



CHAPTER NEW CHARTER AND RENEWAL PROCEDURES

CHAPTER REQUIREMENTS

NOL Permissions

Chapter chartering takes place via NOL. In order to charter your chapter, you must first have permissions to manage your chapter via NOL. If you or anyone else on your current executive board does not have permissions, contact individuals on your chapter's previous executive board to have permissions granted. If you are unable to contact your predecessors, email the National Membership Team at membership@nsbe.org and request that permissions be granted to you.

Chapter Constitution

Each new chapter must have a Chapter Constitution uploaded onto their NOL page. Renewing chapters are not required to submit a constitution unless modifications have been made since the previous year.

Membership Numbers

Each Alumni Chapter and Collegiate Chapter must have at least **10** paid members (NSBE Jr. are required to have at least **5** members) to re-charter or to charter a new chapter. A group may petition the National Executive Board to allow for a chapter with less than 10 members. Petitions letters should be emailed to the National Membership Chair at membershipchair@board.nsbe.org. *(Please see pages 3 & 4 for an example of a successful petition.)*

Chapter Executive Officers

The following chapter positions must be appointed via NOL:
- President, Vice President, Secretary, Treasurer

Members must be active and listed under the chapter to be appointed to these positions (and any other positions) via NOL.

Dean/Principal & Advisor Confirmation

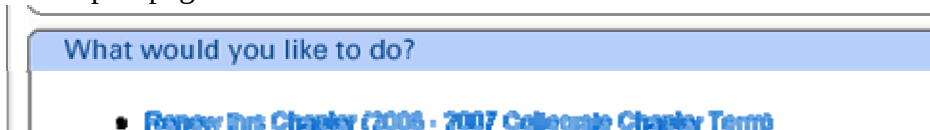
Each NSBE Jr. and Collegiate Chapter must have an advisor and a school administrator (Principal/Dean of Students, respectively) provide an electronic signature. These signatures grant official institution recognition of the chapter. Confirmation emails are sent to the address that you put in for these positions. These individuals must follow the links within the email to confirm. Chapter officers should check with these officials to ensure receipt of and reply to the email.

New Chapters

To start a new chapter, a member must be registered as an "At Large" member (if you are not, email the National Membership Team at membership@nsbe.org and request to be moved to an "At Large" chapter. Once you have been placed as such, go to your membership main page and click on "Petition to Start a Chapter." Make sure that you have the above information in place. For constitution templates, please refer to the [Collegiate Toolkit](#), [Alumni Extension Toolkit](#), or [NSBE Jr. Constitution](#). Fill out the appropriate information and submit your petition. A member of the National Membership Team will contact you when your chapter is set up.

HOW TO COMPLETE YOUR CHARTER

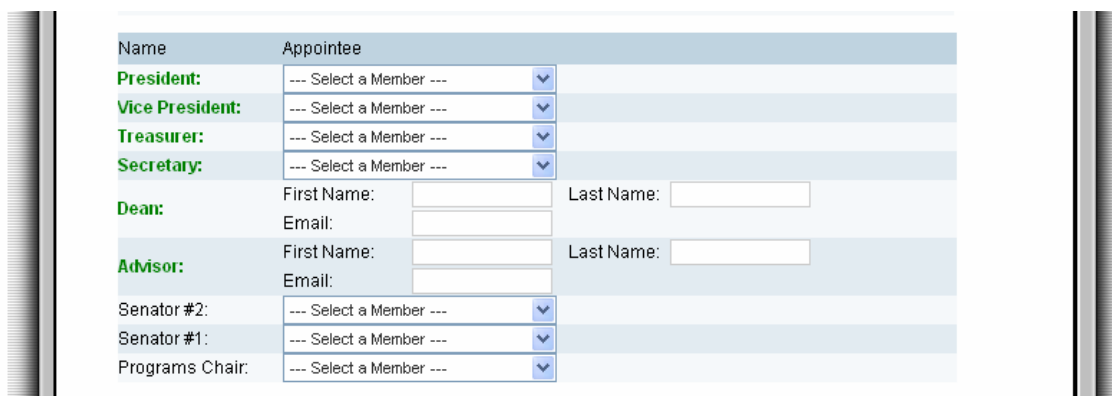
Make sure that you have obtained the correct permissions to manage your chapter. To begin the re-chartering process, log into your NOL account, then click on “My Chapter” under “General Task” on your Membership main page, then click the renew link toward the bottom of your chapter page.



What would you like to do?

- [Renew This Chapter \(2006 - 2007 College Chapter Terms\)](#)

Update your chapter information and proceed to updating your officer information.



Name	Appointee
President:	--- Select a Member ---
Vice President:	--- Select a Member ---
Treasurer:	--- Select a Member ---
Secretary:	--- Select a Member ---
Dean:	First Name: Last Name: Email:
Advisor:	First Name: Last Name: Email:
Senator #2:	--- Select a Member ---
Senator #1:	--- Select a Member ---
Programs Chair:	--- Select a Member ---

Remember that your officers must be currently active members of your chapter to be appointed to positions via NOL. When you input your advisors and dean/principal information, an email will automatically be sent to them. You may continue without updating all of the required information, but your charter will not be complete. Your chapter’s status is listed on your chapter page under the chapter name.

#1302 - ATLANTA UNIVERSITY CENTER (ATLANTA UNIV CNTR)

In Good Standing

“In good standing” means that your charter is complete.

#1304 - FLORIDA ATLANTIC UNIVERSITY (FLORIDA ATLANTIC)

Not in Good Standing (reason(s) below)

- **The Chapter has only 5 members in good standing - a minimum of 10 is required.**
- **Dean appointee has not yet confirmed.**
- **Advisor appointee has not yet confirmed.**

If your chapter is not in good standing, the reasons will be given right below your status. To finish your charter, locate and access the links directly from the chapter page and update the appropriate information. The reason will clear from the list once that requirement has been fulfilled.

Successful Petition to the National Executive Board

**Some chapters are not historically large enough to meet the membership criterion for chartering/re-chartering. These chapters can petition for their chartering. Below is a successful petition letter from UTSI-NSBE.*

To: NSBE National Executive Board

From: UTSI-NSBE

Date: December 17, 2004

Re: Charter Renewal for 2004-2005 Academic Year

The University of Tennessee Space Institute's chapter of the National Society of Black Engineers (UTSI-NSBE) petitions for the right to renew its charter for the 2004-2005 academic year. Currently, UTSI-NSBE does not meet the minimum membership requirement of 10 members as stated in NSBE's 2004-2005 Chapter New Charter and Renewal Procedures and Article IV, Section II of the NSBE Constitution. The UTSI-NSBE membership rarely - if ever - exceeds ten. This is because the University Of Tennessee Space Institute (UTSI) is an extremely small and remote engineering graduate school with a small student population. Enrollment for the Fall of 2004 comprised 39 full-time and 104 part-time students, with most part-time students participating in the distance education program. However, throughout its history, UTSI-NSBE's membership has included 100% of the UTSI African-American student population. With rare exception, most African students who attend UTSI also join UTSI-NSBE.

UTSI was founded in 1964 to provide graduate education and research facilities for Arnold Engineering Development Center in Tullahoma, TN. Over the years, students from across the country and around the world have studied here. Short courses, ranging from 3 days to 2 weeks, have afforded professional development opportunities in various areas, including flight testing, propulsion, and engineering management. In addition, UTSI has a strong distance education program. Based on NSBE's initiative to increase the number of advanced degrees in the organization, a partnership with UTSI makes sense. It is strictly a graduate level institution and most of the students who attend are on a graduate research assistantship. There are no teaching assistantships - all students are actively engaged in hands on, cutting edge research with professors who are leaders in their respective fields. UTSI also has the lead in EPSCoR, Experimental Program to Stimulate Competitive Research, for colleges and universities in Tennessee. Over 5 million dollars was awarded to the state from the National Science Foundation. Exciting things are developing at UTSI and our NSBE chapter is a well respected part of that. Our membership is 100% committed to the mission and values that NSBE embodies.

The UTSI-NSBE chapter was founded in 1991 and is one of the most - if not the most - active student organizations at UTSI and has the greatest community impact of any UTSI student organization. UTSI-NSBE has been a strong voice in the Franklin and Coffee County areas. In keeping with NSBE's 6th key business area, Cultural and Community Awareness, UTSI-NSBE has been able to successfully charter two NSBE Jr. chapters in the community, Franklin County High School and Tullahoma High School. Through these chapters, we conduct and coordinate mentoring sessions, offer ACT preparation and provide programs to stimulate interest in science and technology fields. At least once a semester, we conduct a joint leadership seminar for both chapters. Furthermore, for the past several years, we have invited a prominent member of the

community to speak at UTSI for Black History Month. Our Black History Month program is one of the major Black cultural activities in this area showcasing the accomplishments and contributions of African Americans to our society. Speakers have included Tennessee State Senator Thelma L. Harper, Justice Adolpho A. Birch, Jr., NASA Associate Deputy Administrator for Institutions and Management James L. Jennings, and Lt. Colonel Charles W. Dryden, USAF (Retired), a Tuskegee Airmen. This upcoming year, UTSI is proud to host Congressman Harold Ford. UTSI-NSBE is equally aggressive in its NSBE impact, having played a major role in the NSBE Senate for several years. UTSI-NSBE also took the lead in the TORCH program and had the first operational TORCH program in the Society. UTSI-NSBE has won Region 3 Small Chapter of the Year twice (2001 and 2003), with a membership of only four in both years. UTSI-NSBE is perhaps the first collegiate chapter to plant an Alumni chapter in another region. UTSI-NSBE established the first NASA chapter in the Alumni Extension, the Houston Space Chapter (which now numbers 34 members and has itself helped establish two additional Alumni chapters, the Goddard Professional Chapter and the Stennis Space Center Professional Chapter).

At this time, UTSI-NSBE consists of two members, Nakeisha Brown and Catherine Kelly, who are the only African American students at UTSI, and an advisor, Patricia Burks-Jelks. There is an on going effort to open up the chapter to other students enrolled at UTSI and quite a few have committed to joining. Our diverse chapter will represent graduate studies in the areas of Aerospace, Mechanical, Chemical, and Materials Science Engineering as well as Aviation Systems and Physics. We are engaged in research in flight testing, microscopy, alternative energy sources, particle physics, and innovative measurement techniques. We are further committed to exposing NSBE undergraduate members to graduate opportunities at UTSI. Most importantly, each member is dedicated to community service. With your full support, UTSI-NSBE will continue to be a vital part of NSBE and the Franklin/Coffee County areas. Thank you for your consideration in this matter.

V/R,

Catherine A. Kelly
President, UTSI-NSBE

Nakeisha L. Brown
Vice-President, UTSI-NSBE