



GTSBE 2017-2018 Chapter Executive Board Application

This document contains all of the information you will need to successfully apply for any position on the Executive Board of the Georgia Tech Chapter of the National Society of Black Engineers. If you have any questions about the contents of this document or the elections process, please contact Marcus J. Mitchell at gtsbe.parliamentarian@gmail.com

Please direct all inquiries to:
gtsbe.parliamentarian@gmail.com

To Whom It May Concern:

Thank you for your interest in becoming a member of the Executive Board of the Georgia Tech Society of Black Engineers. Your interest in leading this organization is very admirable, however, before you begin filling out this application, we would like you to understand the reasons behind this organization's existence.

It all began in 1971 at Purdue University, when two students, Edward Barnette (now deceased) and Fred Cooper, became concerned with the nearly 80% dropout rate of Black engineering students in their first year. They approached the Dean in the interest of creating an organization to improve the recruitment and retention rate of Black engineers and were assigned the only Black faculty member, Arthur J. Bond, as their advisor. Barnette served as the first president of the Black Society of Engineers (BSE) that same year.

The organization quickly began to gain momentum on Purdue's campus and the more active members, Anthony Harris, Brian Harris, Stanley L. Kirtley, John W. Logan, Jr., Edward A. Coleman, and George A. Smith (later known as the "Chicago Six") developed a vision for national growth. Anthony Harris, the president for the 1974-1975 school year, wrote and sent 288 letters to each of the accredited engineering schools in the United States, explaining the mission of BSE and asking them to identify student leaders who may be interested in supporting their cause on the national level. Approximately 80 schools responded and, on April 10th, 1975, 48 students representing 38 schools convened to form the National Society of Black Engineers. The familiar NSBE symbol "N" with lightning bolts was chosen then and it remains a distinctively recognizable symbol representing the premier technical organization for African American engineering students and professionals.

NSBE was eventually incorporated in Texas, in 1976 as 501©3 non-profit organization. John Cason, also of Purdue, served as the first elected president of NSBE. As the organization grew, Virginia Booth became the first female National Chairperson and the first to serve two terms 1978-1980.

The torch symbolizes every 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. NSBE has since grown from six to over 31,000 members and the annual meeting has blossomed into the Annual National Convention, hosting over 8,000 attendees. NSBE has 99 active NSBE Jr. pre-college, 250 students and 68 alumni/technical professional chapters

In 1976, a year after the National Society of Black Engineers (NSBE) was established, Mr. Robert Dixon (the first president of GTSBE), learned of NSBE, he saw that there was a need for this type of organization on the campus of Georgia Tech. With this in mind, he approached Dr. Augustine Esogbue, the only black faculty member at the institution. Dr. Esogbue saw this as a great opportunity for the students at Georgia Tech and agreed to become the chapter's first advisor, a position in which he served until very recently. GTSBE quickly gained steam and Dr. Esogbue often boasts that Georgia Tech Chapter was actually chartered before the National Organization!

Since its beginnings, GTSBE has grown to become one of the largest, well-known, and some might even say revered, chapters within the organization, with membership numbers as high as 250 students. This chapter has had the privilege of receiving numerous honors and accolades, including both the Regional and National Distinguished Chapter of the Year Award; with the National Distinguished Chapter of the Year Award being the highest honor that can be awarded to a chapter. G.T.S.B.E received the Regional Distinguished Chapter award in 1985, 1988, 1989, 1992, 1993, 1998, 1999, 2001, 2002, 2003, 2011, 2014 and the National Distinguished Chapter in 1985, 1988, 1989, 1993, 1999, 2011.

The Georgia Tech Chapter of the National Society of Black Engineers continues, even today, to fulfill the need for which it was created. It serves as a professional, social and cultural outlet for the students at the Georgia Institute of Technology, while serving as a voice for the Black population on campus. This chapter's aim is to uphold the mission of NSBE; to increase the number of culturally responsible Black engineers, who excel academically, succeed professionally and positively impact the community.

Many would consider the leadership opportunities in the Georgia Tech Society of Black Engineers to be merely a stepping stone, from which you will take your experiences and move on to greater things. We ask that you think long and hard about your intentions before you submit this application. This organization has been present on the campus of Georgia Tech to serve each and every Black engineer who may be traveling this road alone, or coming close to leaving. Our goals are not only the retention, but also the elevation of our classmates. In short, we aim to be excellent, and to have excellent leadership as well.

Before submitting, please think of how you plan to impact the chapter. What can you bring to the table? Are you ready for this type of responsibility? Will you have the time to devote to this without sacrificing your grades? If you are unsure, take some time to think it over and contact the current holder of the position you are seeking if needed.

Best of luck to you,

The 2016- 2017 Executive Board of the Georgia Tech Society of Black Engineers

Candidacy Requirements for Positions

All applicants must:

- Have a minimum classification of sophomore undergraduate status or the equivalent for the elected term.
- Submit a copy of your resume
- Be a paid member of GTSBE
- Be registered as a full-time student the academic semester prior to the beginning of the elected term and must have a 2.5 GPA and be in good standing status the academic term prior to and throughout the elected term
- Submit an unofficial transcript
- Be properly nominated **and** declare candidacy in writing.
- Be endorsed by person currently holding position **and** by current President, Vice President and/or Parliamentarian (“Endorsement” defined in the GTSBE Constitution)
- Submit their application by April 6th, 2017

All questions may be directed to the Chapter Parliamentarian at the email-address below:
gtsbe.parliamentarian@gmail.com

Chapter Elected Positions & Duties

Section 1. President

- (a) Shall preside over all official meetings of GTSBE except general meetings which are presided over by the Membership Chair.
- (b) Shall serve as the official representative of GTSBE unless otherwise designated to another officer by the President.
- (c) Shall present ideas and propose directions for the organization.
- (d) Shall serve as the Zone Leader for the Administration Zone.
- (e) Shall appoint the Chapter Parliamentarian for a one-year term with the consent of the board.

Section 2. Vice-President

- (a) Shall preside in the absence or the inability of the President.
- (b) Shall manage and keep track of CEB Points for the board.
- (c) Shall develop programs of interest for GTSBE in cooperation with the Executive Board.
- (d) Shall perform activities, duties, and responsibilities as designated by the President.
- (e) Shall serve as the Zone Leader for the Membership Zone.
- (f) Shall oversee the activities of all committees.

Section 3. Programs Chair

- (a) Shall perform duties designated by the President.
- (b) Shall monitor the progress of committee development in regards to the Chapter Development report.
- (c) Shall provide a Chapter Development report once in October, once in December, and once in February, OR should submit them in accordance with the regional and national submission requirements.
- (d) Shall serve as the Zone Leader for the Programs Zone
- (e) Shall coordinate with Membership Chair to recognize graduating members of GTSBE at the end of each semester

Section 4. Secretary

- (a) Shall serve all notices required by law of GTSBE and in case of absence during any meeting, the duties of the Secretary may be performed by any person who the Executive Board may direct.
- (b) Shall record accurately the minutes of the CEB meetings and general membership meetings and make available the minutes to all members upon request.
- (c) Shall report the minutes of the previous meeting at each meeting of the CEB or general membership meeting.
- (d) Shall be responsible for gathering weekly updates and upcoming events for The

Vector that is sent out at the beginning of the week.

- (e) Shall be responsible for keeping track of weekly office hours and managing the GTSBE calendar.
- (f) Shall serve as the Zone Leader for the Communications Zone
- (g) Shall, during the summer, manage sign-ups for FASET dates.

Section 5. Treasurer

- (a) Shall keep accounts and deposit all organization funds of the GTSBE treasury.
- (b) Shall make expenditures for business in a manner approved by the CEB.
- (c) Shall prepare, maintain, and adhere to the chapter budget determined by the executive officers and approved by the CEB.
- (d) Shall serve as the Zone Leader for the Finance Zone.
- (e) Determine discounts for CEB and general Membership based off of hierarchal point systems managed by the Vice President and Membership Chair.
- (f) Shall make arrangements for the chapter in organizing conference participation logistics (including flights, trip costs, hotels, excuse letters, etc.)

Section 6. Parliamentarian

- (a) Shall serve as a resource on the governing documents of the National & Chapter Constitutions and Bylaws.
- (b) Shall serve as a resource on proper parliamentary procedure by being familiar with Roberts Rules of Order.
- (c) Shall serve as one of two chapter senators at the Regional & National Conventions.
- (d) Shall make sure meetings are running properly and efficiently (primarily e-board meetings).
- (e) Shall serve as the Zone Leader for the Parliamentarian Zone.
- (f) Shall run the chapter elections

Section 7. Membership Chair

- (a) Shall coordinate membership drive activities.
- (b) Shall be responsible for distributing and collecting membership applications and dues to regionals and nationals.
- (c) Shall preside over general meetings.
- (d) Shall maintain the membership roll for all meetings.
- (e) Shall manage PROPS points systems.
- (f) Shall coordinate with Programs Chair to recognize graduating members of GTSBE at the end of each semester

Section 8. Lambda Delta Rho Chair

- (a) Shall be responsible for planning, organizing, and presiding over all activities of Lambda Delta Rho (the freshman leadership component of GTSBE)

Section 9. International Chair

- (a) Shall coordinate the activities of the International Committee.
- (b) Shall assist with efforts proposed by international chapters.
- (c) Shall identify potential chapters to charter internationally.
- (d) Shall see that all international chapters receive the information and materials they need in order to function properly.
- (e) Shall coordinate with internal and external entities to provide opportunities for GTSBE membership

Section 10. Academic Excellence Chair

- (a) Shall facilitate and provide a study tools and scholarships which will enable students to further their education
- (b) Shall collect and submit GPA Verifications for the chapter
- (c) Shall develop educational and motivational workshops that will encourage students to excel academically.
- (d) Shall provide a means of increasing GPA's through tutoring (i.e. Final study session).

Section 11. TORCH Chair

- (a) Shall implement any/all community service opportunities for the chapter within the Georgia Tech community, Region 3, or on the National level.
- (b) Shall develop TORCH outreach programs for the local community.
- (c) Shall inform Membership of volunteer opportunities outside of GTSBE.
- (d) Shall be responsible for the planning and execution of a March for Education.

Section 12. Pre-Collegiate Initiative Chair

- (a) Shall be responsible for planning and organizing activities for high school students.
- (b) Shall be responsible for planning PCI Month and the Leadership Conference

Section 13. Publications Chair

- (a) Shall be responsible for the publication of the Vector
- (b) Shall be responsible for making flyers and any other media to publicize events
- (c) Shall advertise GTSBE activities and meeting through various media.

Section 14. Historian

- (a) Shall keep a record of the academic year and all of the events that took place.
- (b) Shall work with the Publications and Telecommunications Chairs on any special projects that may vary from year to year relating to these positions.
- (c) Shall catalog all awards/distinctions given or received by GTSBE for that academic year (e.g. Sophomore of the Year, Large Chapter of the Year) and if possible for any years previous.
- (d) Shall create the annual GTSBE magazine for that academic year.

- (e) Shall serve as the secondary representative to the chapter at the Regional & National Conventions, where your primary role is voting.
- (f) Shall maintain all social media accounts associated with GTSBE.

Section 15. Telecommunications Chair

- (a) Shall coordinate/develop/keep-up the GTSBE web site.
- (b) Shall serve as administrator of all GTSBE list servers.
- (c) Shall develop Telecommunications Policies/Programs.

Section 16. Finance Chair

- (a) Shall organize, plan, and execute fund raising activities.
- (b) Shall correspond closely with the Public Relations chair in corporate solicitations and create a corporate proposal requesting funds, items, and participation from companies (i.e. workshops, presentations).

Section 17. Public Relations Chair

- (a) Shall be responsible for planning, organizing and presiding over the annual corporate networking social.
- (b) Shall correspond closely with corporate sponsors to help the membership with professional development through general body meetings, workshops, presentations, etc.
- (c) Shall be responsible for planning and organizing the corporate appreciate dinner.

Section 18. Conference Planning Chair

- (a) Shall ensure that GTSBE has travel, lodging, and other logistics associated with both conferences and the National Convention.
- (b) Shall ensure that GTSBE members are adequately prepared both professionally and socially for both FRC and the National Convention.
- (c) Shall help serve as a liaison between companies looking to hire GTSBE members and members attending FRC and the National Convention.
- (d) Shall compile a brief synopsis of his/her monthly activities for the GTSBE monthly report.

GENERAL OFFICER DUTIES

1. Serve 2 Office Hours weekly
2. Complete monthly reports
3. Attend 2 out of 3 conferences (RLC, FRC, or Nationals)

Appointed Chapter Candidates Checklist

Appointed Candidates will need to...

- Submit completed appointed candidate application by April 6th, 2017 to the current chapter Parliamentarian.
- Carefully research their position and be familiar with duties.
- Be interviewed by the president-elect or vice-president –elect.

Please note that the Georgia Tech Chapter of the National Society of Black Engineers reserves the rights to accept appointed applications past the due date only if positions are still open.

NSBE Fact Sheet

The objectives of NSBE are to...

1. Stimulate and develop student interest in the various engineering disciplines.
2. Strive to increase the number of minority students studying engineering at both the undergraduate and graduate levels.
3. Encourage members to seek advanced degrees in engineering or related fields and to obtain professional engineering registrations.
4. Encourage and advise minority youth in their pursuit of an engineering career.
5. Promote public awareness of engineering and the opportunities for Blacks and other minorities in that profession.
6. Function as a representative body on issues and developments that affect the careers of Black Engineers.
7. New and innovative project ideas are generated and implemented throughout the year on the chapter, regional and national levels.

The mission of NSBE is to increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community.

Six people founded NSBE at Purdue University in 1975: (the late) John Logan, Edward Coleman, George Smith, Stan Kirtley, Brian Harris, and Anthony Harris. Their nickname is “The Chicago Six.”

The NSBE Torch symbolizes our everlasting burning desire to achieve success as engineers in our present society. The lightning bolts represent the striking impact that will be felt upon society and industry as a result of the contributions and achievements made by the National Society of Black Engineers.

NSBE Headquarters is located in Alexandria, VA.

The National Society of Black Engineers (NSBE) with more than 15,000 members is the largest student managed organization in the United States.

NSBE is comprised of more than 350 chapters on college and university campuses, 75 alumni extension chapters nationwide and 75 Pre-College chapters. These chapters are geographically divided into six regions.

In 1975, the first National Conference was held at Purdue University. 48 students from 32 schools attended the conference. Five important things happened at this conference:

- The National symbol was chosen
- A rough draft of the National Constitution was written
- The organization was divided into six geographical regions
- The first National Chairperson was elected, John Cason
- The name for the group was elected, “The National Society of Black Engineers”

In 1976, NSBE was incorporated as a nonprofit organization in the State of Texas. NSBE also became recognized as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.