

**CONSTITUTION
of the
NATIONAL ORGANIZATION FOR THE
PROFESSIONAL ADVANCEMENT OF
BLACK CHEMISTS AND CHEMICAL ENGINEERS**

(Adopted April 11, 1975)

Amended April 12, 1990

Amended January 21, 2006

Amended September 16, 2018

**ARTICLE I
Name and Objectives**

Section 1

The name of the Organization shall be the “National Organization for the Professional Advancement of Black Chemists and Chemical Engineers”. The shortened form shall be the “National Organization of Black Chemists and Chemical Engineers,” also known as “NOBCChE” and referred to hereafter in this document as the “Organization”.

Section 2

The National Organization of Black Chemists and Chemical Engineers shall be established to develop programs to assist people of color in realizing their full professional potential in chemistry, chemical engineering, and related disciplines. This Organization will promote within and assess for people of color the impact of new developments in science and technology.

ARTICLE II Memberships

Section 1

Membership in the Organization is open to any person who supports and is willing to work to attain the objectives of Article I.

Section 2

Lifetime Member

A person who has actively worked for at least ten years to support the objectives of the Organization, has paid annual dues during this period, and who pays a one-time due specific for this level of membership shall be eligible to apply for Lifetime Membership. Review and approval of Lifetime Membership applications will be conducted by the Executive Board. Each member in this category shall have all the rights and privileges of Professional membership as outlined in the Bylaws.

Professional Member

A person who actively works to support the objectives of the Organization, and pays the full annual dues established by the Organization shall be a **Professional Member**. Each active member in this category shall have all the rights and privileges of membership as outlined in the Bylaws. Professional members shall vote in national elections, may seek and hold elective office as a member of the Executive Board or any equivalent policy-making body.

Student Member

A person who is enrolled at an educational institution as an undergraduate or graduate student, pursuing a course of study in chemistry, chemical engineering, or related fields of concentration, and pays the required dues, shall be a Student Member. A student member may join a local chapter.

Additional Classes of Membership

The Executive Board at the request of the Organization may establish additional classes of membership.

Section 4 Member in Good Standing

Members in good standing are those members who pay their annual dues by the end of the business day on Dec 31 of that calendar year.

Any member who is behind in payment of dues by three months shall be considered a member not in good standing until dues are paid.

ARTICLE III

Executive Board and Duties

Section 1

The Executive Board shall consist of elected Executive Committee Members, four Administrative Officers, President-Elect, Past President, five Regional Chairpersons, and one student liason (National Student Representative) who will be appointed and announced by the Executive Board during the Annual Meeting. In addition to the Executive Board, five regional student representatives are considered as a part of the administrative officers however are non-voting members of the Executive Board. They (with the exception of the student member) must be Professional Members of the Organization. The Executive Board is responsible to the Organization.

Section 2

- a. The Executive Committee shall guide the direction of the Organization and provide for continuity in objectives and practices. The eight Executive Committee Members shall be elected for three-year terms by the regular membership, two or three members being elected each year by ballot distribution to the regular membership two months prior to the end of the fiscal year. The Executive Board shall provide a slate of candidates for each position, with the provision for a “write-in” candidate, on the ballot. The results of the election will be announced following completion of the election. The effective tenure of office shall begin October 1.
- b. Regional Chairpersons and student regional representatives shall be elected for a two-year term by ballot distribution to their respective constituent’s two months prior to the end of the fiscal year. The Executive Board shall provide a slate of candidates, with the provision for a “write-in” candidate, on the ballot. The results of the election will be announced following completion of the election. The effective tenure of the office shall begin October 1.
- c. The Administrative Officers of the Organization shall be the President, Past President, President Elect, Secretary, Treasurer, and Student Liason. These Officers shall be elected for a two-year term by the regular membership by a ballot distribution to the membership two months prior to the end of the fiscal year. The President must serve one two-year term and after having served as Past President for a two-year term, can then be nominated and elected to serve as President for a new term. A slate of candidates for each office, with a provision for the Executive shall provide a “write-in” candidate on the ballot. The results of the election will be announced following completion of the election.

Section 3

The Executive Board shall elect the Chairperson and the Vice Chairperson of the Executive Board for a one-year term effective October 1 of a given year. The Chairperson and Vice Chairperson shall be elected from the eight Executive Committee Members.

Section 4 Executive Board Member Duties

The duties of the Executive Board shall include:

- a. The election of an Executive Board Chairperson who cannot be one of the five Administrative Officers nor one of the five Regional Chairpersons.
- b. The establishment of programs and plans of action to implement the objectives of the Organization.
- c. The responsibility of playing a major role in the solicitation of funds necessary to implement the programs of the Organization.
- d. The responsibility of appointing National Committees based on the recommendations of the membership at large.
- e. The responsibility of providing support and guidance for the administrative officers.
- f. Ensure that the organization remains financially sound.
- g. Assume an advocacy role on behalf of the organization.
- h. Attend and participate in board meeting, conference calls, and annual meeting.

Section 5 Administrative Officers Duties

The duties of the annually elected and appointed Administrative Officers and biannually elected Regional Chairpersons shall be to implement the programs of the Organization. Additional details of roles and responsibilities can be found in the Standard Operating Procedures Manual for the Organization.

a. President

The President of the Organization shall have the overall responsibility for effecting the objectives of the Organization. This individual shall preside at the Annual Meeting. The President shall appoint an Executive Secretary, subject to the approval of the Executive Board. The President shall report to the Chairperson of the Executive Board. The President shall also be responsible for the daily operations of the National Office. The President can appoint, by approval and vote of the Executive Board and special election, other Executive Board members, administrative officers, Committee Chairs or Vice-Chairs, members-in-good standing to fill offices that become vacant due to unforeseen circumstances with 2/3 of the Executive Board membership.

b. President Elect

The President Elect shall support the President in daily operations of the National office and actively participate in Board meetings. The President Elect shall assume the duties of the President in the event they are unable to serve in this capacity. This individual shall in general assume those responsibilities as designated by the President.

c. Past President

The Past President of the Organization shall have the overall responsibility for advising the President and Executive Board. The Past President shall assume membership of the Executive Board and help provide continuity and historical perspective for the Administrative Officers, Regional Chairpersons and Organization.

d. Secretary

The Secretary shall record the minutes of the annual and Executive Board meetings and shall have responsibility for distribution of said minutes to the

members in good standing. This individual shall also assume those responsibilities as designated by the President. The Secretary oversees record keeping of meetings and teleconferences of the board, policies, activities, archiving records, and other records required by law, as well as the annual organizational business meeting.

e. Treasurer

The Treasurer shall have the responsibility for monitoring the receipt and disbursement of all funds of the Organization. This individual shall present an audited financial statement at the Annual Meeting or whenever requested by the Executive Board. This individual shall make payments as authorized by the President. The Treasurer will oversee the fiscal affairs of the organization, have responsibility for the organization's Financial System, monitor budgetary performance of the organization, and recommend modifications as needed.

f. Regional Chairpersons

The Regional Chairpersons shall be responsible for coordinating and/or implementing the programs of the Organization in their regions. They shall report directly to the President on programs conducted in their regions. The Regional Chairperson shall also be responsible for professional activities using the Organization's name in their region. These programs are to be within the scope of the National organization's goals, objectives, and values.

g. Regional Student Representatives

The Regional Student Representatives (one for each region) will be responsible for assisting the Regional Chairperson in the coordination and/or implementation of the Organization in their region. These representatives are considered as non-voting members of the Executive Board. This representative will serve as a liason, advocate, and point-of-contact for student chapters in their region, alongside the Regional Chairperson. They will report to the Regional Chairperson on program activities, regional issues and growth areas and help to ensure that program activities using the Organization's name in their region are within the scope of the National organization's goals, objectives, and values.

h. Executive Secretary

Appointed by the President, the Executive Secretary shall be the administrative assistant to the President in effecting the objectives of the Organization. In general this individual shall assume those responsibilities designated by the President.

i. National Student Representative

The National Student Representative shall be responsible for oversight of the relationship between student chapters and the Executive board. The National Student Representative is the liaison between students and the Executive board, and will participate as an active member of the administrative team of officers.

j. Parliamentarian

The parliamentarian shall be responsible for making sure that meetings and other business matters are conducted in accordance with recognized or ordained rules of order.

ARTICLE IV

Meetings

Section 1

There shall be an Annual Meeting held each year at which the membership shall conduct business and make scholarly scientific presentations.

Section 2

The Executive Board shall meet at least twice annually, but as often as necessary to properly govern the Organization.

Section 3

The various Regions shall meet at least once a year, but as often as necessary to effect regional programs.

Section 4

The fiscal year shall begin October 1 of each year and end September 30 of the following year.

ARTICLE V
National Regions and Local Chapters

Section 1 National Regions

The Organization shall be represented geographically by the following Regions:

- a. The Northeast Region shall include Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- b. The Southeast Region shall include Alabama, Delaware, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, Washington, DC, Virgin Islands, and Puerto Rico.
- c. The Midwest Region shall include Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and Wyoming.
- d. The Southwest Region shall include Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, and Texas.
- e. The Western Region shall include Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington.

Section 2 Chapter Approval

- a. Upon the request of not fewer than ten regular members of the Organization residing within the area defined in their request, the Executive Board may establish a Local Chapter, by approval of two-thirds majority vote. A chapter must state whether or not it has 10 or fewer members, and that an inactive chapter can not officially represent NOBCCChE. A chapter can consist of all student members, all professional members, or a combination of student and professional members at the discretion of the chapter.
- b. Upon the request of not fewer than eight students residing within the area defined in their request, the Executive Board may establish a Student Chapter by approval of two-thirds majority vote.
- c. Each Chapter shall be chartered with territory and headquarters as approved by a two-thirds majority vote of the Executive Board. Any change in the territory or headquarters of a local section already chartered, shall be made only by a two-thirds majority vote of the Executive Board.

Section 3 Inactive Chapters

- a. A Chapter chartered in accordance with the provisions of this Article that fails to maintain a membership as provided in the Constitution shall automatically become inactive. An inactive Chapter cannot carry out any official functions.
- b. The Executive Board for good and sufficient reasons may dissolve a chapter.

Section 4

- a. All members of the Organization who reside in that portion of the United States and (*those who live outside of the US*) set apart by the Executive Board as the territory of a given Chapter shall be eligible to become members of that Chapter and shall be eligible for all privileges such Chapter may grant under the Constitution and Bylaws of the Organization.
- b. A member of the Organization may transfer his or her Chapter membership from the Chapter in the territory in which he/she resides to another Chapter, as provided in the Bylaws.
- c. A member of the Organization who resides in a territory not allocated to a Chapter may be enrolled in a Chapter as provided in the Bylaws.

Section 5

- a. Each Chapter shall be governed by Bylaws, as provided in the Bylaws of the Organization. The Chapter can refer to the student handbook for and Standard Operating Procedures manual for the Organization for more details regarding governance.
- b. A Chapter shall elect its own officers. All selections for Office and changes in Office shall be certified promptly by the secretary of the Chapter to the Executive Secretary of the Organization.

Section 6

Chapters will coordinate all local activities and programs with the Regional Chairperson and regional Student representative in their region. The Region chairpersons shall advise chapters on the bylaws for maintaining active status and ensure that all local programs and activities are in line with national bylaws.

Section 7

No Chapter or committee thereof or Chapter official acting in an official capacity

shall issue any resolution or statement of public matters except as provided in the Bylaws.

Section 8

- a. A Chapter may assess dues and raise or collect funds to be expended for purposes in harmony with the provisions of the Constitution of the Organization and may have the entire management and control of said funds. Dues should not exceed the National Organization membership dues.
- b. A Chapter must submit a written request for approval for fund-raising activities other than solicitation of dues to the Executive Board, with a copy sent to the appropriate Regional Chairperson before initiating the fundraising project. The Executive Board's response will be made to the Chapter, also with written notification made to the Regional Chairperson.
- d. Each Chapter (Professional and Student) shall prepare an annual financial and activities report and submit it to the Regional Chairperson by August 1, as specified in the Bylaws.

ARTICLE VI

Dues

Section 1

The Executive Board shall establish the annual dues for each class of membership in the Organization.

Section 2

The annual dues shall apply for the fiscal year in which it was paid and be renewed annual after the membership start date.

ARTICLE VII

Quorum

Section 1

If there is a motion to approve an activity, then fifty percent of the registered Professional membership shall comprise a quorum at business meetings of the Organization.

Section 2

Fifty percent of the members and a minimum of three members of the Executive Board shall comprise a quorum.

Section 3

Fifty percent of the registered members shall comprise a quorum at business meetings of the Regional or Local Chapters.

ARTICLE VIII

Amendments

Section 1

Amendments to this Constitution may be effected by a three-fourths majority vote of the Professional membership. The proposed amendment shall be presented for adoption at any national meeting of the Organization, or at any special election called by the Chairperson of the Executive Board, but requires at least two months' prior notices in writing to the regular membership.

Section 2

The Executive Board is empowered to propose amendments to the Constitution by a simple majority vote of all Executive Board members. The proposed amendments may be presented for adoption at any National Meeting of the Organization, or at any special election called by the Chairperson of the Executive Board, but requires as least two months prior notice in writing to the membership.

Section 3 Statutes

Statutes are policies, rules, and /or procedures enacted by the Executive Board. Statutes may be proposed by any Executive Board member and shall be enacted after receiving a majority vote of the Executive Board. The Organization's Parliamentarian has the responsibility to ensure that proposed statutes are not in conflict with the Constitution.

Section 4

- a. An initiative is the power of the membership to propose amendments to the Constitution, Statutes, and/or Bylaws, and to adopt or reject them.
- b. An initiative measure may be proposed by presenting to the Secretary a petition that sets forth the text of the proposed amendment to the Constitution, Statutes, or Bylaws, and is certified by the Treasurer to have been signed by Regular Members equal in number to eight percent, but not less than ten members in the case of an amendment to the Constitution, and five percent of the votes for all candidates for President at the last national election in the case of an amendment to the Statutes and/or Bylaws.
- c.

- c. The Secretary shall then submit the measure at the next national election held at least sixty days after it qualifies and has been presented to the general membership (i.e., valid signatures; not in conflict with the Constitution). The Chairperson of the Executive Board may call a special national election for the measure, if deemed appropriate.
- d. An initiative measure embracing more than one subject may not be submitted to the membership or have any effect.

Section 5

- a. A referendum is the power of the membership to approve or reject statutes or parts of statutes, except statutes calling elections, and statutes providing for dues, levies or appropriations for usual current expenses of the Organization.
- b. A referendum measure may be proposed by presenting to the Secretary within ninety days after the enactment date of the statute, a petition certified to have been signed by members equal in number to five percent of the votes for all candidates for President at the last presidential election, asking that the statute or part of it be submitted to the membership for adoption or rejection.
- c. Elections Committee chairman shall then submit the measure at the next general election held at least thirty-one days after it qualifies, or at a special election called by the Chairperson of the Executive Board, if deemed appropriate.

ARTICLE IX **Bylaws**

Section 1

Bylaws not in conflict with the Constitution, and necessary or beneficial to the proper government of the Organization, may be presented for adoption at any Annual Meeting or general election of the Organization by an initiative measure (see Article VIII, Section 4), but requires certification and presentation to the general membership at least sixty days prior to the Annual Meeting or special election.

Section 2

The Bylaws may be amended by a two-thirds majority of the Professional membership. Bylaws shall be operative when so approved, unless a later date is specified.

STATUTE 1

Chapters

Section 1

Chapter members must be members in good standing in the national organization – one of the three membership levels outlined in the constitution.

Section 2

- a. A new Chapter shall operate under the Bylaws of the Organization until such time as it desires to revise or amend them. Revisions or amendments of Chapter bylaws shall be submitted to the Executive Board through the National President of the Organization for review. These revisions or amendments shall not become effective before approval by the Executive Board, acting for the Organization. No provision of Chapter bylaws shall be valid that is inconsistent with the Constitution of Bylaws of the Organization.
- b. Each Chapter shall have administrative officers which shall include a President, a Treasurer, and a Secretary, and such other officers as the bylaws of the Chapter may specify.

Section 3

A member of the Organization cannot be enrolled simultaneously in more than one Chapter.

Section 4

- a. No later than August 1 of each year (May 15 for Student Chapters), the annual report of each Chapter, including a description of activities and an audited itemized statement of receipts, expenditures and investments of its funds for the period of the Organization's preceding fiscal year, shall be submitted to the general membership through the National President of the Organization.
- b. No later than December 31 of each year, the Membership Chairperson provides to each Regional Chairperson the names of its voting members who have paid their dues.

Section 5

Bylaws of each Chapter shall provide that, upon dissolution of the Chapter, any assets of the Chapter remaining thereafter shall be conveyed to the National

Organization.

Section 6

The National Organization is neither liable nor responsible for the debts incurred by the Chapters, nor can the Chapters incur debts in the name of the National Organization. Chapters that incur debts in the name of the National Organization shall have their charters revoked immediately.

Section 7

Chapters are solely responsible for their costs and expenditures. Their annual costs and expenses must not exceed their annual income.

Section 8

The officers of each Chapter are responsible for the financial management of that Chapter under guidance of national treasurer.

Section 9

Each Student Chapter is required to have an advisor who is a regular member of the Organization. The advisor is not required to be located on the same campus as the Student Chapter, but should be an individual who maintains close contact with the Chapter in order to monitor activities.

Section 10

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) will divide annually no later than November 1 of each calendar year, fifty percent of available funds generated by the collection of regular National dues. Funds will be divided equally among the geographic regions as defined in Article V of the Constitution. The remaining fifty percent will be used by the board for operating funds. Paid membership shall be defined as those members in financial good standing at the conclusion of the previous fiscal year. This statute becomes effective immediately and will be applied initially to dues paid for fiscal year 1986.

STATUTE 2

Revenue Sharing Proposals

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) will accept annually proposals during the period commencing with the National Meeting of each year. Proposals may be submitted by individual organization members in good standing, chapters, and/or regions, but must be submitted through the respective Regional Chairperson. Proposals must include a title, a description of the activity, objectives, time lines, and requested funding level. The Executive Board or the designee of the Executive Board will evaluate all proposals on merit. If deemed acceptable, proposals will be funded as a function of sufficient funds available. All proposals that are funded must follow reporting procedures as determined by the Executive Board.

STATUTE 3

Fund Raising

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) authorizes fund raising activities in the name of the Organization according to the following guidelines:

1. Only the Executive Board, Regional Chairpersons, and/or Chapters may initiate fund raising activities in the name of NOBCChE. Individual members are explicitly denied permission to use the Organization's name to raise or solicit funds; approval is received by the respective regional chairperson.
2. Fund raising activities associated with a National Meeting must receive prior approval of the Executive Board. A detailed description of the activity must be submitted in writing to the Executive Board at least six (6) months in advance of the National Meeting date. The region and/or Chapter must submit all funds generated by the activity as part of the National Meeting revenues.

A geographical region or a local chapter can sponsor a fundraiser, if they follow the appropriate guidelines. This activity must be approved by the Executive Board to document activities for taxing purposes.