National Organization For The Professional Advancement Of Black Chemists And Chemical Engineers

Massachusetts Institute of Technology

Chapter Constitution & Operational By-Laws

Approved Day, Month Date, Year

Article I – Name

The name of this organization shall be the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers-Massachusetts Institute of Technology Chapter. The shortened form shall be NOBCChE-MIT and will be referred to as such hereafter.

Article II – Purpose & Mission

The purpose of NOBCChE-MIT is to develop programs that assist minorities in realizing their full professional potential in chemistry, chemical engineering, and related disciplines. These programs will foster professional development and encourage students to pursue careers in science and technical fields within and without the Institute community. To this end, NOBCChE-MIT will establish partnerships between industry, school districts, minority community, and the Institute.

The mission of NOBCChE includes building an eminent community of scientists and engineers by increasing the number of underrepresented minorities in the fields of chemistry, chemical engineering, and related disciplines.

Article III – Membership

Section 1.

The term "member" when printed without an initial capital, where used in this Constitution, includes all categories of membership. The term "Member" when printed with an initial capital, where used in this Constitution, is defined in Article III, Section 3(a).
Section 2.

Membership in NOBCChE-MIT shall be designated as Member, Associate Member, and Honorary Member.

Section 3.

(a) A Member shall be defined as any person pursuing either an undergraduate or graduate degree at the Massachusetts Institute of Technology who has paid his/her dues to the National Society and a Chapter fee as determined by the Executive Board.
   a. Persons unable to afford dues to the National Chapter will still be allowed to participate in events and able to participate in elections.

(b) An Associate Member shall be defined as a person of high moral character who is a registered member of the National Organization and who has completed studies and received a Bachelors degree.

(c) An Honorary Member shall be defined as a person of high moral character who is not a member of the MIT student body, but who has contributed through their efforts to the goals of the National Society. Designation is to be set by the Executive Officers of NOBCChE-MIT.

Section 4.

Membership and participation shall be free from discrimination based on any characteristic in the Non-discrimination policy.

Section 5.

Only Members, as defined in Article III, Section 3(a), shall have one vote each.

Article IV – Executive Board & Duties

Section 1.

All elected and appointed positions will be held by distinct Members in good standing as defined in Article III, Section 3(a) of this Constitution.

Section 2.

The elected executive offices of the NOBCChE-MIT Executive Board are:

(a) President
The duties of the elected NOBCChE-MIT executive offices are listed as follows:

(a) The President:
   1. Shall preside over all meetings of NOBCChE-MIT.
   2. Shall research and process all information concerning the non-institute affairs relating to the general purpose of NOBCChE-MIT.
   3. Shall serve as the representative of NOBCChE-MIT.
   4. Shall serve as a liaison between the Executive Board, Chapter Advisors, and National Executive Board.
   5. Shall serve as a liaison between corporations and NOBCChE-MIT.
   6. Shall develop the Chapter objectives for the duration of the elected term.

(b) The Vice President:
   1. Shall act as President in the absence or inability of the elected President.
   2. Shall research and process all information concerning the institute affairs relating to the general purpose of NOBCChE-MIT.
   3. Shall serve as parliamentarian of all NOBCChE-MIT meetings.

(c) The Secretary:
   1. Shall be responsible for the record-keeping of all NOBCChE-MIT meetings.
   2. Shall supervise communication within the Chapter.
   3. Shall prepare articles and release for distribution about activities and events within the Chapter.
   4. Shall inform all members of business of NOBCChE-MIT.

(d) Treasurer
   1. Shall produce and be accountable for the Chapter’s budget.
   2. Shall fill out and countersign all financial certificates issued and make proper entries in the books of the Chapter.
   3. Shall, upon request, make reports of the chapter’s financial status at general body meetings.
   4. Shall submit a monthly financial report to the Chapter Vice-President.
   5. Shall propose the chapter fee per academic year, for approval by the Executive Board.
   6. Shall be responsible for maintaining and identifying new Chapter solicitation and fundraising events.
   7. Shall, upon request, write proposals for Institute Funding for NOBCChE-MIT.

(e) Programs Chairperson
1. Shall function as a direction finder and general coordinator of NOBCChE-MIT activities.
2. Shall oversee and assist in the development of all Chapter programs.
3. Shall set up and implement programs recommended in writing by registered NOBCChE-MIT members.
4. Shall work in conjunction with other organizations on the MIT campus.
5. Shall be responsible for the operation of NOBCChE-MIT Orientation and CPW events.

Section 4.

The appointed executive officers of the NOBCChE-MIT Executive Board are:

(a) Chemical Engineering Representative
(b) Chemistry Representative
(c) Other Majors Representative
(d) Publicity Chair
(e) Community Service Chair
(f) Webmaster

Section 5.

The duties of the appointed NOBCChE-MIT executive offices are listed as follows:

(a) The Chemical Engineering Representative:
   1. Shall be a Member of NOBCChE-MIT in the MIT Chemical Engineering Department.
   2. Shall communicate with the undergraduate and graduate Chemical Engineering NOBCChE-MIT members about the affairs of NOBCChE-MIT.
   3. Shall coordinate events with the MIT Chemical Engineering Department.

(b) The Chemistry Representative:
   1. Shall be a Member of NOBCChE-MIT in the MIT Chemistry Department.
   2. Shall communicate with the undergraduate and graduate Chemistry NOBCChE-MIT members about the affairs of NOBCChE-MIT.
   3. Shall coordinate events with the MIT Chemistry Department.

(c) The Other Majors Representative:
   1. Shall be a Member of NOBCChE-MIT in any MIT Department excluding the Chemistry and Chemical Engineering Departments.
   2. Shall communicate with the undergraduate and graduate NOBCChE-MIT members not in the Chemistry and Chemical Engineering Departments about the affairs of NOBCChE-MIT.
   3. Shall coordinate events with the any MIT Department excluding the Chemistry and Chemical Engineering Departments that is represented by at least one member of the NOBCChE-MIT membership.
(d) Publicity Chair:
1. Shall produce posters and emails advertising events hosted by NOBCChE-MIT.
2. Shall create innovative advertising methods for the events hosted by NOBCChE-MIT.
3. Shall oversee advertising through social media (i.e. Facebook, Twitter, etc.).

(e) Community Service Chair:
1. Shall organize a Science Bowl team to compete in the National NOBCChE Science Bowl Competition.
2. Shall act as the liaison to the Office of Engineering Outreach Programs.
3. Shall visit mentees at least twice per month at the discretion of the NOBCChE-MIT Executive Board.
4. Shall notify the membership of NOBCChE-MIT about community service opportunities.

(f) Webmaster
1. Shall maintain the Chapter web page.
2. Shall act as historian.

Section 6.

The previous Chapter President shall serve as President-Emeritus, with the approval of the Chapter Executive Board.
   i. The President-Emeritus shall serve as an advisor to the Chapter Executive Board and shall not have a vote as President-Emeritus.
   ii. The term will be one (1) year beginning seven (7) days after the new Chapter Officers take office.

Section 7.

There will also be appointed at least one (1) Faculty Advisor and at least one (1) Industrial Advisor. The Advisor(s) will be subject to review at the end of each academic year.

Article V – Elections

Section 1.

Elections of new officers will be held on the 2nd week of April of each academic year. Special elections will be held for elected officials in the case of impeachment, resignation, or otherwise ineligibility.

Section 2.
All elected officials shall serve for a term of one year. All newly elected chapter officers shall take office on the 1st of May.

Section 3.

All elected officials are eligible for re-election.

Section 4.

Appointed executive officials, as defined in Article IV, Section 4 (a-f) of this Constitution, shall be chosen by the outgoing executive board by a majority vote.

Section 5.

In the event that a President resigns, the Vice-President automatically becomes President and a new Vice-President is elected at a special election. In the event that the President and Vice-President are incapable of holding their positions, the Secretary becomes President.

Section 6.

No candidate will be considered for an office if that candidate will not be able to complete his/her term if elected. In the event that an officer is impeached, resigns, or is otherwise vacated from office, a special election will be held within one month of vacancy.

**Article VI– Quorum**

Shall consist of one-third (1/3) of the active registered Members of NOBCChE-MIT.

**Article VII – Amendments to the Constitution**

Section 1.

(a) Proposed amendments to this constitution shall be presented to the membership in written form, signed by one-third (1/3) of the registered Members and presented at a general body meeting.

(b) Ratification of any amendment of this constitution shall need a fifty (50) percent vote of the active, registered Members, fifty (50) of which voting in the affirmative.

Section 2.

(a) The general body of NOBCChE-MIT shall meet at a frequency determined by
Executive Board at the beginning of each academic year.

(b) Special general body meetings can be called by the President.

**Article VIII – Impeachment**

(a) Impeachment proceedings shall be initiated by a petition with not less than fifty (50) percent of the registered members' signatures. The petition is to be submitted to the Secretary during a general body meeting. The Vice-President shall initiate and conduct a formal hearing within the week.

(b) For removal from office, a one-third (1/3) vote of the registered Members is needed, of which fifty (50) percent must vote in the affirmative. In the event the Vice-President is being impeached, the responsibility is delegated to the Secretary.

**Article IX – Proxy Votes**

A proxy vote for a registered Member shall be presented at a general body meeting provided a written document signed by the absent registered Member is presented to the Secretary before the meeting is brought to order.

**Article X – The Association of Student Activities**

As a member of the Association of Student Activities (ASA), NOBCChE-MIT will comply with all policies and rules outlined in its constitution. This includes, but is not limited to, the submission of a list of officers each year and a financial report to the Finance Board under the Undergraduate Association.

"NOBCChE-MIT agrees to abide by the rules and regulations<http://web.mit.edu/asa/start/rules.html> of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations."