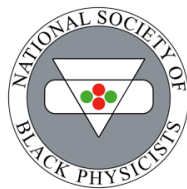


**(Insert School Name Here) Chapter of the
National Society of Black Physicists (NSBP)
Constitution and By-Laws**

(As Enacted by the Membership and NSBP on _____)



**(Insert School Name Here) Chapter National Society of Black Physicists
(NSBP)**

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MISSION OF THE NATIONAL SOCIETY OF BLACK PHYSICISTS

Founded in 1977 at Morgan State University, the mission of the National Society of Black Physicists is to promote the professional well-being of African American physicists and physics students within the international scientific community and within society at large.

The organization seeks to develop and support efforts to increase opportunities for African Americans in physics and to increase their numbers and visibility of their scientific work. It also seeks to develop activities and programs that highlight and enhance the benefits of the scientific contributions that African American physicists provide for the international community. The society seeks to raise the general knowledge and appreciation of physics in the African American community. The National Society of Black Physicists is a not-for-profit 501c3 organization in accordance with the Internal Revenue Service.

CONSTITUTIONAL AUTHORITY

The National Society of Black Physicists National Constitution and By-Laws describes the way the national organization shall be structured and governed. The National Society of Black Physicists Chapter Constitution shall serve as a governing document for **(Insert Chapter Name Here)** Student Chapter. This Chapter Constitution will not supersede or take authority in matters where rules or By-Laws of the National Society of Black Physicists sub-bodies do not exist or are in conflict. As such, all working rules of National Society of Black Physicists Chapters shall comply and be consistent with the National Society of Black Physicists National Constitution and By-Laws.

ARTICLE I: CHAPTER CREATION

Section 1: Chapter Name

This chapter organization shall be known as the ***(Insert Chapter Name Here in italics)*** Chapter of the non-profit organization none as the National Society of Black Physicists (NSBP).

Section 2: Active Chapter Year

The fiscal and business year of an active chapter of the National Society of Black Physicists shall extend from September 1 of each year through August 31 of the following year.

Section 3: Article III Sec. 8 of the National Society of Black Physicists By-Laws

- A. *Any group of five (5) or more persons meeting the requirements of regular or associate (student) membership of the National Society of Black Physicists and who are active members may file a Petition for Chapter Formation with the National Society of Black Physicists.*
- B. *The chapter shall serve as the primary program vehicle for its members. All programs must be in accordance with the mission and objectives of the National Society of Black Physicists.*
- C. *All chapters shall have a chapter constitution to be filed as official documents of the National Society of Black Physicists. Any amendments to the chapter constitution must be sent to the Board of Directors of within 1 month of their approval by the chapter.*

- D. *All chapters must register annually with the National Society to be officially recognized as a chartered chapter.*
- E. *All chapters must submit an Annual Activities Report to the National Society of Black Physicists.*
- F. *The Board of Directors retains the right to suspend or dissolve any chapter after due process as determined by the Board of Directors.*

ARTICLE II: GOALS AND OBJECTIVES

The purpose of this chapter is to promote the professional development and well-being of blacks pursuing degrees in physics within the local scientific community and region at large. This chapter seeks to develop and support efforts to increase opportunities, activities, and programs for blacks in physics. The Chapter seeks to provide a non-partisan platform for major issues of scientific and cultural significance to its membership. Most importantly, the Chapter aims to establish a more connected, personal, and engaged community for the student members of the National Society of Black Physicists (NSBP).

ARTICLE III: CHAPTER GOVERNMENT

Section 1: Governing Laws

- A. This Chapter organization shall be governed by this Constitution and By-Laws along with all amendments and shall be within the boundaries of the Constitution and By-Laws of the National Society of Black Physicists.

Section 2: Formation

- A. This Constitution and By-Laws, and all its amendments, shall be subject to approval by the Chapter itself and final approval by the Board of Directors of the National Society of Black Physicists.
- B. The laws that govern this Chapter shall be in effect only after their approval from the National Society of Black Physicists Board of Directors.
- C. No laws of this Chapter shall be retroactive.

ARTICLE IV: MEMBERSHIP AND VOTING

Section 1: Membership

As stated in Article III Sec. 4 of the National Society of Black Physicists By-Laws (Oct. 2017): *“A student may enjoy the privileges of associate member status in the National Society of Black Physicists as long as the individual is certified as an enrolled student in a science program...”*

- A. Membership is open to those who are pursuing a degree in a Science, Technology, Engineering, or Mathematics (STEM) field of study, that also affirm the mission and goals of the National Society of Black Physicists.
- B. Membership and participation in this organization shall not be denied, or hindered, based on race, gender, age, sexual orientation, color, disability, religious affiliation, ethnic group, or national origin.
- C. Active Membership shall require good standing with the National Society and Chapter, as well as the payment of Chapter dues.

- D. Chapter membership dues are set through the chapter and are to be discussed and voted upon at the beginning of each academic year the chapter is active, along with proposed chapter operations.
- E. All Active Members of the Chapter shall be considered associate members, or “Student members”, of the National Society of Black Physicists.
- F. Each active member of the Chapter shall have the right to participate in all meetings, projects, and other activities of the Chapter.
- G. The Membership is the ultimate source of authority and policy determination for Chapter and are granted this power through the National Society.

Section 2: Voting

- A. On all questions requiring a vote, each active member shall have one vote. A quorum for voting shall require one more than half the active members be present, proxy, or ballot.
- B. For any official chapter events, to be carried out a voting quorum of two thirds of the Chapter's eligible voting members must be reached in-favor of such proposed actions.

ARTICLE V: MEETINGS

Section 1: Attendance

It is the expectation that all members do their best to be in attendance to all general membership meetings and official chapter events. Perfect attendance is not a requirement of Active Chapter Membership. Meetings may be attended, or conducted, not solely in person; but may include means of a conference telephone, video conference, internet call, or similar means of communication so long that it allows all persons the ability to hear each other and be engaged in the meeting; such means of participation constitute presence at such meeting and shall be given the same value as in person.

Section 2. Article VIII Sec. 4 Proceedings of a Chapter Meeting

The cost of publishing the proceedings of a Chapter meeting or a commemorative meeting shall be charged in full to the Chapter or committee sponsoring the meeting or conference. Assistance in meeting these costs may be proposed to the Board of Directors through the President.

Section 2: General Membership Meetings

- A. An active chapter shall conduct a General Membership Meeting at least once each semester.
- B. During these meetings business will be addressed, and chapter goals should be presented.
- C. The date and location of General Body Meetings must be announced at least one week in advance of the meetings schedule date.
- D. In the case of emergency business meetings, the notice for date and location maybe on short, or extremely short notice.

Section 3: Executive Meetings

- A. An active chapter shall conduct an Executive Meeting at least twice each semester.
- B. The date and location of Leadership Meetings should be announced a least five business days before the scheduled date.
- C. In the case of emergence meetings, the notice for date and location maybe be short, or extremely short.
- D. All Active Members of the Chapter are permitted to attend Executive Meetings
- E. The presence of a majority of the Executive Board shall constitute a quorum for Executive Meetings.
- F. Each member of the Executive Board shall be entitled to one vote on each matter submitted to a vote. Voting on all matters shall be by voice vote or by show of hands unless one-half of the members voting shall demand a ballot vote on a matter.
- G. All meetings of the Executive Board shall be presided over by the President except that in the absence of the President, the Vice-President shall preside. In the absence of both, the Executive Board may decide who is to preside by a simple majority vote of those present.

ARTICLE VI: EXECUTIVE BOARD

The Executive Board of the Chapter includes the President, Vice-President, Secretary, Treasurer, and the Chapter Advisor. The Executive Board may exercise all powers specifically conferred or implied within this document unless otherwise directed by a vote of the membership. The objective of the Chapter Executive Board is to ensure that the operations of the Chapter are effective and efficient.

Any active member of the Chapter and the National Society of Black Physicists who has a current cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale, is eligible for officer positions.

Section 1: President

The President of the **(Insert Chapter Name Here) Student Chapter** is the Chief Executive of the Chapter and:

- A. Shall preside over all assemblies and meetings which require his or her attendance and see that the purpose of the assembly is conducted in a sufficient manner.
- B. Is responsible for incoming Executive Board staff to be formally and adequately briefed on the Chapter Constitution and By-Laws.
- C. Shall give a semester address, verbal or in writing, to give general direction and goal for the semester's activities.
- D. Shall give an annual activity report to the membership and the Board of Directors

Section 2: Vice-President

The position of Vice-President shall operate as the second in command under the President and:

- A. Shall preside over assemblies and meetings in which the president is not in attendance
- B. Shall be an advisor to the President
- C. Shall be an advocate of the Chapter
- D. Should work with the President as a liaison for Chapter activities, events, and procedure

Section 3: Secretaries

The Secretary of the Chapter is the principle person responsible for:

- A. Keeping of documents and records (i.e. forms, waivers, membership statuses, etc.)
- B. Distribution of information to all members of the Chapter
- C. Outreach and publicity of the Chapter
- D. Help maintain an efficient atmosphere at all meetings and assemblies of which they are present.

Section 4: Treasurer

The Treasurer shall be responsible for keeping of Chapter financial records;

- A. Guarding and conducting the financial affairs of the Chapter
- B. Shall prepare a budget of income and expenses each year to be reported to the Membership and the Board of Directors.
- C. Shall be the handler and collector of Chapter dues and income
- D. Shall possess the power to make payments in the name of the Chapter.

Section 5: Advisors

Advisory positions are open to professionals of the National Society, or professionals who affirm the mission of the National Society. Only through a vote of the Membership can an Advisor be assigned. Before the decision can become final the Board of Directors must approve the Advisor.

The role of Advisor is a position of guidance in this Chapter and should:

- A. Be present when needed; may it be for advice, instruction, demonstration.
- B. Involve themselves in the activities of the Chapter
- C. Stay current in Chapter affairs, issues, and business
- D. Be a representative, lobbyist, or advocate of, and for, the Chapter

Section 6: Term of Officers

- A. The term of any person in one officer position, may it be President, Vice-President, Secretary, or Treasurer, shall be a maximum of four consecutive semesters in which the chapter is active.
- B. If it is felt that any member of the Executive Board is not performing their duties in an acceptable manner, any member of the Chapter is at liberty to make a statement on the matter. The issue must be formally presented and discussed at a general meeting.
- C. Term limits may be exceeded depending on need; emergency circumstance, or any reason, deemed justifiable and decided by a direct vote of active members, excluding the Executive Board, where two-thirds of the vote is in favor of such extension.
- D. Any member of the Executive Board may resign at any time. For this resignation to be final it must be in writing and delivered to the Executive Board and distributed as a notice to the membership.

Section 6: Expulsion, Sanctions, or Vacancies

- A. Any member of the Chapter may be expelled/suspended/removed after due process in accordance with this provision of this document by an affirmative vote by secret ballot of no less than two-thirds majority of the Executive Board and two-thirds majority of membership.
- B. Notice of expulsion/suspension/removal shall be given to the member concerned in writing at least thirty calendar days prior to the conduct of such a meeting. Any member initiating such an action or object of such an action shall be permitted to make a presentation verbally or in writing on his, or her, behalf and/or to select an advocate and witness but may not vote on the action under consideration.
- C. A member of the Executive Board who misses three consecutive meetings, without good cause, shall automatically be removed from office.
- D. Disciplinary Actions shall follow *Article III Sec. 9 of the National Society of Black Physicists By-Laws*.

ARTICLE VII: FINANCES

Section 1: Bank Accounts and Financial Documents

The financial resources of the **(Insert Chapter Name Here)** *Student Chapter* shall be deposited in the name of the Chapter in financial institutions, banks, trust companies, and other repositories designated by the Treasurer and through approval of the Executive Board. Financial documents, checks, certificate, and other financial notes shall be signed or endorsed on behalf of the Society by the Treasurer through approval of the Executive Board.

Section 2. Loans.

No loans shall be contracted on behalf of the Chapter and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

ARTICLE VIII: DISSOLUTION OF ORGANIZATION

If the **(Insert Chapter Name Here)** *Student Chapter* of the National Society of Black Physicist is dissolved, all loans will be repaid and all remaining grant funds, membership monies, or other monetary resources will be held for a period of 18 months in the bank account created for it. At the end of the 18-month period, if the group is unlikely to reinstate itself, the President shall donate all monies to the National Society of Black Physicist.

ARTICLE IX: AMENDMENTSH

Amendments or ratifications to this Constitution and By-Laws may be proposed by any member of the Chapter regardless of membership status. Suggestions must be received in writing and is the responsibility of the Executive Board to present the amendment to the membership. A vote on the proposed amendment shall then take place. Only amendments that receive a vote of three-fourths in favor are to become actual amendments in this constitution; given the approval by the National Society of Black Physicists Board of Directors.

ARTICLE X: ENACTMENT AND RATIFICATION

This Constitution and By-Laws serve as the founding document of the **(Insert Chapter Name Here)** *Student Chapter*, following approval by the membership, National Society of Black Physicists Board of Directors. This document is to be upheld as written until amended by the Chapter Executive Board and the General Membership.

Enacted on _____, by;

DEFINITIONS

“National Society” and “NSBP”: meaning the National Society of Black Physicists.

“Most of”: referring to a simple majority of at least one (1) plus half $\left(\frac{1}{2}\right)$ of the given population.

“short” or “extremely short”: taking place within two calendar days. [Article V: Meetings]

“Perfect attendance”: meaning continuous attendance, no absences.