

Title

Constitution of the IU Bloomington NOBCChE Chapter

Preamble

NOBCChE is the acronym for the **National Organization for the Professional Advancement of Black Chemists and Chemical Engineers** (pronounced “no-ba-shay”). This organization has both professional and student chapters, and our organization is the **first student chapter** at any of the 8 Indiana University campuses.

Mission

NOBCChE is committed to the discovery, transmittal, and application of knowledge in the fields of science and engineering. The mission of NOBCChE is therefore to build an eminent community of scientists and engineers by increasing the number of minorities in these fields. NOBCChE will achieve its mission through diverse programs designed to foster professional development and encourage students to pursue careers in science and technical fields. To this end, NOBCChE will establish educational partnerships with school districts, municipalities, businesses, industries, other institutions and organizations in the public and private sectors.

Article I: Membership

- (a) Participation in NOBCChE is without regard to arbitrary considerations of such characteristics such as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
- (b) Membership is open to any IU students, faculty and staff interested in supporting the mission of this chapter.
- (c) The classes of membership are solely Members and Officers. Any Member has the opportunity to be Officer if they display strong work ethic and leadership skills and are nominated either by themselves or another Member. Members and Officers have the right to participate in events and take advantage of the benefits they are eligible for. Members and Officers are responsible for attending meetings, and staying informed via chapter communications done mostly by email.
- (d) Members can join by filling out NOBCChE National Organization Membership forms. Membership can be revoked in the instance of inappropriate behavior, non-collegiality and/or misuse of chapter resources after careful consideration by the Advisors and Officers, and/or a vote involving all chapter Members as deemed appropriate by the Advisors and Officers.
- (e) Membership is contingent on payment of chapter dues.
- (f) Members are required to participate in or volunteer for at least one chapter event per semester.
- (g) The following committees will be established to help organize chapter activities:
 - a. Fund Raising Committee
 - i. Focus on finding funding opportunities for the successful operation of the chapter
 - ii. Maintain an updated log of these opportunities
 - b. Events Committee
 - i. Focus on coordinating, organizing and delegating all chapter events
 - c. Finance Committee
 - i. Work with Treasurer to maintain accurate logs of chapter expenditure
 - ii. Provide Events committee with feasible assessments of costs of planned events
 - iii. Maintain database of external funding/scholarship/fellowship opportunities and communicate upcoming deadlines to chapter via the Secretary.

- (h) Each Committee will be chaired by an Officer as outlined below. These Officers are supervised by the President and Advisors, and are required to regularly update Officers on work done by their respective committees during Officer meetings.
- a. Fund Raising Committee – Vice President
 - b. Events Committee – Secretary
 - c. Finance Committee - Treasurer

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

- (a) NOBCCChE Student Chapter has the following officer titles:
- President: Oversees chapter activities and the general direction and implementation of chapter goals, coordinates/facilitates meetings, supervises Officers and committees, keeps advisors current on chapter activities, and completes required University paperwork.
 - Vice President: Assists President with duties, presides in the absence of the President, in charge of recruiting, maintains membership list and oversees the Fund Raising Committee
 - Treasurer: oversees, develops and manages chapter budget in conjunction with the Finance Committee, as well as maintains records of chapter spending.
 - Secretary: responsible for communications within chapter, develops meeting agenda, takes and distributes meeting minutes, coordinates activities through the Events Committee, works closely with PR/Liaison personnel to oversee co-sponsored campus events
 - Public Relations/Liaison: In charge of networking with other campus groups to further chapter goals, works closely with Secretary to oversee events and activities
 - Webmaster: In charge of designing and maintaining chapter website and all online correspondence
- (b) Members wishing to become Officers should be *driven, hardworking, and passionate* about the chapter's mission. Such Members can either nominate themselves or be nominated by any Member or Advisor. Final appointment to a position is dependent on a vote by chapter Members and Advisors.
- (c) Officers' typical term runs the duration of the academic year with elections of new Officers taking place at the end of Spring semester and appointments officially beginning at the start of the following Fall semester. Past Officers are encouraged to remain in the chapter and serve primarily as consultants for chapter administration.
- (d) An Officer can resign for whatever reason if he informs the Advisors and Officers of his intentions at least 2 weeks before the intended time of resignation. In the event that this happens, the outgoing Officer or any other chapter Member may nominate a replacement who will be voted into position.
- (e) Officer meetings are to be held as frequently as is deemed necessary but should be restricted to no more than three times a month. Any Officer can convene these meetings. Since the chapter is student-run, the Advisors are not considered Officers. Their role is to counsel and provide guidance, work toward establishing useful partnerships between industry and other external organizations and in rare cases where things are out of hand, intervene as heads of the Officers. Decisions are to be made at Officers' meetings by voting if the decision is not unanimous.
- (f) See items (b) and (d) for how Officers (f) are selected and how vacancies are filled.
- (g) If for any reason, an Officer is to be removed from his/her position, whoever is recommending said action needs to formally inform the chapter and chapter Advisors with justification and allow the matter to be deliberated by the chapter as a whole, presided over by the Advisors.

Article IV: Advisor

This chapter currently has two Advisors who are also co-founders. However, the number of advisors could also be limited to one. In order to further involve more faculty in the Department of Chemistry with chapter growth and progress, a new Advisor will be nominated and appointed to serve a two year term, subject to nomination and appointment by current Officers and the outgoing Advisor. Advisor duties are primarily to

- i. counsel and supervise chapter activities
- ii. monitor the budget and spending in collaboration with the Treasurer
- iii. set up short and long term goals for the chapter in collaboration with the President
- iv. help members with networking and job searches that ultimately enhance professional development by working toward establishing educational partnerships between the chapter and businesses, industry or other organizations.

Dr. Daniel J. Mindiola is the official financial advisor for this student chapter for the term 2007 through 2009.

Article V: Meetings

- (a) Chapter meetings are held once a month during the academic year. These meetings are typically advertised via a combination of email and fliers. These general meetings are convened by either the President or Vice president.
- (b) The agenda for general meetings is set by the Officers and put together by the Secretary. Meetings typically involve networking over food and/or beverages and then a call to order, usually by the President (or Vice in the absence of the President).
- (c) Emergency meetings are called via email and/or word-of-mouth and can only be convened by an Officer, supported by at least one Advisor.
- (d) Attendance at meetings is recorded by having Members sign in when they arrive.

Article VI: Elections

- (a) Elections will be held once a year, at the end of Spring semester, unless an Officer resigns during the academic year and has to be replaced.
- (b) Members can nominate themselves for a position or be nominated by another Member, Officer or an Advisor.
- (c) Voting shall be by secret ballot but Members can move to cast votes by open show of hands in cases of unanimous decisions. At least half the Members must be present and at least half of those present have to vote for a candidate to be elected.
- (d) Members will be notified of an upcoming election at least a week in advance via email.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization regardless of the person's consent or lack of consent. Harassment of any kind is also prohibited in this student chapter.

Article VIII: Dues & Budgets

- (a) Annual dues are determined and charged by NOBCChE National for all student and professional chapters.

- (b) Dues will be assessed annually early in the Fall semester. Members are responsible for paying said dues. Those that do not pay by the deadline stand to lose their standing with the National Organization as members and cannot hold Officer positions in the chapter. They may however, remain participants in chapter events.
- (c) Dues are collected by the Treasurer.
- (d) The initial budget is created and maintained by the Officers, supervised by the Treasurer and Advisors. The budget is revised on a semester basis or as needed depending on changes in the activities listed.

Article IX: Finances

- (a) The Treasurer, supervised by the President, is in charge of chapter financial affairs.
- (b) NOBCChE does currently have a Student Organization Account (SOA).
- (c) This chapter agrees to comply with SOA office policies and procedures.
- (d) The chapter is currently supported by funds from the University President's Diversity Initiative for January through December 2009, with the possibility of renewal for January through December 2010.

Article X: Amendments

- (a) Eligible voting members will be notified of proposed amendments via email.
- (b) Ratifying an amendment requires $\frac{2}{3}$ majority of present membership votes.
- (c) Once approved by the chapter, constitutions with amendments will be turned into the Student Activities Office for approval.