

**NATIONAL SOCIETY OF BLACK ENGINEERS – WISCONSIN BLACK ENGINEERING STUDENT SOCIETY  
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 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.

## Articles

### Article I – Name and Official Symbol

*Section I.*            The Organization's Name

The name of this non-profit, equal opportunity student organization is National Society of Black Engineers - Wisconsin Black Engineering Student Society, hereafter called NSBE-WBESS.

## Section II. The Organization's Symbol

The official symbol of NSBE-WBESS shall be composed of a torch that symbolizes members' everlasting, burning desire to achieve success in a competitive society and positively affect the quality of life for all people. The lightning bolt represents the striking impact that will be felt by the society and industry due to the contributions and accomplishments made by the dedicated members of the National Society of Black Engineers.

## Article II – Objectives

The objectives of NSBE-WBESS are to encourage members to pursue undergraduate and advanced degrees in engineering or related fields, and to promote public awareness of engineering and the opportunities for African Americans and other ethnic groups in that profession, to promote engineering student retention, and to function as a representative body on issues and developments that affect the careers of African Americans and other ethnic engineering students.

### Article III – Membership

*Section I.* Membership to NSBE-WBESS is open to all University of Wisconsin - Madison students who have paid the required chapter dues of ten (10) dollars each academic year and the National Society's dues stated on the National Society's website fifteen (15) dollars.

*Section II.* Membership, officer positions, and participation are free from discrimination based on race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or unless exempt, sex.

*Section III.* Chapter membership includes participation in all NSBE-WBESS activities and events held throughout the academic school year.

*Section IV.* The National Society's membership fee includes participation in the National Society's Conferences and Conventions as well as scholarships and professional development programs.

*Section V.* Termination of membership shall be enforced to members violating Federal, State, City & University nondiscrimination laws & policies, the National Society's Constitution and Bylaws, and NSBE-WBESS Constitution and Bylaws.

## **Article IV – Administration**

*Section I.* Executive Board of NSBE-WBESS will consist of at least ten (10) elected Officers:

President	Programs Officer
Vice President	Fundraising Officer
Treasurer	Membership Officer
Secretary	Academic Excellence Officer
Pre-College Initiative Officer	Webmaster Officer

*Section II.* The requirements of the Executive Board Officers:

- A. Officers must sustain a minimum semester and graduate index of 2.0/4.0
- B. Full-time enrollment at the University of Wisconsin - Madison, must be maintained.
- C. Must follow previous guidelines stated in Article III - Section I

*Section III.* An Executive Officer may hold the same position for no more than two years.

*Section IV.* The Executive Board Officers shall:

- A. Carry out their position responsibilities stated in Article VII
- B. Be governed by the general body vote, Constitutional law, and the goals of the organization.
- C. Administer the affairs of NSBE under the general body consensus, Constitution and By-Laws, and the provisions under which those laws are incorporated.

## **Article V – Committees**

*Section I.*

There shall be three (3) Individual Committees, which the Executive Board of NSBE-WBESS will oversee.

*Section II.* The Executive Board shall:

- A. Approve/Decline all activities of NSBE-WBESS by 3/4 vote.
- B. Shall oversee and be held responsible for the three (3) areas: Outreach, Finance and Communication.
- C. Facilitate and execute all questions of policy involving memberships, elections, impeachment, award selections, and solicitations of money and equipment.
- D. Coordinate traveling to Regional Conference and National Convention.
- E. Troubleshoot administrative issues within the Executive Board consisting of meeting dates, financial transactions and collaborative events with other organizations

*Section III.* The three (3) Individual Committees that form NSBE-WBESS shall:

- A. Oversee the three (3) areas: Pre-College Initiative events, Programs events and Fundraising events.
- B. Be managed by Pre-College Initiative Chair, Programs Chair, Treasurer and Fundraising Chair who will serve as Chairperson for each Individual Committee.
- C. General Body Members may be nominated for committees and must be approved by the President, Vice President and Individual Committee Chairperson in order to be involved with the Committee.

*Section IV.* Chairperson Responsibilities of Individual Committees:

- A. Shall carry out the duties of the Individual Committee.
- B. Shall encourage and acquire general body members for his/her Individual Committee.
- C. Shall update the Executive Board on their Committee's progress at each Executive Board Meeting.
- D. Shall select a Vice-Chairperson for his/her Individual Committee with approval of the Executive Committee.

## **Article VI – Appointed Positions**

### *Section I.*            Faculty Advisors

- A. Faculty Advisors are nominated on the basis of the recommendations from the current Executive Board, the previous Faculty Advisors, and present Advisory Board members. There shall be a maximum of 2 Faculty Advisors.
- B. Faculty Advisors are formally appointed by the Executive Committee.
- C. Faculty Advisors shall not have a vote in NSBE-WBESS decisions.
- D. Shall offer advice to NSBE-WBESS Officers regarding major decisions.
- E. Shall offer encouragement to individual students who need help in finding jobs or selecting the program of study best suited for them.
- F. Termination will be determined by majority rule from members of the Executive Committee.

### *Section II.*           President-Emeritus

- A. The President-Emeritus is nominated on the basis of the recommendations from the current Executive Board, previous Faculty Advisors, and previous Advisory Board members.
- B. The President-Emeritus shall serve in the Advisory Board to the Executive Board and shall not have a vote as President-Emeritus with the exception of the President's absence during elections. The term shall coincide with the terms of Executive Board Officers.
- C. Shall offer advice to NSBE-WBESS Officers regarding major decisions.
- D. The President-Emeritus shall be responsible for coordinating meetings with the Advisory Board.
- E. In the event that the Parliamentarian is unable to fulfill his/her responsibilities or is running for an elected position, the President-Emeritus will assume his/her responsibilities.
- F. Termination will be determined by majority rule from members of the Executive Committee.

### *Section III.*           Senior Treasurer

- A. The Senior Treasurer is nominated on the basis of the recommendations from the current Executive Board, previous Faculty Advisors, and previous Advisory Board members.
- B. The Senior Treasurer shall serve in the Advisory Board to the Executive Board and shall not have a vote as Senior Treasurer with the exception of the Treasurer's absence during elections. The term shall coincide with the terms of Executive Board Officers.
- C. Shall offer advice to NSBE-WBESS Officers regarding major decisions.
- D. The Senior Treasurer shall be responsible for assisting the Executive Committee with planning travel expenses for the National Society's Conferences or Conventions.
- E. In the event that the Historian is unable to fulfill his/her responsibilities or is running for an elected position, the Senior Treasurer will assume his/her responsibilities.
- F. Termination will be determined by majority rule from members of the Executive Committee.

### *Section IV.*           Parliamentarian

- A. The Parliamentarian is nominated on the basis of the recommendations from the current Executive Board, previous Faculty Advisors, and previous Advisory Board members.

- B. The Parliamentarian shall serve in the Advisory Board to the Executive Board and shall not have a vote as Parliamentarian with the exception of the Vice President's absence during elections. The term shall coincide with the terms of the Executive Board Officers.
- C. Shall be responsible for facilitating elections and enforcing protocol for officer impeachment.
- D. In the event a member of NSBE-WBESS is accused of defying the Constitution or Bylaws, the Parliamentarian shall determine whether or not the accused is correct and shall advise proper protocol to the Executive Committee.
- E. Shall offer advice to NSBE-WBESS Officers regarding major decisions.
- F. Termination will be determined by majority rule from members of the Executive Committee.

*Section V.*            Historian

- A. The Historian is nominated on the basis of the recommendations from the current Executive Board, previous Faculty Advisors, and previous Advisory Board members.
- B. The Historian shall serve in the Advisory Board to the Executive Board and shall not have a vote as Historian with the exception of the Secretary's absence during elections. The term shall coincide with the terms of the Executive Board Officers.
- C. Shall be responsible for presenting changes of NSBE-WBESS Constitution and Bylaws to the Executive Board. If approved, the Historian shall be responsible for making appropriate changes.
- D. Shall offer advice to NSBE-WBESS Officers regarding major decisions.

Termination will be determined by majority rule from members of the Executive Committee.

*Section VI.*            Senator

- A. Senators are nominated on the basis of the recommendations from the current Executive Board, previous Faculty Advisors, and previous Advisory Board members. There shall be a maximum of 2 Senators each academic year.
- B. Senators shall serve in the Advisory Board to the Executive Board and shall not have a vote as Senator with the exception of the tie-breakers during elections. The term shall coincide with the terms of the Executive Board Officers.
- C. Shall offer advice to NSBE-WBESS Officers regarding major decisions.
- D. Shall represent NSBE-WBESS at all of the National Society's Fall Regional Conferences, National Conventions and required meetings.
- E. Termination will be determined by majority rule from members of the Executive Committee.

**Article VII – Responsibilities of Elected Officers**

*Section I.*            Co-Presidents

- A. Shall keep abreast of regional and national business.
- B. Shall represent NSBE-WBESS at all of the National Society's Fall Regional Conferences, National Conventions and required meetings.
- C. Shall maintain an Executive Board Officer list on the National Society's website, Wisconsin Involvement Network and the Center for Leadership & Involvement.
- D. Shall preside over Executive Board Officers, Executive Committee and all Individual Committees.
- E. Shall be held responsible for Outreach area in the Executive Committee.
- F. Shall directly oversee and regulate both Programs Officer and Pre-College Initiative Officer.
- G. Shall be standing member on all committees.
- H. Shall oversee all chapter activities and financial processes.
- I. Shall have access to all NSBE-WBESS financial accounts: Procurement Card, University account and Off-Campus Account.
- J. Shall submit the current Constitution and Bylaws to the Center of Leadership and Involvement and the National Society's website.

- K. Shall preside and facilitate Executive Board Meetings.
- L. Shall provide an agenda for Executive Board Meetings and for Executive Committee Meetings.
- M. Shall update and regulate office hours.
- N. Shall make the executive decision on all accountability issues.
- O. Shall encourage and actively seek new partnerships with corporate affiliates.
- P. Shall oversee the development of chapter goals by creating a semester report.
- Q. Shall produce an official transition report at the end of term of office.
- R. Shall conduct transition meeting with all Executive Board and Executive Committee positions.

*Section II.*            Vice President

- A. Shall take on responsibilities of the President in the event of his/her absence.
- B. Shall keep abreast of regional and national business.
- C. Shall represent NSBE-WBESS at all of the National Society's Fall Regional Conferences, National Conventions and required meetings.
- D. Shall maintain Executive Board Officer list on the National Society's website, Wisconsin Involvement Network and the Center for Leadership & Involvement.
- E. Shall be second in command over Executive Board Officers, Executive Committee and all Individual Committees.
- F. Shall be held responsible for Membership area in the Executive Committee.
- G. Shall directly oversee and regulate both Academic Excellence Officer and Membership Officer.
- H. Shall be standing member on all committees.
- I. Shall oversee all chapter activities and financial processes.
- J. Shall have access to all NSBE-WBESS financial accounts: Procurement Card, University Account and Off-Campus Account.
- K. Shall provide an agenda for General Body Meetings.
- L. Shall preside and facilitate General Body Meetings.
- M. Shall reserve rooms for NSBE-WBESS General Body Meetings and company visits.
- N. Shall submit ProCard Request Form for NSBE-WBESS sponsored events.
- O. Shall submit SLC Travel Approval Request Form for all NSBE-WBESS events that require travelling outside of UW-Madison.
- P. Shall order bulk office supplies through SLC.
- Q. Shall oversee the development of chapter goals by creating a semester report.
- R. Shall produce an official transition report at the end of term of office.

*Section III.*            Treasurer

- A. Shall take on responsibilities of the Vice President in the event of his/her absence.
- B. Shall keep abreast of regional and national business.
- C. Shall represent NSBE-WBESS at all of the National Society's Fall Regional Conferences, National Conventions and required meetings.
- D. Shall be third in command over Executive Board Officers, Executive Committee and all Individual Committees.
- E. Shall be held responsible for Finance area in the Executive Committee.
- F. Shall directly oversee and regulate Fundraising Officer.
- G. Shall be standing member on all committees.
- H. Shall oversee all chapter activities and financial processes.
- I. Shall have access to all NSBE-WBESS financial accounts: Procurement Card, University account and Off-Campus Account.
- J. Shall represent NSBE-WBESS for all financial matters.
- K. Shall order all ProCard requests including food, supply and travel expenses for NSBE-WBESS events.

- L. Shall submit a budget of all NSBE-WBESS potential events to the Student Leadership Center at the beginning of the year.
- M. Shall prepare solicitation funds for the upcoming year from corporate affiliates.
- N. Shall direct all donations from individual donors or corporations to the University of Wisconsin Foundation and manage donor gifts as intended by the donor.
- O. Shall maintain all receipts and document NSBE-WBESS financial transactions both electronically and in turnover binder.
- P. Shall prepare proper documentation to justify business purposes such as a brochure, agenda, and list of participants.
- Q. Shall oversee the development of chapter goals by creating a semester report.
- R. Shall produce an official transition report at the end of term of office.

*Section IV.*            Secretary

- A. Shall keep abreast of regional and national business.
- B. Shall represent NSBE-WBESS at all of the National Society's Fall Regional Conferences, National Conventions and required meetings.
- C. Shall be fourth in command over Executive Board Officers, Executive Committee and all Individual Committees.
- D. Shall be held responsible for Communication area in the Executive
- E. Committee.
- F. Shall directly oversee and regulate Webmaster Officer
- G. Shall be standing member on all committees.
- H. Shall send meeting minutes of Executive Board Meetings to all Executive Board members.
- I. Shall upload all Executive Board documents to Learn@UW and file in NSBE-WBESS office.
- J. Shall keep record of membership dues of all members and file in the NSBE-WBESS office.
- K. Shall create weekly newsletter for NSBE-WBESS detailing upcoming events and announcements.
- L. Shall update Learn@UW and google calendar of semester events.
- M. Shall send reminders of all NSBE-WBESS events via email.
- N. Shall maintain membership email list through CAE.
- O. Shall send companies' appreciation letters for financial support and non-monetary donations.
- P. Shall oversee the development of chapter goals by creating a semester report.
- Q. Shall produce an official transition report at the end of term of office.

*Section V.*            Programs Officer

- A. Shall serve as Chairperson for Programs' Individual Committee and manage Programs' events each semester.
- B. Shall coordinate the Fall Semester Celebration and the End of the Year Celebration.
- C. Shall plan at least two (2) additional collegiate social events per semester.
- D. Shall plan at least two (2) additional professional development events including workshops and technical training per semester.
- E. Shall keep record of all participants.
- F. Shall set-up and distribute a tentative timeline of Programs' events for the semester to Executive Board Officers.
- G. Shall provide Treasurer with a budget proposal for each event three (3) weeks in advanced.
- H. Shall notify Secretary and Webmaster Officer of weekly upcoming Programs' events.
- I. Shall notify Membership Officer of necessary flyers for Program's events two (2) weeks in advanced.
- J. Shall keep record of all third party representatives involved with NSBE-WBESS Program's events.
- K. Shall encourage and actively seek new partnerships with student organizations.
- L. Shall oversee the development of chapter goals by creating a semester report.
- M. Shall produce an official transition report at the end of term of office.

*Section VI.*            Pre-College Initiative Officer

- A. Shall serve as Chairperson for the Pre-College Initiative Individual Committee and manage Pre-College Initiative's events each semester.
- B. Shall coordinate the Fall Day on Campus.
- C. Shall maintain relations with NSBE Junior Chapter by scheduling Engineering Sessions at least three (3) times per semester.
- D. Shall keep record of all participants
- E. Shall set-up and distribute a tentative timeline of Pre-College Initiative's events for the semester to Executive Board Officers.
- F. Shall provide Treasurer with a budget proposal for each event three (3) weeks in advanced.
- G. Shall notify Secretary and Webmaster Officer of weekly upcoming Pre-College Initiative's events.
- H. Shall notify Membership Officer of necessary flyers for Pre-College Initiative's events two (2) weeks in advanced.
- I. Shall keep record of all third party representatives involved with NSBE-WBESS Pre-College Initiative's events.
- J. Shall encourage and actively seek new partnerships with youth development affiliates.
- K. Shall oversee the development of chapter goals by creating a semester report.
- L. Shall produce an official transition report at the end of term of office.

*Section VII.*          Fundraising Officer

- A. Shall serve as Chairperson for the Fundraising Individual Committee and manage Fundraising events each semester.
- B. Shall plan at least two (2) fundraising events per semester.
- C. Shall keep record of all participants
- D. Shall set-up and distribute a tentative timeline of Fundraising events for the semester to Executive Board Officers.
- E. Shall provide Treasurer with a budget proposal for each event three (3) weeks in advanced.
- F. Shall notify Secretary and Webmaster Officer of weekly upcoming Fundraising events.
- G. Shall notify Membership Officer of necessary flyers for Fundraising events two (2) weeks in advanced.
- H. Shall keep record of all third party representatives involved with NSBE-WBESS Fundraising events
- I. Shall encourage and actively seek new partnerships with company affiliates
- J. Shall oversee the development of chapter goals by creating a semester report.
- K. Shall produce an official transition report at the end of term of office.

*Section VIII.*        Academic Excellence Officer

- A. Shall be responsible for planning study tables at least two (2) times per week during the academic semester.
- B. Shall maintain and organize student archive on Learn@UW and NSBE-WBESS office.
- C. Shall direct General Body Members to academic resources on campus.
- D. Shall keep record of all student resources on campus.
- E. Shall be responsible for taking attendance for all NSBE-WBESS Study Tables.
- F. Shall encourage and actively seek new partnerships with Faculty advisors and tutoring services on campus.
- G. Shall oversee the development of chapter goals by creating a semester report.
- H. Shall produce an official transition report at the end of term of office.

*Section IX.*          Membership Officer

- A. Shall be responsible for creating flyers, attendance sheets and poster board presentations for all NSBE-WBESS events.
- B. Shall be responsible for providing and recording attendance sheet for all NSBE-WBESS events (with the EXCEPTION of Study Tables).
- C. Shall be responsible for managing NSBE-WBESS Point System.
- D. Shall oversee the development of Chapter goals by creating a semester report.
- E. Shall produce an official transition report at the end of term of office.

*Section X.* Webmaster Officer

- A. Shall be responsible for managing the NSBE-WBESS website.
- B. Shall oversee the development of chapter goals by creating a semester report.
- C. Shall produce an official transition report at the end of term of office.

*Section XI* Social Chair

- A. Shall be responsible for periodically reminding General Body Members of NSBE-WBESS events through social media accounts.
- B. listed on This WEEK on the COE and other media resources on campus.
- C. Shall oversee the development of chapter goals by creating a semester report.
- D. Shall produce an official transition report at the end of term of office.

**Article VIII – Election Procedures**

*Section I.* Requirements for Candidacy:

- A. Candidate must sustain a minimum 2.0/4.0 graduation index.
- B. At least two semester's membership with NSBE is required of all candidates.
- C. Candidate must be able to hold the office for a full year or as needed.

*Section II.* At the meeting prior to elections, candidate must be nominated by the Executive Board to be on the ballot.

*Section III.* Election meeting will consist of candidacy speeches, question and answer period, and voting of new officers. Candidates must prepare speeches that state his or her qualifications and goals for the elected term and prepare a hardcopy for Executive Board Officers. If a candidate is unable to attend the elections date, they must provide a video recording of their speech and answer pre-determined questions from the current Executive Board.

*Section IV.* Only members may vote. Votes will be counted by secret ballot. There are absentee ballots as long as they are received via e-mail 48 hours after the election meeting.

*Section V.* Votes will be counted by two (2) persons appointed by the Parliamentarian. Ballots must be counted three (3) days after election meeting.

*Section VI.* At the election meeting, there shall be no disbursements of displays of campaign propaganda at the polling place.

*Section VII.* The finalist of each office:

- A. Shall be the person who received the majority of the votes cast for the office.
- B. In the event of a tie, the current Senator(s) shall elect the winner.

*Section VIII.* The results of the elections shall be posted at the NSBE office after all ballots have been recorded.

*Section IX.* The election meeting shall be run by the Parliamentarian.

**Article IX – Impeachment**

*Section I.* Falsifying qualifications for office is grounds for immediate impeachment.



*Section II.* Grounds for impeachment are non-fulfillment of duties, no improvement after three (3) written warnings from the Executive Board, continual unprofessional conduct, immoral conduct, or any conduct unbefitting any NSBE-WBESS member.

*Section III.* The person under evaluation shall meet with the Executive Committee and be given the opportunity to refute the allegations made against him/her or resign. Failure to attend the Impeachment meeting will result in immediate impeachment.

*Section IV.* Decision for impeachment shall be made by secret ballot by a majority vote of members present at the meeting. Votes will be counted by the President and Vice President.

*Section V.* If the majority of the present members of the Executive Committee does not impeach the officer under evaluation and that officer once again violates his/her position, the Executive Committee may veto the prior decision.

#### **Article X- Replacement of an Executive Board Officer**

In the event an Executive Board Officer must leave office and a replacement is needed, an assistant will be invited to assume the chair; if the vacated office is not filled it will be brought to the attention of the general body. Members will then be given a specified time period in which they may denote interest. A replacement will be voted by the Executive Board and hereafter appointed by the Executive Committee.

#### **Article XI – Amendments to the Constitution and By-Laws**

*Section I.* All amendments are to be submitted in writing to the Historian. Amendments must contain the following information:

- A. Name of the person submitting amendment
- B. Synopsis
- C. Section being changed or amended as it currently reads and highlighted changes and amendments
- D. Background information to justify the change

*Section II.* The Historian, in accordance with the Executive Committee, will review all proposed changes or amendments to determine the validity and make recommendations. All proposed Amendments can be voted on in the same meeting. The Amendment must pass with a majority vote of the membership in attendance.

*Section III.* Amendments to the Constitution and Bylaws may be made once per semester. Upon approval, written changes and amendments to the constitution will be made by the Historian.

### **NATIONAL SOCIETY OF BLACK ENGINEERS – WISCONSIN BLACK ENGINEERING STUDENT SOCIETY BY-LAWS, RULES, AND REGULATIONS**

#### **Article I – Finances**

*Section I.* NSBE-WBESS shall utilize finances through the University Account, Procurement Card and the Off-Campus Account at the UW Credit Union.

*Section II.* All donations received shall be directed to the UW Foundation and must be used in a manner intended by the donor.

*Section III.* All financial transactions must be approved by the Executive Committee and arranged by the NSBE-WBESS Treasurer. If for any reason the Treasurer is unable to process funding for events, the President and Vice President shall also have access to all financial accounts and may finalize financial transactions.

*Section IV.* In order to receive funding for NSBE-WBESS events, chairpersons of the Individual Committees must submit a proposal of the specific event three (3) weeks in advanced to the Treasurer. The proposal shall include the date, time, purpose and all potential expenses of the anticipated event.

*Section V.* All University of Wisconsin-Madison campus events shall primarily seek funding from the University Account. In the case NSBE-WBESS is unable to receive funding from the University Account, the NSBE-WBESS Treasurer shall seek funding from the UW Credit Union.

*Section VI.* All chapter fee's and valid fundraising profits shall be deposited into the UW Credit Union Account. Off-Campus Account income may be used to fund incentives and chapter apparel. All other requests must be approved by the Executive Committee.

## **Article II – General Body and Executive Board Meetings**

*Section I.* General Body Meetings:

- A. Shall be held on the third (3<sup>rd</sup>) Thursday of the month. Any changes shall brought to the attention of the Executive Board three (3) weeks in advanced.
- B. Shall inform all members of NSBE-WBESS of upcoming events and opportunities sponsored by NSBE-WBESS and the UW campus.
- C. Shall be the opportunity for the Secretary to collect and record membership fees.
- D. Shall allow potential members to attend without paying membership fees.
- E. The Vice President shall send an agenda of meeting topics to Secretary one (1) week in advance.

*Section II.* Executive Board Meetings:

- A. Shall be held twice (2) per month.
- B. Executive Board Officers shall determine meetings dates and times in accordance with their academic schedule.
- C. Shall be the opportunity for all Executive Board Officers to communicate the progression of their duties.
- D. Shall be the opportunity to discuss concerns of General Body Members and Advisors.
- E. The President shall send an agenda of meeting topics to Secretary one (1) week in advance.

## **Article III – Attendance and Accountability**

*Section I.* All members of the Executive Board shall attend one (1) Executive Board Meeting per month. In the event an Executive Board Member is unable to attend, he/she must notify and be excused from a member of the Executive Committee.

*Section II.* Programs Officer shall attend all Programs' events. If he/she is unable to attend an event, he/she must notify and be excused from a member of the Executive Committee. He/she shall also find an Executive Board Member to replace his/her of their duty for the event.

*Section III.* Pre-College Initiative Officer shall attend all Pre-College Initiative's events. If he/she is unable to attend an event, he/she must notify and be excused from a member of the Executive Committee. He/she shall also find an Executive Board Member to replace his/her of their duty for the event.

*Section IV.* Fundraising Officer shall attend all Fundraising events. If he/she is unable to attend an event, he/she must notify and be excused from a member of the Executive Committee. He/she shall also find an Executive Board Member to replace his/her of their duty for the event.

*Section V.* All Executive Board Officers must attend two-thirds (2/3) of scheduled events held each semester. The Executive Committee shall oversee and notify Officers of their expectations at the beginning of the semester.

*Section VI.* All attendance records for General Body Members may affect standings on Point System.

*Section VII.* Failure to meet the above requirements will result in the Strike System:

- A. A verbal/written warnings will be given after each failed requirement.
- B. After three (3) warnings, the Executive Board Officer will receive a strike resulting in a meeting with the Executive Committee. The Officer will have the opportunity to defend their actions.
- C. If the officer continues to fail their expectations, he/she will continue to receive warnings (3) before the next strike. Once the third strike has been committed, the Executive Committee will have a final meeting summarizing the Officer's actions and may lead to immediate impeachment.
- D.