



NATIONAL SOCIETY OF BLACK ENGINEERS

**REGION III EXECUTIVE BOARD  
CANDIDATE HANDBOOK**

**January  
2025**



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## Introduction from the Regional Parliamentarian

Dear Future Powerhouse Regional Executive Board Member,

Greetings! My name is Kaiya Watkins-Brent, and I currently have the honor of serving as the Regional III Parliamentarian for the National Society of Black Engineers. First and foremost, I want to thank you for your willingness to step up and serve as part of the incredible legacy that is the Powerhouse Region.

As members of the Regional Executive Board, we hold a unique and impactful role in driving the mission of NSBE within Region III. Our region spans Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, the Caribbean, and South America, making us one of the most diverse and dynamic regions in NSBE. Together, we have the privilege of setting the goals for our region, crafting strategies for success, and ensuring that our chapters, zones, and events are equipped to thrive.

Serving on the REB is more than a position it's a commitment to empowering others, fostering collaboration, and advancing the NSBE mission to "Increase the number of culturally responsible Black engineers who excel academically, succeed professionally, and positively impact the community."

Thank you for embracing the challenge, accepting the responsibility, and volunteering your talents to help Power the House as we continue to Reign Supreme. Your dedication to this journey inspires me, and I wish you the best of luck as you prepare to make your mark on our region.

With gratitude and excitement

**Three** Ready,

A handwritten signature in black ink that reads "Kaiya Watkins-Brent". The signature is written in a cursive, flowing style.

Kaiya Watkins-Brent  
2024-2025 Region III Parliamentarian  
National Society of Black Engineers

## Regional Candidacy Eligibility

### **ELECTED REB POSITION**

In order to be eligible as a candidate for an ELECTED Regional position, you must:

1. Must be a Member in good standing.
  - The term Member is defined per National Constitution Article III, Section 3(A)
  - Good standing is determined by your student status academically at your college/university.
2. Must have a minimum classification of sophomore undergraduate status or the equivalent for the elected term.
3. Must be registered as a full-time student the academic semester prior to the beginning of the elected term (Spring 2025) and must maintain student status throughout the elected term.
  - Must be working towards a degree in engineering, engineering technology, or applied/physical science in an accredited program.
4. Must complete all requirements outlined in this document by the designated deadlines.
5. Must demonstrate overall GPA to not be below a 2.50 on a 4.00 scale.

### **APPOINTED REB POSITION**

In order to be eligible as a candidate for an appointed Regional position you must:

1. Must be a Member or Professionals Member in good standing.
  - The term Member is defined per National Constitution Article III, Section 3(A) & (D)
  - Good standing is determined by your student status academically at your college/university.
2. Must demonstrate overall GPA to not be below a 2.50 on a 4.00 scale.

## National Constitution – Exert

This exert has been taken from the National Society of Black Engineers Constitution created in 1988 and last revised in April 2020. Found [here](#).

### ARTICLE III, SECTION 3 A & D

A. Members shall be defined as:

1. An undergraduate or graduate student enrolled in an accredited educational institution or program that offers a degree in the field of engineering and is a candidate for a degree in engineering, engineering technology, or applied/physical science or

2. A graduate student who has received an undergraduate degree in engineering, engineering technology, or applied/physical science, and

3. has received a registered membership card through the payment of annual membership fees whereas

4. said Membership status will be maintained throughout the NSBE membership year in which dues were paid so long as any conferred degree is obtained after November 1st of the same membership year.

D. A Professional member shall be defined as

1. A person who has received a Bachelor's degree or advanced degree from an Accredited Educational Institution in engineering, engineering technology, or applied/physical science as defined using an approved standard or

2. A candidate for an advanced degree in engineering, engineering technology or applied science as defined using an approved standard, from an Accredited Education Institution,

3. and who has met the criteria to receive a registered membership card through the payment of annual membership fees.



## Region III Executive Board Elected and Appointed Positions

Applications for the following ELECTED and APPOINTED positions are currently being accepted:

- ELECTED REGIONAL EXECUTIVE BOARD POSITION(S)
    - Regional Chairperson
    - Regional Vice-Chairperson
    - Regional Secretary Chairperson
    - Regional Treasurer Chairperson
    - Regional Finance Chairperson
    - Regional Publications Chairperson
    - Regional Public Relations Chairperson
    - Regional Membership Chairperson
    - Regional Programs Chairperson
    - Regional PCI Chairperson
    - Regional Academic Excellence Chairperson
    - Regional Technical Outreach Community Help (TORCH) Chair
    - Regional International Membership Chairperson
  
  - APPOINTED REGIONAL EXECUTIVE BOARD POSITION(S)
    - Regional Parliamentarian
    - Regional Leadership Conference (RLC) Chairperson
    - Fall Regional Conference (FRC) Chairperson
    - Regional Telecommunications
    - International Chairperson
- Applications for Elected Positions are currently being accepted, but will have a deadline of Wednesday, February 15th, 2025 11:59M EST.
- Applications for Appointed Positions are currently being accepted, but will have a deadline following 2025 Annual Convention on Friday, March 28th, 2025 11:59PM EST.
- For more information on these positions, please refer to the [Region III Bylaws](#)

## Regional Candidate Certification

### 1. LEADERSHIP VERIFICATION

- Undergraduate Students

An Official Transcript and Register Enrollment Verification from your university indicating

ALL of the following for the Spring 2025 semester:

1. Your status of “full-time” with your institution.
2. Your status of “good standing” with your institution.
3. The name of your college/school within your institution.
4. Your specific major under that college/school.
5. Class standing (e.g. junior, senior).
6. Expected graduation date.

Note: If candidate expects to graduate before September 15, must show evidence of expected graduate school full-time enrollment.

*If your Institution provides online student enrollment verification via the National Student Clearinghouse, this is acceptable form of enrollment verification.*

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- Graduate Students

An Official Transcript and Register Enrollment Verification from your university indicating

ALL of the following for the Spring 2025 semester:

1. Your status of “full-time” with your institution.
2. Your status of “good standing” with your institution.
3. The name of your college/school within your institution.
4. Your specific major under that college/school.
5. Expected graduation date.

If your graduate degree is not in an engineering, engineering technology, applied/physical science field, you must also produce a copy of your undergraduate transcript or diploma indicating your previous degree and the name of the college/school within your institution.

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- Professionals (Non-Students)

1. Proof of degree; can be a transcript or copy of your diploma indicating:
  - Name of your college or university.
  - Your specific major under within that college or university.



## 2. ONE (1) RECOMMENDATION LETTER FROM AN ACTIVE NSBE MEMBER.

(OPTIONAL)

- The purpose of the recommendation is to provide perspective regarding your leadership, character and work ethic. You should select a NSBE member who can speak directly to your character, work ethic and potential as a NSBE leader. The recommendation will be posted with your profile in the Regional Candidate's Preview for elected positions.

## 3. LEADERSHIP RESUME

- This document should a maximum of two (2) pages and be developed in a resume format to highlight all of your NSBE leadership and /or relevant leadership or management experience outside of NSBE. This resume will be posted with your profile in the Regional Candidate's Preview for elected positions and available to the 2025-2026 REB Elect for Appointed Positions.

## 4. CANDIDATE STATEMENT

Addressing the following prompt:

Clearly state your platform (i.e. why are you running for this position, what is your vision, what would you like to see done differently, what do you wish to accomplish, etc.)

- This information will be provided in the Regional Candidate's Preview to the Regional Senate for elected positions and available to the 2025-2026 REB Elect for Appointed Positions. Basic demographic and school information will be provided in your profile so you do not need to mention it in your statement. (400 words or less)

### **Once Verification is Complete:**

1. Must be available to participate in the Regional Candidates Q&A held at the 2025 National Convention in Chicago, IL on March 7th, 2025.
2. If elected, must participate in the Regional Leadership Orientation (RLO) held at the 2025 National Convention in Chicago, IL on March 8th, 2025.
3. If elected or appointed, must be available to travel to and participate in the Regional Transition Meeting (RTM) held in Atlanta, GA dates (tentatively) dates in May TBD.
4. If elected or appointed, must be available to travel to and participate in the National Leadership Conference (NLC) held in TBD dates in June TBD.



## 2025-2026 REB Candidate Declaration of Intent

The 2025-2026 Region III Executive Board Candidate Declaration of Intent is a member's official statement of their intent to run/apply for a Regional position. The information in the Regional Candidate Application will be presented to the Senate prior to Convention for elected positions (or to the REB-elect for appointed positions). The Declaration of Intent should be submitted online ([HERE](#)) and includes all the items listed below:

- Regional Candidate Application Form
  - Position of Interest
  - Full Name (as it should appear on all materials)
  - University/College attending or Employer Name
  - Major or degree
  - Classification i.e. junior, senior, graduate student etc.
  - Email Address & Phone Number
  - Headshot Photo (350 X 350 pixels)
  - Three (3) short answer questions
  - Candidate Leadership Resume
  - Verification Document(s) – see National Certification Process section for details.

All submissions should be spell-checked and proofread carefully before submitting because no editing will be performed on the content. All words over the word limit will be omitted. The applications will be reviewed on a rolling basis. Please contact the Regional Parliamentarian to determine the status of your position of interest.



## **2025-2026 Regional Executive Board Candidate Checklist**

- ✓ Research your desired position. Read the National Constitution, National Bylaws and Regional Bylaws for information.
- ✓ Communicate with the person currently in the position.
- ✓ For Elected Positions Submit the 2025-2026 Regional Executive Board Candidate Declaration of Intent online by Wednesday, February 15th, 2025 at 11:59pm EST.
- ✓ For Appointed Positions Submit the 2025-2026 Regional Executive Board Candidate Declaration of Intent online by Thursday, April 28th, 2025 at 11:45pm EST.
- ✓ Must be available to participate in the Regional Candidates Q&A held at the 2025 National Convention in Chicago, IL on March 7th, 2025.
- ✓ If elected, must participate in the Regional Leadership Orientation (RLO) held at the 2025 National Convention in Chicago, IL on March 8th, 2025.
- ✓ Must be available to travel to and participate in the Regional Transition Meeting (RTM) in Atlanta, GA dates (tentatively) in May 2025.
- ✓ Must be available to travel to and participate in the National Leadership Conference (NLC) in TBD dates (tentatively) in June 2025.
- ✓ If elected or appointed, must renew membership no later than July 31st, 2025.



## **2025-2026 Regional Executive Board Calendar**

Regional Executive Board Members are expected to be in attendance at all of the in-person meetings & conferences listed below. Please note the general timeframes for the events and the dates of expected attendance. Specific dates for all meetings will be provided during your term in office. Travel and accommodations will be provided where necessary based on performance.

- Regional Leadership Orientation (RLO)
  - March 8th, 2025
  - Saturday
  - Location: Chicago, IL
- Regional Transition Meeting (RTM)
  - May 2025
  - Thursday – Sunday
  - Location: Atlanta, GA
- National Leadership Conference (NLC)
  - June 2025
  - Location: TBD
- Regional Leadership Conference (RLC)
  - July/August 2025
  - Wednesday – Sunday
  - Location: TBD
- Fall Regional Conference (FRC)
  - November 2025
  - Thursday – Sunday
  - Location: TBD
- 2026 Annual Convention
  - March 2026
  - Wednesday – Sunday
  - Location : Baltimore, MD