapter
    - 2. Shall sign chapter up for all Auburn related community service
  - iii. TORCH Assistant
    - 1. Shall be over all STEM related community service for the chapter

## Article VIII. Impeachment, Committee Removals, Blacklist

### Section 8.01 Impeachment of Officers

- (a) Grounds for impeachment shall be defines any action(s) committed by an officer(s) that is deemed unconstitutional, defies the Auburn University Student Organization Code of Conduct, or deemed detrimental to the chapter
- (b) All officers are subject to impeachment procedures.
- (c) If a member feels that an officer is not fulfilling his/her duties, he/she shall, in writing, submit a request for impeachment to the President; however, if the officer in question is the President, the request shall be submitted to the Chapter Advisor.
- (d) A meeting attended by the Executive Committee, Chapter Advisor, and the accusing party (if said person(s) are not on the Executive Committee) shall be held in response to any and all impeachment request to discuss what further action should be taken.
- (e) If it is an executive committee officer requested impeachment, a two-third's vote of the Executive committee members, not including the officer upon whom the charges have been brought, shall be required to remove an officer.
- (f) If it is a Member requested impeachment, a vote of eligible Voting Members is required. A two-thirds vote shall be required to remove an officer.
- (g) Impeachment proceeding shall be called by the President, unless the office in question is the President, in which case the Chapter Advisor shall call the impeachment proceedings.

### Section 8.02 Committee Removal

- (a) Committee members can be removed from their committee when a number of violations (decided by the executive committee) have been committed.
- (b) A simple majority vote of the executive committee is necessary to remove a committee member.

### Section 8.03 Black List

- (a) An Alumni Member, Graduate Member, Member, Honorary Member, Voting Member, or Affiliate Member may have his/her membership revoked if deemed necessary by a two-thirds vote of the executive board.

## Article IX. Ratification, Amendments, Exceptions

### Section 9.01 Ratification

- (a) A simple majority vote of the publishing writers of this constitution shall be needed to ratify this constitution.

### Section 9.02 Amendment Proposal

- (a) All proposed amendments to the Chapter's Constitution shall be submitted in writing to the Chairperson of the Constitution Committee no less than two meeting before Chapter consideration.
- (b) The Chairperson of the Constitution Committee shall distribute copies of all proposed amendments to each member not less than one meeting prior to the meeting in which the proposed amendment is to be considered.
- (c) Adoption of an amendment to the Chapter constitution shall require a two-thirds vote of the Chapter membership provided there are at least twenty members present at the meeting when it is considered.
- (d) All amendment adoptions shall take place at regular Chapter meetings.

### Section 9.03 Exceptions

- (a) In matters that are expedient, ratification by a simple majority vote of the Executive Committee shall provide exception to the rules set down by this Constitution, provided there are at least two-third of the officers present at the meeting.
- (b) All matters of exceptions to this Constitution shall be presented to the Constitution Committee by the next meeting, by the presiding officer at the meeting at which it was made, for possible adoption to the Constitution.
- (c) All exception made shall be subject to the annulment at the next regular meeting of the Chapter after the meeting at which the exception was made.
- (d) All subject matters not covered in this document shall be referred to *Robert's Rules of Order*