



National Organization for the Professional Advancement  
of Black Chemists and Chemical Engineers

## Rules of Procedure for [Insert University/College Name Here] NOBCChE Student Chapter

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***Note: Text in blue italics is informational only.***

This Rules of Procedure (hereinafter called "Rules") apply to the NOBCChE Student Chapter called " *(insert name of sponsoring college or university)* NOBCChE Student Chapter".

The Student Chapter to which these Rules apply is formed by the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers and shall operate within the Bylaws of the parent organization. The NOBCChE bylaws specify how Student Chapters are formed; see the NOBCChE bylaws for details. The Chapter shall not affiliate with any other organization without first obtaining the written approval of NOBCChE. Provisions for NOBCChE Student (University) Chapters are contained in the NOBCChE Bylaws and are included in these Rules. No provisions of these rules shall be construed so as to contradict the Bylaws of NOBCChE.

### ARTICLE I: PURPOSE

The objectives of NOBCChE, as established in the Certificate of Incorporation, are:

- To further the application of chemistry, chemical engineering and related fields to industry and science.
- To promote basic research in chemistry, chemical engineering and related fields leading to new methods and techniques useful to industry and science.
- To provide media for the exchange of information and ideas between chemist/chemical engineers and other technical and scientific personnel.

Purposes of the Student Chapter shall be consistent with the objectives of NOBCChE. *(Organizers of the Chapter shall state here the specific purposes of the Chapter.)*

### ARTICLE II: ACTIVITIES

*(Chapter organizers shall briefly describe the activities they intend for the Student Chapter. Examples are organization of local meetings on subject of interest to students in Chemistry, Chemical Engineering, and other affiliated areas, seminars on advanced topics in the molecular sciences, team projects, etc.)*

### ARTICLE III: INSTITUTION SERVED

*(Chapter organizers shall specify the institution(s) from which student chapter members will be recruited.)*

### ARTICLE IV: MEMBERSHIP

Section 1. Any student engaged or interested in chemistry, chemical engineering or related fields and their applications shall be eligible for membership in this Chapter. NOBCChE encourages chapters to be interdisciplinary, including student members from multiple departments. *(Chapter organizer may wish to*



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*specify further (or restrict) those who are eligible for membership, such as seniors, graduate students, undergraduate students, faculty, etc. Organizers are encouraged to require Regular or Student Membership in NOBCChE).*

Section 2. *(Organizers shall specify here what membership types, if any, there will be and what dues, if any, will correspond to these types. After Chapter organization is complete, annual dues shall be the responsibility of the Officers or the Executive Committee of the Chapter.)*

Section 3. Chapter members shall have the privileges of NOBCChE membership only if they are regular or student members of NOBCChE. *(Organizers shall specify here what Chapter privileges there are for members of the Chapter, taking into account the various types of membership that may have been established.)*

Section 4. Chapters shall require their members to join NOBCChE online.

Section 5. *(Provision for termination of a member in a Chapter by resignation or otherwise, should be inserted here, i.e. "Termination of student membership will take place upon graduation or withdrawal from the university or upon failure to pay dues.")*

### ARTICLE V: SPONSORSHIP

(Sponsoring organizations can include colleges and universities, and industry and government units. If more than one organization sponsors the Chapter, one of the institutions will be designated the "Sponsor" and the remaining organization(s) will be designated "Associate Sponsor(s)".)

Section 1. The Sponsor is *(insert name of college or university)*.  
*(If applicable, insert the Associate Sponsor(s) is (are) (insert name(s) of Associate Sponsor(s)).)*

Section 2. The Sponsor of the Chapter shall appoint a Faculty Advisor for the Chapter. The Advisor must be a member in good standing with NOBCChE. In the event said Advisor relinquishes his/her position, the Sponsor shall appoint a new Advisor. The responsibilities, rights and duties of the Faculty Advisor shall be those normally assigned to the Faculty Advisor of student organizations of the Sponsor, but in addition, the Faculty Advisor is expected to take leading role in the development of the Chapter activities consistent with the objectives of NOBCChE. *(Organizers may wish to modify the wording here such that the term of the Faculty Advisor is limited to a fixed period unless re-appointed.)*

### ARTICLE VI: OFFICERS

Section 1. The Chapter shall have a President, a Vice-President, a Secretary and a Treasurer. *(The Secretary and Treasurer may be combined into a single office; each Chapter may establish additional officers as it deems necessary to conduct its affairs.)* Officers shall be chosen from Student Members of the Chapter and must be Student Members in good standing with NOBCChE.

Section 2. The President shall preside at the meetings of the Chapter (and the Chapter Executive Committee (see Article VII below)). In the absence of the President, the Vice-President shall assume the duties of the President. In the absence of the latter, the Secretary shall assume said duties. *(In addition*



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*to the duties outlined above for the Vice-President, the organizers may wish to specify additional duties, such as responsibility to meetings or other Chapter activities.)*

Section 3. The Secretary shall keep a record of the affairs of the Chapter, handle correspondence, and submit an annual report of Chapter activities to the Secretary of NOBCChE, which report shall be suitable for publication in NOBCChE News or its equivalent.

Section 4. The Treasurer shall receive and take custody of Chapter funds, and shall submit an annual Treasurer's Report and other financial reports, as requested, to the Treasurer of NOBCChE. The annual Treasurer's Report shall be prepared at the end of the academic year and shall be transmitted to the Treasurer of NOBCChE by no later than 30 days following the end of the academic year.

Section 5. *(Organizers shall specify the terms of office here. It is suggested that terms of Chapter officers not exceed two years, but re-election of an officer for an additional term should be permissible. Two-year terms permit staggering of terms, which fosters continuity of Chapter management.)*

### ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. *(It is suggested, but not required, that the Chapter be managed by Executive Committee consisting, for example, of the incumbent officers and the most recent retired president. Chapter organizers should specify here who has responsibility for Chapter management and decision making. If there is an Executive Committee, indicate its responsibilities, membership, and who the committee chairperson is.)*

Section 2. *(If there is an Executive Committee, organizers should indicate how a vacancy is filled for the unexpired term.)*

### ARTICLE VIII: OTHER COMMITTEES

Section 1. *(Organizers shall specify how nominations for officers and other elected officials are to be prepared and submitted. For example: "A Nominating Committee may be appointed by the President with the approval of the Executive Committee; nominees must be eligible as stated in Article VI." Organizers shall also indicate how elections are to be implemented.)*

### ARTICLE X: MEETINGS

Section 1. There shall be at least *(indicate the number)* meetings per year. *(How meeting topics are to be selected and meetings are scheduled and implemented should be indicated here.)*

Section 2. The Chapter shall conduct a business meeting once per year during the month of *(specify month)*. Other business meetings may be called by the President or the Treasurer on two weeks notice.



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### ARTICLE XI: CHAPTER FUNDS

Section 1. *(The Chapter may levy dues, voluntary or otherwise, collect registration fees for Chapter meetings, and otherwise raise funds in any lawful manner consistent with these Rules and the Bylaws and Certificate of Incorporation of NOBCCChE. Chapter policy should be inserted here.)*

Section 2. *(Although the payment of Chapter dues need not be a criterion for membership in the Chapter, the Chapter may limit the privilege of voting for officers and others holding office to those members of the Chapter who have paid such dues. Insert policy here. If no dues are being charged (per Section 1), this section can be eliminated.)*

Section 3. The Chapter shall deposit all funds into an account at a financial institution under the Chapter's name or place them into an account at their university. All unused funds remain the property of NOBCCChE [see Article XIII, Section 3.]

Section 4. The Treasurer shall maintain books of account that show income and expense items for all activities and balances for all accounts of the Chapter.

Section 5. The Chapter may request a grant or loan from the Treasurer of NOBCCChE. Such requests shall be made by submission of "Request for Funding" form to NOBCCChE and include a current financial statement for the Chapter and a proposed budget for the requested funds.

Section 6. Other than seeking funds from the sponsoring institutions of the chapter, no officers or member of the Chapter may apply for a grant to support the Chapter activities or enter into any contract to support such activities or provide services, without approval of the President and the Treasurer of NOBCCChE.

### ARTICLE XII: AMENDMENTS

Section 1. These Rules may be altered or amended with the approval of the NOBCCChE Board of Trustees. Submission to the board of proposal alterations or amendments shall be made only after approval by majority vote of members of the Chapter present (or represented by proxy) at a scheduled meeting. *(Organizers may wish to include provisions for bringing the notice of the proposed change to the attention of the Chapter members.)*

### ARTICLE XIII: TERMINATION OF THE CHAPTER

Section 1. A Chapter may terminate itself by the unanimous vote of the members of the Chapter present (or represented by proxy) at a scheduled meeting, provided that notice of the proposed termination and the meeting at which it is to be considered has been given to all Chapter members at least 30 days in advance.



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Section 2. A Chapter may be terminated by the board if there has been no Chapter activity for one year.

Section 3. In the event a Chapter terminates, the funds to which it has legal title shall revert to the account of NOBCChE

