



National Alliance of Black School Educators

CONSTITUTION & BY-LAWS 2012



National Alliance of Black School Educators
310 Pennsylvania Avenue, SE
Washington, D.C. 20003
800.221.2654
202.608.6310
www.nabse.org

NABSE PAST PRESIDENTS

Ulysses Byas, Ed.D.	1972-73
Charles W. Townsel, Ph.D.	1973-75
Deborah C. Wolfe, Ed.D.	1975-77
Joseph Hill, M.A.	1977-79
Ernest E. Hartzog, Ph.D.	1979-81
Marvin L. Greene, Ph.D.	1981-83
Donald H. Smith, Ph.D.	1983-85
Charles R. Thomas, Ph.D.	1985-87
Patricia A. Ackerman, Ph.D.	1987-89
J. Jerome Harris, Ph.D.	1989-91
Ted D. Kimbrough, J.D.	1991-93
Alfred L. Roberts, Sr., Ph.D.	1993-95
Charlie M. Knight, Ed.D.	1995-97
Joseph A. Drayton, Ed.D.	1997-99
Lois Harrison-Jones, Ed.D.	1999-01
André J. Hornsby, Ed.D.	2001-03
Delores M. Saunders, Ph.D.	2003-05
Emma L. Epps, Ed.D.	2005-07
Deborah Hunter-Harvill, Ed.D.	2007-09
Carrol A. Thomas, Ed.D.	Sitting President

Preamble

The National Alliance of Black School Educators (NABSE) affirms the inherent worth, dignity and educability of people of African descent.

NABSE promotes the achievement, development and educational opportunities for youth and adults, and will challenge forces that impede these processes.

The mission of NABSE is to enhance and facilitate the education of students of African descent throughout the nation and world.

NABSE will research issues and develop strategies to eliminate barriers to quality education for all children and particularly children of African descent.

ARTICLE I Name of the Organization

The name of the organization shall be the National Alliance of Black School Educators (NABSE).

ARTICLE II Purpose and Functions of the Organization

The purpose of NABSE is to promote and facilitate quality education for all students, particularly students of African descent; to establish a coalition of educators of African descent and others involved in the educational process; to identify and develop teachers and other professionals of African descent who will assume leadership positions in education; to foster the recruitment, development and retention of teachers and prospective teachers of African descent; to create various forums for the exchange of ideas and strategies to improve educational opportunities; to develop funding streams for NABSE-related programs and activities; to influence public policy concerning the education of people of African descent; to promote and strongly encourage persons of African descent to research and develop teaching and learning strategies that enhance achievement of students of African descent; to maintain a Foundation to administer an endowment program.

The functions of NABSE shall be:

- a) To work to eliminate and rectify the effects of racism in education;
- b) To work to increase the academic achievement level of all students, particularly those of African descent, by promoting programs and effective teaching techniques;
- c) To influence the development of specialized training for teachers and others who will positively affect the learning outcomes of students (early childhood to higher education);
- d) To provide services that inform and promote the general welfare of the membership;
- e) To develop and articulate positions on key issues which affect the education of students of African descent and impact public policies;
- f) To pioneer research related to the education of students of African descent and to foster the dissemination of effective teaching and learning strategies and findings.

**ARTICLE III
Organization**

**Section I
Membership**

Any person who serves or has served in an administrative, teaching, supportive, supervisory or policy position or who is associated with any phase of educational work shall be eligible for active membership in NABSE. Parents, students and other persons who support the mission of NABSE shall also be eligible for membership. The educational service for those eligible for membership may be in a public or non-public school; regional, state, national, international or federal educational agency or association; or college or university.

Each member may participate in the job-alike group or interest group of his/her choice. Selection of a job-alike group or interest group shall be made upon registration for a convention or when establishing or renewing membership. Job-alike and interest groups shall be functionally related to a member's position and/or aspirations.

- a. A member is in good standing with NABSE when the national office has confirmed payment of national dues.
- b. Any library, professional organization, governmental agency, private corporation or other institution wishing to support NABSE and to receive such publications as authorized by the Board of Directors may become an institutional member. NABSE may create additional categories of membership, as deemed necessary.
- c. The categories of membership shall include:
 1. Individual
 2. Student
 3. Retiree
 4. Life
 5. Subscribing Life
 6. Institutional
 7. Corporate

**Section II
Commissions**

The National Alliance of Black School Educators shall have Commissions, each of which shall be organized for the purpose of affording meaningful dialogue and participation of members with like jobs and interests. Commissions shall maintain a minimum of 8 national members of NABSE, in good standing. Each Commission shall nominate a Chair-elect and secretary. Commission Nominations shall take place during the annual conference. Elections shall take place by either mail-in or electronic ballot.

The duties of the Commission Chair shall be to conduct the meetings and coordinate activities of the Commission and such other duties as identified by the Board of Directors.

1. *Administration Commission.*

The function of this Commission shall be directly related to the administration and governance of school districts, the management of local schools, and the exploration of innovative practices related to school operation.
2. *Governance in Education Commission.*

The function of this Commission shall be directly related to examining existing federal or state statutes and regulations or prevailing policies of local governing boards of school districts or institutions of higher education to ensure the most advantageous policies regarding the welfare of Black students and staff are in

effect. Where analyses of existing statutes, regulations and/or policies suggest that modifications are required, it shall be the responsibility of this Commission to develop proposed new policy, regulation or legislation.

3. *Special Projects, Research and Evaluation Commission.*
The function of this Commission shall be directly related to the review and assessment of the delivery system, expectations and results achieved of special education projects, programs, and institutions impacting on Black students, flowing from federal, state and local levels and to further provide qualifying data for applications to federal, state and local funding sources.
4. *Instruction and Instructional Support Commission.*
The function of this Commission shall be directly related to instructional strategies and programs and those supportive services delivered in a classroom setting.
5. *Higher Education Commission.*
The function of this Commission shall be directly related to programs and services of higher education.
6. *Superintendents' Commission.*
This Commission shall be composed of superintendents and former superintendents who have served as visionary leaders to NABSE and provided critical visionary leadership for African American education. The Superintendents' Commission's primary function is to share and extend that vision to the NABSE membership.
7. *Retired Educators' Commission.*
This Commission shall be composed of members who are no longer in the active work force. The function of this Commission shall be directly related to the retention and continuing involvement of retirees in NABSE, and the development of programs for enhancing the quality of life for NABSE members.
8. *Parent Commission.*
This Commission shall be composed of members who are parents or court-recognized advocates and not active educators currently in the work force. The function of this Commission shall be directly related to the motivation and collaboration of parents who support the NABSE mission.

Section III The Delegate Assembly

The Delegate Assembly shall be the governing and policymaking body of NABSE. It shall be composed of all members in good standing, whose national dues are current. Any NABSE member in good standing is eligible and expected to participate fully in the Delegate Assembly Meeting.

- a. Delegates, identified by their badges, in attendance at legally called meetings, shall constitute a quorum.
- b. Each Delegate shall have one vote. A majority vote of the Delegates present at the Delegate Assembly Meeting is necessary to carry the motion.
- c. The Delegate Assembly shall meet at the annual meeting on the first full day and the last full day. No other activities shall be scheduled during this time.
- d. The Delegate Assembly shall:
 1. Be comprised of Delegates who value and understand the importance of participating actively in the meeting and who have read the Delegate Assembly agenda and supporting information prior to the meeting;

2. Receive and act on the role of the Delegate, the importance of actively participating in the meeting, and reading the Delegate Assembly agenda and supporting information prior to attending the meeting;
3. Adopt rules and procedures for conducting meetings;
4. Adopt the agenda submitted by the Board of Directors in the registration packet;
5. Receive and act on the report of the Nominating Committee;
6. Receive and act on proposed amendments to the by-laws by the Committee. A two-thirds vote of Delegates present at the Delegate Assembly Meeting is required for adoption;
7. Act on resolutions which shall have been submitted by the Resolutions Committee, provided said resolutions have been sent to all members at least forty days prior to the meeting of the Delegate Assembly;
 - a. Resolutions and written proposals that are introduced that will have a financial impact should recommend a funding source prior to submission to the Resolutions Committee. Once passed, the Board has a responsibility to certify that the funds are available or report back to the initiator of the resolution/proposal as to the progress of resolution/proposal, including the funding source.
8. Initiate and act on resolutions submitted by NABSE members in good standing at the Delegate Assembly Meeting;
9. Receive and act on written proposals of ideas and strategies for the future development of the goals and objectives of NABSE;
10. Receive a copy of the reported activities of the Executive Director;
11. Receive and act on the financial and annual reports of the Board of Directors;
12. Receive and act on the financial and audit reports;
13. Receive and act on recommendations for the dues structure for membership in NABSE;
14. Receive and act on reports of the general officers, Council of Affiliate Presidents, Foundation and all standing committees;
 - a. Adopted resolutions, with certified funds identified, shall be referred to the Board of Directors for implementation.

Section IV The Board of Directors

The Board of Directors shall be composed of the general officers of NABSE, the Foundation Chair, a Corporate Member, six Regional Representatives, eight Commission Chairs and the Director of the Charles D. Moody Research and Development (CDMR&D) Institute, as a non-voting member of the Board. The Executive Director shall serve as an ex-officio non-voting member of the Board of Directors. The Immediate Past President shall remain on the Board for one year following his/her term. The term of the corporate member of the Board shall be consistent with the term of the President of NABSE. The Corporate member of the Board shall be a paid corporate member at the time of appointment. The President of the organization shall chair the meetings of the Board of Directors. The Board of Directors shall serve as the representative of the membership, and shall be empowered to make decisions regarding policies established by NABSE when the Delegate Assembly is not in session.

- a. The Board of Directors shall meet at least two times per year. Special meetings of the Board may be called by the President or by at least four Board Members.
- b. A quorum shall consist of a majority of the members of the Board.
- c. Each member of the Board of Directors shall have one vote, and any official action shall require a majority vote.
- d. Excluding the office of President, when any general officer is unable to complete the term of office, the Board shall appoint a person to complete the unexpired term. In the case of Commissions, the Chair-elect shall be designated to fill the unexpired term. In the case of the Affiliates, the Executive Committee of the Affiliate Council shall designate a replacement to fill the unexpired term. The Executive Committee of the Affiliate Council shall consist of the Elected Regional Representatives.
- e. An Executive Committee of the Board of Directors shall be composed of the President, President Elect, Recording Secretary, Treasurer and two members of the Board of Directors elected by the Board. This Committee may act on issues assigned by the Board in the interim between Board meetings.
- f. The Board of Directors shall determine the time and place of the NABSE Annual Conference, which shall serve as the Annual Meeting.
- g. The Board of Directors shall be responsible for the employment and termination of an Executive Director and shall execute a contract that shall include duties and responsibilities, salary and benefits, length of contract, and a procedure for an annual review of performance.
- h. The Board of Directors shall prepare an annual report for the membership. The annual report shall include the status of the resolutions.
- i. The Board shall adopt a priority theme and focus on it annually as it addresses all students and particularly students of African descent.
- j. All Board meetings are open to the NABSE membership, except when personnel and legal matters are discussed.

Section V Affiliates

In order to implement its goals and objectives, NABSE supports and encourages the establishment of state and local groups of educators at all levels who wish to affiliate. Affiliates shall maintain a minimum of 10 national members of NABSE, in good standing. Each Affiliate shall be responsible at the local level to implement the national agenda and priorities of NABSE. The Affiliates shall be required to submit plans and documentation of their implementation on an annual basis. The National Office shall ensure the Affiliates fulfill the requirements.

The Board of Directors shall have the power to establish, review and revise criteria for Affiliates of the National Alliance of Black School Educators. The constitution of the Affiliates shall conform to the purpose and functions of the NABSE Constitution and By-Laws.

Section VI-A Regional Representatives and Affiliate Presidents

In order to further enhance the attainment of the goals and objectives of NABSE, a council composed of regional representatives and Presidents of all local and state Affiliates in good standing shall be established and maintained. Regional representatives shall have the mission of facilitating communication, interaction, networking and problem

solving among regions and Affiliate Presidents. During every two-year term, the regional representatives shall prepare and present a statement of beliefs, goals and objectives of NABSE and perform other duties as established and approved by the Board of Directors. Regional representatives, by majority vote, shall elect a Coordinator, Secretary and other officers as required by the By-Laws. Such officers shall serve terms that are concurrent with the terms of officers of NABSE.

Section VI-B Regional Affiliate Presidents

The membership of NABSE, both nationally and internationally shall be divided into six regions: Northeast, Southeast, Midwest, Southwest, West and International. The local Affiliate Presidents in each region shall meet and bi-annually (at the National Conference) elect one representative who shall serve as a member of the Board of Directors.

- a. Regional Representatives shall be responsible for seeking out funding to support their regional operations. The policy and procedures manual shall detail the responsibilities and tasks of the Regional Representatives.
- b. As the number of Affiliates grows, it will become necessary to adjust the regions so that equal representation is maintained. This shall be done every four years.
- c. Each Regional Representative shall serve a three-year term and cannot succeed him- or herself as a member of the Board of Directors. For the purpose of staggering terms, three of the first Regional Representatives shall serve a one-year term, and three shall serve a two-year term. A determination as to which representative shall serve the one-year or two-year term shall be by lottery.

Section VII The Charles D. Moody Research & Development Institute

NABSE has created the Charles D. Moody Research and Development (CDMR&D) Institute to:

- a. Conduct research related to effective African American education;
- b. Study high achieving, effective African American schools;
- c. Identify practices effective in the teaching-learning process to African American students;
- d. Issue reports to the Board of Directors and the Delegate Assembly on its research findings annually;
- e. Write position papers on pertinent topics for the Board of Directors and the Delegate Assembly/general membership;
- f. Serve as a repository for data and information on Demonstration Schools and the work of Ronald R. Edmonds and the Effective School Paradigm;
- g. Conduct the Research Roundtable at the Annual Meeting;
- h. Research issues and develop strategies to eliminate barriers to quality education for students of African descent, and develop programs and effective teaching techniques proven to be effective with African American students.

The CDMR&D Institute shall be guided by a Committee of 10 appointed by the Board of Directors from the membership of the Higher Education and Special Projects, Research and Evaluation Commissions, whose research agenda shall now be promoted, advanced and supported by the CDMR&D Institute. The Committee shall offer three (3) unranked candidates to the Board of Directors for the selection of the Director of the CDMR&D Institute for a

period of three years beginning in 2012. The CDMR&D Institute Director shall serve as a non-voting member of the Board of Directors.

ARTICLE IV Officers

Section I Designation

The general officers of the National Alliance of Black School Educators shall be President, President-Elect, Recording Secretary, and Treasurer. All officers shall be elected from among NABSE membership. No two general offices shall be held by the same person.

Section II Term Office

A term of office shall be three years or until a successor is elected and installed.

Section III Removal

Any person holding an elected or appointed office of NABSE may be removed for good cause by a two-thirds vote of the Board of Directors whenever, in its judgment, the best interest of the organization shall be served.

An appeal of such action can be considered by the Appeals Committee.

Section IV Vacancies

Excluding the office of President, when any general officer is unable to complete the term of office, the Board shall appoint a person to complete the unexpired term.

In the event that a vacancy does occur in the office of President-Elect, nominations shall be made at the next Annual Meeting, and elections shall be conducted in the spring.

Section V President

The President shall have all powers and duties incident to the office of President. The President shall preside at all Delegate Assemblies, Annual Meetings, Board of Directors Meetings, Executive Committee Meetings, and special meetings as specified by these By-Laws. The President shall establish and appoint the Chairs of all standing and ad hoc committees, and shall establish other Committees as needed. The President shall designate a Parliamentarian to preside at all business meetings.

Section VI President-Elect

There shall be a President-Elect whose Commission membership must be different from that of the President. The President-Elect shall assume the office of President upon the expiration of the President's term. In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President. The President-Elect shall also perform such other duties as shall be prescribed by the President.

**Section VII
Recording Secretary**

The Recording Secretary shall keep minutes of the Executive Committee, Board of Directors and Delegate Assembly meetings and shall perform other appropriate duties and functions as assigned by the President.

**Section VIII
Treasurer**

The Treasurer shall be the Chair of the Budget Committee which shall study all official audit reports and make recommendations to NABSE and shall serve on the Audit Committee. The Treasurer, in accordance with sound fiscal management procedures and policies as established by the Board of Directors, shall execute those procedures for signing and disbursement of checks.

The Treasurer shall present quarterly reports to the Board of Directors regarding all income including the organization's disbursement of checks, report of expenditures and profits from all national activities by the next annual conference.

**Section IX
Commission Chairs**

The Commission Chairs shall be elected from the Commissions that they represent and shall serve three-year staggered terms on the Board of Directors.

Where there is a vacancy in the position of Chair-Elect, the term of office of the sitting Commission Chair shall be extended through the term of the Chair-Elect.

The duty of the Commission Chair shall be to conduct the meetings and coordinate all activities of the Commission, represent the Commission as a member of the Board of Directors and assume other duties as prescribed by the Board of Directors.

The Commission Chair-Elect shall act in the absence of the Commission Chair.

**ARTICLE V
Executive Director**

**Section I
Employment**

There shall be an Executive Director appointed and approved by the Board of Directors.

**Section II
Duties**

The Executive Director shall manage the operations of NABSE and shall be directly responsible to the Board of Directors. The Executive Director shall be responsible for the implementation of policies and procedures as specified by the Board of Directors. The Executive Director may recommend policy that is in the best interest of the organization. The Executive Director shall be an ex-officio, non-voting member of the Board of Directors.

The specific duties, compensation and performance evaluation information shall be found in the Executive Director's contract and the Policies and Procedures Manual.

The Executive Director shall be bonded, shall arrange for an audit of the financial records with supportive documents by a certified public accountant approved by the Board of Directors and shall provide a written report of the audit to the Audit Committee. The Executive Director shall study the financial needs and income of the organization, and shall be responsible, with the Budget Committee, for drafting a budget to be approved by the Board of Directors, and subsequently presented to the Delegate Assembly for final action at the Annual Meeting.

ARTICLE VI Standing Committees

The standing Committees of the national organization shall include but not be limited to the following: Budget, Audit, Membership, Resolutions, Legislation, Appeals, Nominating, Elections, Constitution and By-Laws, Communications, Long Range Planning, National Conference, Ethics, Professional Development and Information Management/Technology. The Board of Directors, by majority vote, may appoint additional standing Committees.

The duties and responsibilities of these standing Committees shall be determined by the Board of Directors with advice and counsel of the membership through the Council of Affiliate Presidents, the Commissions and Regional Representatives. The duties shall be defined in the Policies and Procedures Manual.

ARTICLE VII Elections and Voting Procedures

Section I Time of Elections

General Officers of the organization shall be elected six months following the annual meeting at which they were nominated. Newly elected officers shall be installed at the annual meeting following their election.

Section II Nominations

The Nominating Committee shall be appointed by the President and approved by the Board of Directors and shall be composed of equal representatives from the Affiliates and the Commissions. The representatives on this Committee shall not be current National Officers.

Persons running for any elected office must meet all four of the following criteria:

1. Three years active membership and service to NABSE;
2. Life or Subscribing Life Membership status;
3. Attended a minimum of three of the last five National Conferences; and
4. Active in local or state Affiliate and/or Commission.

The Nominating Committee shall present a slate of at least two nominees for each office at the Annual Meeting.

Additional nominations may be made from the floor by members in good standing at the Delegate Assembly.

Section III Elections Committee

The Elections Committee shall consist of the Immediate Past President, one Regional Representative and the Chairperson of the Nominating Committee for the purpose of monitoring and validating the election; their function shall be published for each election and disseminated as needed. There shall be policies and procedures in place to address election disputes.

Section IV Voting

- a. All members in good standing shall be eligible to vote.
- b. Voting shall be conducted by mail-in ballots to an accounting firm. Electronic balloting may also be used.
- c. The election results shall be decided by a plurality of votes cast. In the event of a tie, there shall be a run-off election held by mail-in ballots.
- d. All ballots shall be forwarded to the National Office to be held for twelve months following the election.
- e. Membership shall be notified of the results of the election within thirty days following the tallying of ballots.

ARTICLE VIII Meetings

Section I Annual Meetings

There shall be an Annual Conference of the membership. In so far as possible, this conference shall commence at a similar time each year as determined by the Board of Directors. Members shall be provided with the proposed place, time and general information six months prior to the conference.

During the Annual Conference, the following meetings shall occur:

- a. **Delegate Assembly Meetings**
There shall be at least one meeting of the membership to conduct the official business of the organization. No other meetings should be scheduled which conflict with Delegate Assembly meetings. A quorum shall consist of members present.
- b. **Commission Meetings**
There shall be at least two meetings of each Commission in order to address pertinent topics and concerns as they relate to the purposes of the organization and to conduct official Commission business. To conduct official business, a quorum shall consist of not less than 25 registered Commission members for the conference.
- c. **Affiliate Council Meetings**
Regional representatives shall have at least two meetings with their respective Affiliate Presidents and designees in order to address pertinent topics and concerns as they relate to the purpose of the organization and to conduct official Affiliate business. To conduct official business, a quorum shall consist of at least 50% of Affiliate Presidents and designees registered for the conference.
- d. **Affiliate President's Designee**

If the President cannot attend the meeting, another member of the Affiliate may be designated by the President to attend the meeting with voting privileges. To qualify as an official designee of the President the following criteria must be met:

1. A written request to send a designee must be received by the Membership Director at the National Office at least 24 hours prior to the meeting.
2. The designee must be an active member of both the local Affiliate and the national organization.
3. The Membership Director must provide written authorization for the representative or designee to attend and participate in the Affiliate Presidents' meeting prior to the meeting, with a copy to the appropriate Regional Representative.

In addition, the following meetings may occur:

- a. **General Assembly Meetings**
A general assembly meeting may be held to promote the goals and purposes of NABSE and to acquaint the host community with the organization's activities. Such meetings shall be open to the public.
- b. **Plenary Meetings**
Plenary Meetings shall be held to present relevant topics of interest and concern to the membership and to showcase best practices and research to include, but not be limited to, the NABSE Demonstration Schools Project, Charles D. Moody Research and Development Institute and the Ron Edmonds Academy.
- c. **Caucus Meetings**
Caucus meetings may be called by any Commission as deemed feasible by a majority of its membership.

Section II Special Meetings

Special meetings of NABSE may be called at the discretion of the President upon approval of at least four members of the Board of Directors, by written request submitted to the President, of at least a third of the general Membership in good standing. Written notice of such special meetings shall be mailed to the Membership at least thirty days prior to the date of the meeting. The business of the special meeting shall be limited to the agenda as listed on the notice.

Section III Other Meetings

Commissions may hold other meetings throughout the year as deemed feasible by their members. The local, state and regional Affiliates may hold other meetings throughout the year as deemed feasible by their members. The President shall authorize meetings of standing, ad hoc or other Committees.

ARTICLE IX Dues

Dues structure shall be recommended by the NABSE Board of Directors and submitted to the Delegate Assembly for approval.

ARTICLE X Amendments

The Constitution and By-Laws may be amended at the Annual Meeting if the following criteria are met:

- a. Submit the proposed amendment in writing by April 2 to the Chair of the Constitution and By-Laws Committee.

- b. The Chair of the Constitution and By-Laws Committee forwards proposed amendment to the general membership through a special edition of the NABSE NewsBriefs by July 1.
- c. The proposed amendment is placed on the agenda for the Annual Meeting.
- d. The proposed amendment is ratified by a two-thirds vote of the Delegate Assembly to become an amendment to the NABSE Constitution and By-Laws.

ARTICLE XI

Order of Business

The President and Board of Directors shall establish an agenda for the Annual Meeting. Recommendations and/or suggestions should be received on or before July 1. The following shall be the order of business for the Annual Meeting:

- a. Ascertainment of members present
- b. Acceptance of minutes of previous meeting
- c. Report of officers
- d. Report of Nominating and Elections Committees
- e. Report of Commissions
- f. Report of Standing Committees
- g. Report of the Regional Representatives
- h. Unfinished business
- i. New Business
- j. Report of the Foundation

The most recently published edition of Robert's Rules of Order Revised shall govern all official meetings of the National Alliance of Black School Educators, when it does not conflict with the By-Laws of the organization.

ARTICLE XII

This Constitution and By-Laws shall be in effect, upon approval, at the end of the Annual Conference of the National Alliance of Black School Educators during which they are approved.