

**NATIONAL ALLIANCE
OF
BLACK SCHOOL EDUCATORS**

**OPERATING POLICIES AND PROCEDURES
MANUAL**

SERIES 0000 - 8999

November 2007

**Dedicated to
Dr. Charles D. Moody, Sr., Founder
National Alliance of Black School Educators
in recognition of his vision and leadership**

Commissioned during the Presidencies of:

Dr. Alfred Roberts 1994-1995
Dr. Charlie Mae Knight 1995-1997
Dr. Joseph A. Drayton 1997-1998
Dr. Emma L. Marshall Epps 2006-2007

Operating Policies and Procedures Committee:

Mrs. Joyce Brown, Committee Chair 2006-2007
[Mr. Steve Stevens](#)
[Mrs. Jackie Miller](#)
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[Mrs. Lois Johnson](#)
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[Mrs. Ruby Mosley](#)
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Special thanks and appreciated to:

All Executive Board Members who served from 1994--2007
Dr. William Ellerbee, Chairman, NABSE Foundation Inc.
Mr. Aubrey McCutcheon, Legal Council, 2006

**This manual contains the operating policies and procedures
of the National Alliance of Black School Educators.
Hereafter referred to as NABSE.**

BYLAWS AND POLICIES

By-Laws: The organization maintains a legal set of bylaws that define and legally bind all members, committees and units of the organization.

Bylaws include, among other things, the nomination and election of governing board members, the duties of the officers, terms of office, conditions of membership, financial responsibility, definition of a quorum, meeting requirements and the rotation of service.

Nonprofit organizations are required to have bylaws. The bylaws of the organization are considered the legal constitution that binds officers and trustees to certain procedures when acting for the board.

Some organizations are lax in following the procedures set forth in their bylaws, while others abide religiously by every article. Each board must find its own comfort zone within these two extremes. It should be remembered, however, that failure to abide by the bylaws can cause an organization serious grief when problems arise. The articles most often abused, and to which special attention should be given, are those dealing with rotation of membership.

Policy Manual: The governing board develops a policy manual, which among other things, defines how the bylaws are to be implemented.

The policy manual is a document that defines how the broad statements of the bylaws are implemented. A policy manual prevents constant invention of new policy, and saves many hours of valuable time. Further, when policy exists in written form it assumes more formal and formidable posture, not to be tampered with lightly. The trustees may change policy statements, of course, from time to time after due deliberation.

Board policy is not to be confused with the bylaws. Bylaws set legal and binding parameters that must be followed until amended by legally prescribed methods. Policy statements are operational statements designed to implement by laws, and to serve as bases for recurring board deliberations. Bylaws may be changed from time to time with board approval and without the more stringent action required to amend the bylaws. Bylaws are intended to be long-term, while policy statements are more specific, and are intended to be followed as long as they are useful.

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NABSE Board of Directors

Dr. Emma L. Marshall Epps, President
Dr. Deborah Hunter-Harvill, President-Elect
Mr. Earl Rickman, Recording Secretary
Dr. Doreen E. Barrett, Treasurer
Mrs. Jacqueline B. Austin, District Administration Commission
Mrs. Lynda S. Jackson, Governance in Education Commission
Dr. Cherry Ross Gooden, Higher Education Commission
Rev. Clyde W. Cooper, Sr. Instruction & Instructional Support Commission
Mrs. Wanda D. Brooks, Local School Administration Commission
Mr. Anthony D. White, Sr. Parents Commission
Mrs. Gail Clark Dickson, Program Development, Research & Evaluation Commission
Dr. Kathalyn Scott, Retired Educators Commission
Dr. Sandy Carpenter Stevenson, Special Projects Administration Commission
Dr. David L. Snead, Superintendent Commission
Mrs. Sheila Lucas-Cole, International Affiliates Representative
Mrs. Judi Hill, Mid-West Affiliates Representative
Mrs. Lois L. Johnson, Northeast Affiliates Representative
Mrs. Nardos King, Southeast Affiliates Representative
Dr. Mary Thomas, Southwest Affiliates Representative
Mr. Michael Dennis, West Affiliates Representative
Dr. Charles D. Moody, Sr. Founder
Dr. Charles Mitchell, Jr. Corporate Representative
Dr. William Ellerbee, Jr. Foundation Chairperson
Dr. Wesley L. Boykin, Director, Charles D. Moody Institute
Mrs. Christella D. Moody, Historian
Dr. LaRuth Gray, Board Governmental Relations & Legislative Liaison
Mr. Quentin R. Lawson, Executive Director

MISSION

The National Alliance of Black School Educators is dedicated to an affirmation of the inherent worth, dignity and educability of Black people and an eradication of problems which stand as obstructions to quality education for all children and particular Black children.

PURPOSE

The purpose of NABSE is to promote and facilitate the education of all students, black students in particular; to establish a coalition of black educators and others directly or indirectly involved in the educational process; to create a forum for the exchange of ideas and strategies to improve educational opportunities for blacks; ~~to maintain a Foundation to administer an endowment program to fund the Educational Development Plan including a Demonstration School Project, the Charles D. Moody Research and Development Institute on African American Education, and other related NABS program activities;~~ to identify and develop black professionals who will assume leadership positions in education and to influence public policy concerning the education of black people.

FUNCTION

- To work to eliminate racism and to rectify the effects of racism in education.
- To significantly raise the academic achievement level of all students and to place particular emphasis on that type of learning which builds positive and realistic self-concepts among black students; to establish and promote the degree of awareness, professional expertise and commitment among black educators necessary to enhance and contribute to the efforts of other educators and community persons.
- To provide an avenue for recruiting school personnel, black personnel specifically; to offer specialized training to prospective chief school officers via the development of courses through cooperative programs with school systems and institutions of higher education; to cultivate resource personnel equipped to assist the black educator in dealing with special problems which may arise in deficit finance, integration, student concerns, decentralization, community involvement, teacher unions, etc.

- To meet and share ideas, proven programs and effective techniques that show the achievement of black youth irrespectively of socioeconomic conditions; to provide resources and data banks for educators on proven educational programs. To meet and exchange information about how to obtain funds from federal, state, and private sources to support educational programs in schools.

- To develop and promulgate positions on key educational issues which affect the education of students and impact upon public policies.

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**0020
Organization**

CERTIFICATE OF INCORPORATION AND BYLAWS

The certificate of incorporation and the Constitution and Bylaws are the two basic documents upon which the organization, structure and authority of NABSE rest. NABSE is incorporated under the state of Michigan pursuant to the Not-for-Profit Corporation Law. The Constitution and Bylaws set forth the procedures under which NABSE operates.

Adopted: November 1998

0021

Organization

AMENDMENTS TO THE CERTIFICATE OF INCORPORATION AND CONSTITUTION AND BYLAWS

The certificate of incorporation may be amended in accordance with the Not-for-Profit Corporation Law.

The Constitution and Bylaws may be amended only in accordance with Article XI of the Constitution and Bylaws.

Reference Constitution and Bylaws, Article XI
Certificate of Corporation Policy #0020

Adopted: November 1998

0022

Organization

SUSPENSION OF THE BYLAWS

No portion of the Constitution and Bylaws may be suspended except in accordance with Article XI section II of the Bylaws

Reference: Constitution and By-Laws, Article XI, Section II

Adopted: November 1998

0030
Organization

PERMANENT ALLIANCE OFFICE

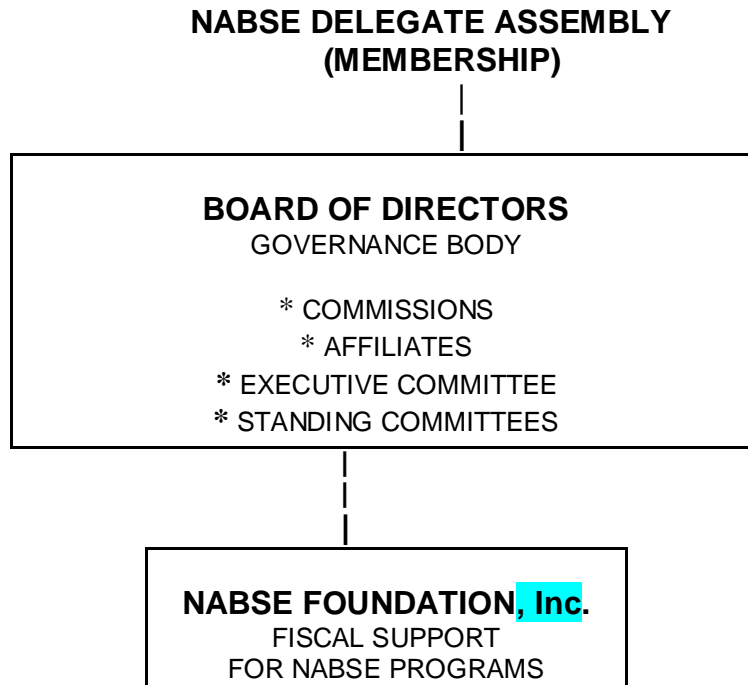
Headquarters of NABSE shall be located in the District of Columbia.

Adopted: November 1998

0040
Organization

NABSE ORGANIZATIONAL STRUCTURE

The Delegate Assembly is the governing body of NABSE. The Board of Directors and the Executive Committee serves as the representative of the membership, and are empowered to decide policies established by NABSE when the Delegate Assembly is not in session. To achieve the mission of the membership NABSE shall operate within the following structure:



Adopted: November 1998

**0050
Organization**

NABSE MEMBERSHIP - GENERAL

Any individual who supports the mission of NABSE is eligible for membership. A member is "in good standing" when the payment of current dues has been confirmed. General membership may be year to year or "life". Subscribing life members will pay annual increments of not less than **\$150.00** for a period not to exceed **six (6) years**. If they do not make incremental payments on schedule, the designation of subscribing life membership will revert to general membership. General membership fees are due annually.

The Delegate Assembly shall establish the fees for yearly and life memberships.
Reference: Constitution and Bylaws Articles III Section I
Adopted: November 1998

**0050-Exhibit
Organization**

NABSE MEMBERSHIP - GENERAL EXHIBIT OF MEMBERSHIP BENEFITS

A General/Individual Membership includes:

1. Annual NABSE Membership Card
2. Subscription to NABSE *NewsBrief*
3. Eligibility for discounted conference registration fees
4. Eligibility for membership in local NABSE affiliates
5. Opportunity to apply for the NABSE VISA card, offering preferred services
6. Discounts on NABSE publications
7. Discount on *ABest Practices in Urban Education@* - a compendium of innovative Strategies for increasing academic outcomes among black youth
8. Access to NABSE Online
9. Annual NABSE Membership Directory (when published)
10. Toll Free access to the NABSE electronic *AHelpline@* - the opportunity to receive invaluable assistance from NABSE staff and peers around the country
11. Access to job opportunities, advertised ONLINE

**0060
Organization**

NABSE MEMBERSHIP - INSTITUTIONAL AND CORPORATE

Educational institutions, professional organizations, government agencies and corporations throughout the country shall be encouraged to be members of NABSE. This membership will afford these agencies the opportunity for substantive involvement in the mission and programs of NABSE.

The Delegate Assembly shall establish the fee for institutional and corporate membership. ~~A sliding scale based on population of the institution, membership in the organization, and the number of employees in the corporation or agency.~~

Reference: Constitution and Bylaws Articles III Section I
Adopted: November 1998

**0060-E
Organization**

NABSE MEMBERSHIP - INSTITUTIONAL AND CORPORATE EXHIBIT OF MEMBERSHIP BENEFITS

An Institutional Membership includes:

1. A Certificate of Institutional Membership
2. Access to NABSE Online, including an interactive bulletin board and electronic mail.
3. Advertising Online of all professional job vacancies
4. Multiple subscriptions to the NABSE *NewsBriefs*
5. Access to the NABSE AInnovations in Education Inventory@
6. Opportunity to access an impressive network of African American Educators
7. Copies of the NABSE Membership Directory
8. A complimentary copy of A Best Practices in Urban Education@ - a compendium
of innovative strategies for increasing academic outcomes among black youth

A Corporate Membership includes:

1. Discount on the exhibition fee at the NABSE Annual Conference
2. Complimentary listing in the corporate yellow pages, an important section of the new NABSE Membership Directory
3. Copies of the NABSE Membership Directory
4. Discount on advertising rates in the annual conference program, quarterly *NewsBriefs*, and other NABSE publications
5. Access to a dynamic network of African American educational Leaders committed
to education reform and innovation
6. Opportunity to participate in the NABSE Corporate Advisory Council

**0070
Organization**

NABSE MEMBERSHIP - HONORARY

Each past president and each past executive director of NABSE shall be accorded honorary membership in NABSE. The names of each past president and past executive director shall be placed on a plaque which shall be housed at the national headquarters in the District of Columbia. Other benefits of membership shall be identical to those listed in policy 0050-Exhibit.

Adopted: November 1998

0080
Organization

NABSE MEMBERSHIP - COMMISSIONS

To enhance the attainment of the goals of the organization, NABSE shall be composed of commissions. Each commission shall be organized for affording meaningful dialogue and participation of members in research and educational activities around special issues in education.

Each NABSE member is encouraged to participate in the commission of his/her choice. No NABSE member shall hold membership in more than one commission at the same time.

Reference: Constitution and Bylaws Articles III Section I
Cross-Reference 0110

Adopted: November 1998

0090
Organization

THE COUNCIL OF AFFILIATE PRESIDENTS

~~To implement its goals and objectives, NABSE encourages and supports the establishment of local groups of educators at all levels who wish to affiliate with NABSE to further enhance the attainment of the goals and objectives of NABSE, a council composed of the presidents of all local affiliates in good standing shall be established and maintained.~~

Reference:

Adopted: November 1998

To Be Deleted!!!!!!!!!!!!

0100
Organization

Needs to be rewritten once the MOU is signed and the bylaws are changed by the delegate assembly>

NABSE FOUNDATION

The NABSE Foundation shall administer an endowment program to support the efforts of the Educational Development Plan and other NABSE program activities.

Reference: Constitution and Bylaws, Article VIII, Section V
Adopted: November 1998

1010
Board of

Directors

DEFINITION

The Board of Directors shall consist of the Founder, President, President-Elect, Recording Secretary, Treasurer, Immediate Past President (one year after term) and six (6) Regional Representatives the chair of each established commission ~~and the chair of designated representative of the Council of Affiliate Presidents~~ the corporation representative and the chair of NABSE Foundation. The Executive Director and the Director of the Charles D. Moody Research Institute shall serve as an ex-officio non-voting member. The Board of Directors shall serve as representatives of the membership, and is empowered to make decisions regarding educational policies and legislative positions. ~~All educational policies and legislative positions Adopted: November 1998 by the Board of Directors shall be reported to the Delegate Assembly at the Annual Meeting.~~

Reference: Constitution and Bylaws IV
Adopted: November 1998

1020
Board of Directors

DUTIES

The duties of the Board of Directors shall include, but not be limited to:

1. attending all meetings of the Board of Directors on time, prepared and ready to conduct business. Failure to attend meetings of the Board may be grounds for removal. Board members are expected to provide ~~notification of arrival and departure dates when if not~~ attending a board meeting.
2. appointing and evaluating the performance of the Executive Director;
3. establishing an Executive Committee to act on issues between board meetings;
4. adopting an annual budget;
5. approving the appointment of staff and establishing the duties to be performed;
6. determining the general educational policies and legislative positions of NABSE in

the interest of promoting public education for black students throughout the country;

7. determining the **time date** and location of the Annual Meeting;
8. establishing goals and objectives of NABSE;
9. periodically review Adopted: **November 1998** resolutions to decide if the purposes have been accomplished or modified;
10. preparing an annual report for the membership. The annual report shall include the status of resolutions, programs, legislative positions, and financial status; and
11. such other duties as provided in the Constitution and Bylaws of NABSE.

Policies or positions Adopted: **November 1998** by the Board of Directors shall be consistent with resolutions Adopted: **November 1998** by NABSE membership. Lacking a specific policy Adopted: **November 1998** by NABSE membership, the Board of Directors may take positions on important legislative issues provided such positions are consistent with policies already Adopted: **November 1998** by NABSE delegates.

Reference: Constitution and By-Laws, Article III, Sections e, f, g, h
Policy #1160 Removal from Board
Adopted: November 1998

**1023
Directors**

OATH OF OFFICE

**The National Alliance of Black School Educators
Induction Ceremony**

President

I, _____, having been duly elected as the President of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties of the presidency to the best of my ability; to uphold the Constitution and By-laws; to provide exemplary leadership in program development; and advance the organization by carrying out the mission and goals of this organization, throughout my tenure as President.

President-Elect

I, _____, having been duly elected as the President-Elect of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties of the president-elect, as well as the president in his/her absence to the best of my ability; to uphold the Constitution and By-laws; to provide exemplary leadership in program development; and advance the organization by carrying out the mission and goals of this organization, throughout my tenure as President-elect.

Secretary

I, _____, having been duly elected as the Secretary of the National Alliance of Black School Educators, do solemnly swear to maintain accurate records of all NABSE Board and Delegate Assembly, and distribute the minutes to the membership in a timely fashion; to uphold the Constitution and By-laws; and carry out other duties of the Secretary to the best of my ability, throughout my tenure as Secretary.

Treasurer

I, _____, having been duly elected as the Treasurer of the National Alliance of Black School Educators, do solemnly swear to maintain accurate accounting of all finances of the organization; to uphold the Constitution and By-laws; and carry out other duties of the treasurer to the best of my ability, throughout my tenure as Treasurer.

Board Members

I, _____, having been duly elected as a Member of the Board of Directors as the (State the Title of the Region represented or the Commission) _____ of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties to the best of my ability; to uphold the State the Title Constitution and By-laws; to provide exemplar leadership in program development; and to advance the organization by carrying out the mission and goals of this organization throughout my tenure as a Member of the Board of Directors.

1026

Ethics Policy

The National Alliance of Black School Educators; a national organization, requires that its members exemplify, encourage high cultural, intellectual, moral character, high standards and that their actions exemplify the public and personal behaviors that reflect the ideals and principles of professionalism.

The purpose for this Ethics Policy is to support a culture of openness, trust, and integrity among the members of the National Alliance of Black School Educator's (NABSE) in communication, management and business practices. A well-understood ethics policy requires the participation and support of every person associated with the organization.

In the membership of the National Alliance of Black School Educators, we are dedicated to working with our employees, volunteers, partners, vendors and members to reduce any misunderstandings. . We are committed to conducting all of NABSE's affairs and activities with the highest standards of ethical conduct. Our NABSE Code of Conduct, outlined in our Policy Manual, provides guidance for decisions and actions during our operations.

We are committed to the responsible use of NABSE's assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior.

The National Alliance of Black School Educator's Code of Ethics is built on NABSE's values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

Our Values

Integrity

We pursue our mission with honor, fairness and respect for the individual, ever mindful that there is no “right way” to do the “wrong thing.” We uphold the values of NABSE in every action and decision. We are committed to act in good faith, to comply with the rule of law and NABSE’s policies and regulations.

Inclusiveness

We are dedicated to a single purpose, fueled by a diversity of thought and action. We serve responsibly as members of all the affiliates in which we live and work. Our intent is for our members to represent leadership, so we can maximize the relationship between our members.

Dedication

At NABSE, we remain dedicated to our members and our cause. We hold ourselves to the same standards of excellence that make the National Alliance of Black School Educator’s a premier organization. We are committed to discovery and continuous improvement in developing and implementing our programs, products, and services.

Excellence

We believe that striving to be the best in our work, our relationships, our ideas and our services is the greatest demonstration of our pledge to member satisfaction. We are determined to do the best at what matters most. Our success depends on our members’ ability to deliver the consistent level of excellence expected by all who rely on us.

Sensitivity

We value our NABSE members and treat them with respect as individuals. We operate in a climate of openness and trust in which each of us fully grants others respect and cooperation.

Vision

In an effort to support our mission, we are willing to take prudent risks. We strive to be proactive, innovative and creative in all we do.

1026-A

Code of Ethics

The summary code of ethics includes the following provisions:

- The members of the Board of Directors, Consultants to the Board, Appointed and Elected members of National Alliance of Black School Educators must:
 - Be honest and ethical in their conduct, including and disclosure ethical handling of actual or apparent conflicts of interest between personal, business, financial and professional relationships.
 - Comply with applicable government laws, rules and regulations.
 - Maintain the confidentiality of information entrusted to them by the NABSE except when authorized or otherwise legally obligated to disclose.
 - Deal fairly with NABSE members, vendors, competitors, volunteers, and employees.
 - Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
 - Proactively promote ethical behavior as a responsible partner among peers in the work environment.
 - Protect and ensure the proper use of the organization’s assets.
 - Prohibit improper or fraudulent influence over the External Auditor.

- To respect and comply with NABSE Constitution, By-Laws, Policies and Procedures and all documents approved by the Board of Directors and as required.

Our People

The National Alliance of Black School Educators are committed to provide a work environment that values respect among its voluntary members and employees. All Human Resource policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including, recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our employees and members. We will provide all of our stakeholders a mechanism to report unethical conduct. We will begin with employee and new board member orientation and regularly communicate all of these expectations to employees and members.

The National Alliance of Black School Educators employees, volunteers, contractors, and members are expected to report any practices or actions believed to be inappropriate to their supervisor, president, governing board or via the NABSE ethics committee.

Our Members

We are dedicated to 100 percent member satisfaction. We are devoted to developing “Member enthusiasm” and are passionate about exceeding member expectations. We dedicate ourselves to anticipating the changing needs of members and creating timely, innovative and superior programs, products, and services.

Conflict of Interest

The underlying principle of “conflict of interest” is that employees and voluntary members should avoid any activity, investment, or interest that might reflect unfavorably on the reputation of the National Alliance of Black School Educator’s organization.

As affiliates of the National Alliance of Black School Educators, employees and voluntary members are obligated to place the interest of NABSE, in any transaction involving NABSE, ahead of any personal interest, personal agenda or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

Employees and voluntary members are expected to seek clarification of and discuss any questions about potential conflict of interest with their supervisor, president, governing board, or use the ethics committee.

Organization Property and Information

Employees and volunteers are expected to protect and maintain confidentiality regarding the NABSE’s property including cash, equipment, records, and employee and Member information.

Reporting Ethics Violations

If you have questions or concerns about compliance with the subjects described in this policy, or are unsure about what is the “right thing” to do, we **strongly encourage** you to first talk with your affiliate president, regional representative or the president of the governing board. If you are uncomfortable talking to any of these individuals for any reason, refer to the ethics committee to report your concerns. Reporting of ethics violations will be treated as confidential information and can be communicated anonymously.

I have read, understand and agree to comply to each of the terms of the Code of Conduct as a board member. I have received a signed a copy of the agreement and a copy will be maintained at the National Office.

Signature of Member

Date

Printed Name of Member

Board of Directors**CONFLICT OF INTEREST POLICY**

The purpose of the Conflict of Interest, real, potential or perceived is referred to if it is believed that one has personal interest that may influence a member when making decisions for the board. Furthermore, the purpose of the Conflict of Interest policy is to ensure that the deliberations and decisions of the Organization are made in the interests of the entire membership as a whole, and to protect the interests of the organization when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Officer or Person (as defined below). An Interested Director, Officer or Person may not use his or her position with respect to the organization, or confidential corporate information obtained by him or her relating to the organization, in order to achieve a financial benefit for himself or herself or for a third party, including another nonprofit or charitable organization. It is not the intent of this policy to regulate or eliminate all situations of conflict of interest, but rather to enable members to recognize situations that may be subject to question and ensure that such situations are properly reviewed and, if necessary, resolved as applicable. This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in the organization.

A. Definitions:

For the purpose of this section of the Policy, the following terms shall be defined as indicated:

“Administrative Officer” – means officers of the Organization with duties and responsibilities directly related to the operations of the Organization, including those in a position to affect decisions as to the purchase or disposal of property or services, settlement of claims or other business obligations. The definition of *Administrative Officer* includes, but is not limited to, those in the following positions:

- The President
- President Elect
- The General Counsel
- The Treasurer
- Secretary
- The Executive Director
- Board Member

“Business Transaction” – any sale, purchase, contract, lease, license, settlement, award of aid, loan, or agreement to which the Organization is a party or a beneficiary.

A **“Conflict of Interest”** – occurs when an employee or Trustee (together referred to as “person”) is in a position to affect or to influence significantly the business transactions with the Organization in which the person has an interest. A person is considered to have an interest in an Organization

1. in which that person and/or his/her immediate family own more than 5% of the equity, directly or beneficially.
2. that is a creditor of that person (except a home mortgage obtained on market terms from a bank or similar lending organization shall not be so considered); or that owes the person more than \$500 (except that any kind of saving or checking account or generally available banking arrangement or a holding of less than 5% of any part of a publicly issued debt offering shall not be so considered).
3. that employs, has employed within the 24 months before a Business Transaction, or has an arrangement to employ, to retain as a consultant, to fund the research of, or to pay a commission or stipend to that person and/or his immediate family.
4. that has retained as a consultant or paid a commission or stipend to or is funding the research of that person or his immediate family.
5. that intends to provide or has provided the person or his or her immediate family with goods and services on other than market terms, gratuities or gifts of more than \$200 in the previous 12 months (not including examination copies of text books or the value of any business meals).

“Employee” – includes any person placed on the payroll or retained as a consultant, whether or not an independent contractor.

“Immediate Family” – a person’s spouse, parents and parents-in-law, children, siblings and their spouses.

“Organization” – a trust or corporation (including any subsidiary or parent, or a corporation under common control of such corporation), joint venture, partnership, unincorporated association, or individual proprietorship.

“Directors” – means a member of the Board.

B. Board of Directors:

Directors shall disclose any known conflict of interest and shall avoid participating in any decision or advocating any subject matter before the Board or with Organization’s personnel in which the Director or a member of his or her immediate family has a real or potential conflict of interest. When a Director learns that a business transaction presents a conflict of interest, he or she must make an immediate, full disclosure to the Chairman of the Board (President) (or in the case of the Chairman, to a President Elect) of his or her interest in the subject. The Director shall not participate in any discussion of or decision on the issue. Failure to make disclosure shall void any resulting agreement at the option of the Organization.

Within the provisions of the prior paragraph, this policy shall not prohibit a Director, an organization that employs a Director, or an organization in which a Director has financial interest (1) from pursuing an Organization R.F.P. or contract to be awarded by competitive bidding or (2) from supplying services to the Organization as a public utility.

The National Office and President of the Organization shall obtain a disclosure form from each Director periodically and prior to a Director's first attendance at a Board meeting.

C. Administrative Officers:

NABSE's elected Board Members shall immediately disclose to Board of Directors any known conflict of interest and shall avoid participating in any decisions or deliberations related to the Organization Business Transaction in which a potential or actual conflict of interest exists.

Any Board Member who fails to disclose a conflict of interest rest shall be disciplined in line with the nature and the severity of infraction. When appropriate, discipline shall include restitution to the organization of the benefit received or the value of any opportunity the organization lost. A board member also have an obligation to disclose knowledge of another board member's potential conflict of interest when they have reason to believe a conflict of interest may exist.

D. Members and Staff:

1. In General

Every Board Member and members of the staff of the organization shall immediately disclose to his or her affiliate president and the Executive Director in the National Office any business transactions that present an actual or potential conflict of interest. As applied to members, failure to disclose will be considered "Adequate Cause" on which to take discipline under the *Personnel/Member's Handbook*, as a failure to observe professional standards. Staff shall also disclose any conflict of interest related to any research in which they are involved. In the case of the Executive Director, He/She shall immediately disclose information to the Board of Directors.

2. Provisions of Particular Application to Members

a) Consulting and Related Activities

The ability of members to engage in non-Employment in the mode of outside consulting is set forth in the *Member Handbook*, which indicates that the primary professional responsibility of each y member is to the organization. In explication of the definition of "Conflict of Interest," outside consulting activities bear upon this Policy as follows:

E. Annual Statements

Each Director, Officer, Appointed or Elected Committee Member shall annually sign a statement which affirms that such person:

- (a) Has received a copy of the Conflicts of Interest Policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands that the Organization is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes;
- (e) Signs, receives a copy and maintains a signed copy at the National Office.

F. Periodic Reviews

The Ethics Committee shall periodically consider whether and how this Conflicts of Interest Policy should be revised or amended to better meet its objectives. In connection with any periodic review conducted by the Organization to ensure that it operates in a manner consistent with its charitable purposes, the Ethics Committee shall report on the matters referred to it and their resolution.

G. Violations of the Conflicts of Interest Policy

If there is reasonable cause to believe that a member, Officer, appointed or elected committee member or individual has failed to disclose an actual or possible conflict of interest, the Ethics Committee shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the individual and making such further investigation as may be warranted in the circumstances, the Ethics Committee determines that the individual has in fact failed to disclose an actual or possible conflict of interest, it shall recommend to the Board of Directors appropriate disciplinary and corrective action.

The violation of this conflicts of interest policy is a serious matter and may constitute "cause" for removal or termination of a Member or Officer, appointed or elected committee or individual or the termination of any relationship the Organization may have with an Interested Person or other party.

I have read, understand and agree to comply to each of the terms of the Conflict of Interest Policy. I have received a signed a copy of the agreement and a copy will be maintained at the National Office.

Signature

Date

Printed Name

1028

Code of Conduct

As a member of the governing board of the National Alliance of Black School Educators, we are entrusted to operate with high integrity, standards and character. Accordingly, I agree to do the following:

1. Devote time, thought and study to the duties and responsibilities of a Board member so that I may render effective and credible service;
2. Support and promote the goals, objectives, and programs approved by the Board;
3. Treat all persons with dignity and respect as I work in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of point of issues;
4. Base decisions on available facts in each situation; to vote my honest conviction in every case, not be influenced by bias of any kind; to abide by and support the final majority decision of the board;
5. Recognize the professional responsibility to the development, improvement, and execution of programs to strengthen the organization;
6. Hold inviolate any confidential information entrusted by me;
7. Avoid the engagement in or countenance of any exploitation of the organization and refrain from using my membership or board position in any matter that is improper or illegal;
8. Maintain high standards of personal conduct;
9. Maintain high regard for one another by avoiding derogatory, demeaning and insulting remarks and being polite, kind, honest, fair and conciliatory;
10. Recognize and practice the importance of the board to understand, seek and evaluate the programmatic functions as it is to plan for the business aspect of the organization.
11. To remain cognizant that as an individual, I have no legal authority outside of the jurisdiction of the board ie: media, press conferences, etc.

I have read, understand and agree to comply to each of the terms of the Code of Conduct as a board member. I have received a signed a copy of the agreement and a copy will be maintained at the National Office.

Member Signature/Position

Date

Printed Name

CODE OF ETHICS

Members of the National Alliance of Black School Educators' Board of Directors shall strive to promote the interest of education and NABSE throughout the nation. To that end Board of Directors Members will:

1. work to assure the opportunity of a quality education for Black students in particular;
2. attend scheduled Board of Directors meetings informed about the issues to be considered at those meetings;
3. make decisions only after full consideration at board meetings;
4. make independent judgments and not be overly influenced by individuals or other groups with special interest;
5. delegate authority for the administration of NABSE operations to the Executive Director;
6. communicate to other Board Members and the Executive Director, the reaction of constituents to board policies and programs;
7. encourage free expression of opinion among Board Members and seek systematic communications among members of the Board of Directors, and between the Board of Directors, Commissions, Affiliates and all members of NABSE;
8. become knowledgeable regarding current educational issues at local, state and national levels, affecting the African American youth or educator;
9. select and engage those individuals best qualified to serve NABSE;
10. require the Executive Director to perform regular and impartial evaluation of all staff;
11. work constructively to fulfill the mission of the organization;
12. refrain from engaging in actions to go around the policies and procedures of the organization;
13. refrain from using their board position for personal or partisan gain;
14. disclose any conflict of interest;

- 15. take no private action that will compromise the board, staff or organization;
- 16. respect the confidentiality of privileged information;
- 17. implement decisions of the Board of Directors with the full authority and resources of the organization; and
- 18. promote respect for all human beings.

Board Self-Evaluation

INDIVIDUAL BOARD MEMBER SELF-EVALUATION

Use the following questions for individual board member evaluation. For board members answering yes to these questions, they are likely to be fulfilling their responsibilities as board members. This evaluation should be given out the first meeting of each fiscal year so board members can monitor themselves all year long.

		Yes	No	Not Sure
1.	Do I understand and support the mission of NABSE?			
2.	Am I knowledgeable about NABSE's programs and services?			
3.	Do I follow trends and important developments related to these organizations?			
4.	Do I assist with fundraising and/or give a significant annual gift to NABSE?			
5.	Do I read and understand NABSE's financial statements?			
6.	Do I have a good working relationship with the leadership of NABSE?			
7.	Do I recommend individuals for service to the Board?			
8.	Do I prepare for and participate in the Board meetings and committee meetings?			
9.	Do I act as a good-will ambassador to the organization?			

10.	Do I find serving on the Board to be a satisfying and rewarding experience?			
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1030
Board of Directors

EVALUATION OF THE EXECUTIVE DIRECTOR

The performance of the Executive Director shall be evaluated annually **in November** by the Board of Directors according to the **terms schedule** defined in the contract. The evaluation shall take into account the individual and organizational performance of the Executive Director, the annual goals of NABSE, and the Executive Director's job description. The Board shall develop and adopt an evaluation instrument and establish procedures to complete the form.

~~The results of the evaluation will be presented to and discussed with the Executive Director.~~

Adopted: November 1998

1030-R
Board of Directors

PROCEDURES ON EVALUATION OF THE Executive Director

Annually, each member of the Board of Directors shall complete the evaluation form approved by the Board to assess the Executive Director's individual and organizational performance. Each member of the Board shall deliver their completed evaluation form to the president of NABSE **or the president's designee** before the **November** board meeting.

The president shall compile a summary of the evaluations submitted including majority and minority views and comments. Consistent with the timing in the contract, the Board shall meet in an executive session at its Winter meeting to review a summary of the evaluation, and to arrive at a consensus for each item on the form. A master form shall be completed and submitted to the Executive Director. The evaluation will show the consensus of the board along with any majority and minority views and comments made by board members. The evaluators shall note the frequency of each reported item.

On or before April 30 of each year the officers of NABSE shall meet with the Executive Director, in executive session, to discuss the Executive Director's evaluation. Then the Executive Director may submit written comments, which the Board will review.

Adopted: November 1998

1040
Board of Directors

BOARD CONTRACTED SERVICES

The Board of Directors will employ contractors to provide valuable specialized services that NABSE staff cannot provide because of limitations of time, experience, or knowledge.

The Executive Director shall recommend Contractors to the Board of Directors for approval. No consultant shall serve a period that exceeds the term of the President and Board of Directors in office at the time of their appointment. Any consultant whose term exceeds one year shall be brought to the Board of Directors for reaffirmation each year. The recommendation to appoint a contractor shall be presented at a board meeting or conference call meeting and a quorum of members are present.

Appropriate uses of contractors include conducting fact-finding studies, surveys, research and providing other services that require special expertise.

Before engaging a contractor, the Board shall review a written proposal that identifies the objectives to be followed, the services to be provided by the consultant, the method of reporting progress and results and the consultant's fee or compensation terms.

Contractors shall act solely in an advisory capacity. They shall not exercise any administrative authority over the work of NABSE employees. In dealing with staff, the contractor shall communicate directly with and report to the Board.

Contractors are to provide reports to the Board according to an established schedule.

~~On a case-by-case basis, the Board will determine when having a written contract with the contractor is necessary.~~

Every paid contractor will have a contract on file at the national office.

Cross-reference Policy 1040-E

Adopted: November 1998

1040-E
Board of Directors

BOARD CONTRACTOR FORM

SHORT-TERM CONTRACTORS

Contractor _____

Address (street, city, state, zip code) _____

Social Security Number _____ Date _____

This agreement is made between the National Alliance of Black School Educators, and hereafter called NABSE, and the Contractor named above.

I. SERVICES BY CONTRACTOR

The Contractor, in consideration of the payments provided for below, agrees to furnish NABSE services as follows:

A. A statement of services

B. The term of this agreement during which NABSE authorizes the assignment shall be from _____ to _____. The actual dates of service will be determined by the NABSE Board of Directors or its designee.

II. COSTS

A. In consideration of the performance of the above in a manner satisfactory to NABSE, NABSE agrees to pay to the Contractor \$ _____ for each day of authorized service, not to exceed _____ days.

B. NABSE also agrees to reimburse the Contractor for necessary and actual travel expenses incurred by the Contractor for travel in performance of the Contractor=s duties under this agreement.

1. Said reimbursement shall be at the same rates as travel incurred by NABSE employees.
2. The location of the Contractor=s headquarters will be used to determine the amount of reimbursable mileage.
3. It is understood that the total amount of reimbursement for travel expenses shall not exceed \$ _____.

III. PAYMENT

NABSE will not make progress payments on agreements having a duration of three months or less. Payments, as provided herein, will be made as soon as possible after the claim is received and sent promptly to the Contractor.

IV. SUPERVISION

The NABSE Board of Directors or its designee shall direct the work of the Contractor.

V. GENERAL PROVISIONS

A. The Contractor agrees to indemnify, defend, and save harmless NABSE, its officers, agents, and employees from any claims and losses accruing or resulting to any persons, firm, or corporations caused by the contractor in the performance of this contract.

- B. The Contractor, in the performance of this contract, shall act in an independent capacity and not as officer, employee, or agent of NABSE and therefore, is not covered under any state employees= law or any state civil services act.
- C. NABSE may cancel this contract and be relieved of the payment to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided.
- D. No alteration of this contract shall be valid unless incorporated in this agreement and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- E. No Contractor under this short term contract shall be paid for more than thirty (30) working days or in the excess of \$_____ for fees and \$_____ for travel and per diem expenses.
- F. No federal or state income tax will be withheld from the payments under this contract. However, NABSE is required to report all payments to the Internal Revenue Service for tax purposes. When required NABSE will issue a W-2 tax statement for service provided by a Contractor.
- G. This agreement is not in force until the President of NABSE or his/her designee signs it.
- H. All materials developed under the terms of this agreement shall become the property of NABSE. NABSE reserves the exclusive right to copyright such material. NABSE reserves the right to publish, distribute, and otherwise use materials developed under the terms of this agreement. NABSE at its discretion may reject any material that is not acceptable to NABSE. NABSE shall give notice to the Contractor within ten (10) days of receipt of the material. Final payment for such material will not be made until NABSE has confirmed that the material complies with all agreed on terms.
- I. NABSE shall evaluate the Contractor=s performance under this agreement within thirty (30) days after completion. For this purpose a form designate by NABSE shall be used, and a copy of the completed form shall be sent to NABSE=s Legal-Advisor who shall act as the central depository.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

NABSE

By (authorized signature)

Title: President, NABSE

CONTRACTOR

Name

—

Signature_____

Title

**1045
Board of Directors**

BOARD CONSULTANTS

The Board of Directors will approve consultants in order to provide valuable specialized services which cannot be provided by NABSE staff because of limitations of time, experience, or knowledge.

Consultants shall be recommended to the Board of Directors for approval. No consultant shall serve a period that exceeds the term of the President and Board of Directors in office at the time of their appointment. Any consultant, whose term exceeds one year, shall be brought to the Board of Directors for reaffirmation each year. The recommendation to appoint a consultant shall be presented to the Board of Directors at a board meeting or conference call meeting where there is a quorum.

Appropriate uses of consultants include conducting fact-finding studies, surveys and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations and managerial improvements.

A written proposal shall be submitted to the Board prior to engaging any consultant. The proposal shall identify the objectives to be followed, the services to be provided by the Consultant, the procedures to be followed, the method to be used to report results to the board, and reasonable expenses for the consultant will be approved and provided.

Consultants shall act solely in an advisory capacity. They shall not exercise any administrative authority over the work of NABSE employees. In dealing with staff, the consultant shall communicate directly with and report to the Board.

Consultants are to provide reports to the Board on a regular basis.

Cross-Reference:

Adopted: November 1998

BOARD CONSULTANT ROSTER EXHIBIT

1. Conference Planning Consultant
 2. Conference Exhibit Consultant
 3. Conference Housing Consultant
 4. Governmental Relations Consultant
 5. Legal Consultant
 6. Operating Policies and Procedures Consultant (Constitution and By-Laws Consultant)
 7. Grants Acquisition Consultant
 8. Investment Consultant
 9. Strategic Planning Consultant
- Adopted: November 1998

MEETINGS AND QUORUMS

The president shall call not fewer than two business meetings of the Executive Board each year. Special meetings may be called by at least four members of the Board.

A majority of the total number of voting members of the Board shall constitute a quorum. Any action taken shall require a majority of the full voting membership of the Board.

Notices of all meetings in person or by telephone conference calls shall reach members of the Board of Directors within a reasonable number of days prior to the proposed meeting.

Constitution and By-Laws, Article III, Section IV a & b

Adopted: November 1998

INDEMNIFICATION AND DEFENSE

Upon notification at least 60 days before a formal claim is made, NABSE shall provide for the indemnification and defense of all members of the Board of Directors and all employees in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred while the board member or employee was acting in good faith and within the scope of his/her duties for or employment with NABSE. The duty to provide a defense shall not arise where such action or proceeding is brought by or at the behest of NABSE, or where the injury or damage resulted from negligence, intentional wrongdoing or recklessness on the part of a Board of Director Member or employee.

In the case of a settlement, the duty to indemnify and defend shall be conditioned upon the approval of the amount of the settlement by NABSE

The duty to defend shall be conditioned upon: (i) a request by the member or employee to NABSE to provide indemnification and defense and delivery to NABSE of the original or a copy of any summons, complaint, process, notice, demand or pleading within ten days after service of such documents and (ii) the full cooperation of the member or employee in the defense of such action or proceeding and in defense of any action or proceeding against NABSE based upon the same act or omission, and in the prosecution of any appeal.

NABSE shall attempt to purchase insurance to cover these obligations. NABSE shall pay any deductible amounts. In the event that no insurance can be purchased, or the insurance purchased is insufficient to cover the judgment or settlement, NABSE shall pay for the defense and indemnity.

Adopted: November 1998

1070
Board of Directors

ACCESS TO NABSE CONFIDENTIAL RECORDS

The Board of Directors shall have access to the personnel records of the employees of NABSE, including performance evaluations and health records. NABSE personnel records are confidential. The salaries of the Executive Director and staff are matters of public records.

Adopted: November 1998

1075
Board of Directors

DEVELOPMENT AND ADOPTION OF EDUCATION POLICY AND LEGISLATIVE POSITIONS

Pursuant to its duties, as defined in section 1020 of this manual, and under the laws of the United States, the Board of Directors shall determine the legislative positions

and policies of NABSE. Such policies and positions shall be consistent with resolutions Adopted: November 1998 by the Delegate Assembly.

The Legislative Committee will consult with the Board of Directors on proposals for NABSE positions on legislative matters involving education, and the Policy Development in Public Education Commission will consult with the Board of Directors on proposals for educational policies.

Suggestions for education policies may also be submitted by members of the Board of Directors and other Commissions. Upon receipt of a proposed legislative position or an education policy, the president shall forward the proposal to the Policy Development in Public Education Commission or the Legislative Committee as appropriate. The Policy Commission or Legislative Committee shall consider the proposed item and prepare a recommendation to be considered by the board for adoption.

In order to adopt an education policy or legislative position, the Board of Directors must have the affirmative vote of two-thirds of its members at two meetings, one being a telephone conference meeting.
Adopted: November 1998

1080
Board of Directors

OPERATING POLICIES AND PROCEDURES DEVELOPMENT

All operating policies and procedures= proposals and suggested amendments shall be submitted in writing to the Board of Directors, briefly describing the proposal and why it is needed. To assist staff, the Board may designate an Operating Policies and Procedures Committee to conduct independent research, to evaluate the information within the proposal, to maintain a reference file for the Board on all such proposals, and to draft policy proposals.

Proposed new policies and procedures will initially be presented to the Board as an item for discussion only in order to permit time for evaluation and comment. When administrative in nature, the initial presentation will include recommendation by the Executive Director, including a reading of any completed draft, and any reports done by staff or the Committee.

All Board members and Executive Director shall receive a copy of the policy proposal or amendments from staff or the Committee responsible for drafting such, along with a copy of the original suggestion and all other relevant information and data, at least two days prior to any meeting at which discussion or action is scheduled.

Cross Reference

Adopted: November 1998

1081

Board of Directors

FORMULATION, ADOPTION, AMENDMENT OF OPERATING POLICIES AND PROCEDURES

The Board of Directors recognizes that the adoptions of written policies constitute the basic method by which the Board exercises its leadership in the operation of the organization. Policies may be proposed for adoption, changes or repeal at any regular or special Board meeting by any member of the organization.

In reviewing such policy proposals, the Board shall consider the following criteria necessary for the adoption of effective policy. The proposed policy shall be:

1. consistent with sound organizational practices and the best interests of our members;
2. reflective of the priorities established by the Board;
3. within the scope of the Board's authority;
4. consistent with all applicable federal and state laws and regulations;
5. clear and concise;
6. reasonable and equitable, and not arbitrary and capricious;
7. practical and capable of being administered effectively.

The Board delegates to the Executive Director or Committee, working with the Executive Director, the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Executive Director is directed to initiate a program of Board policy revision to include the following items:

1. annual review and evaluation of all present Board policy;
2. preparation of additional policies as needed;
3. means to solicit and consult with staff, NABSE Commissions and Local Affiliates;
3. presentation of proposed policy in draft form for consideration by the Board prior to action; and
4. continuation of a consistent policy codification system.

To adopt, change, or repeal a policy requires a majority vote of the entire Board. Such vote will be taken during the second meeting following the presentation of the initial proposal. Rules, regulations and procedures are also subject to modification by Board action at any meeting. The Executive Director shall be responsible for suggesting regulatory changes.

The formal adoption of policies shall be recorded in Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Every Board, staff member, and local affiliate in good standing, shall have access to the Board Policy Manual.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for Board members to react, proposed policies or amendments may be presented as an agenda item to the Board in the following sequence:

1. Information item - distribution with agenda
2. Discussion item - first reading of proposed policy, response from the Executive Director, report from Operating Policies and Procedures Committee assigned responsibility in this area, Board discussion and directions for any redrafting
3. Action item- discussion, adoption, or rejection, two meetings after an initial proposal.

Amendments to the policy at the action stage should not require repetition of the sequence, unless the Board so directs.

Cross-Reference

Adopted: November 1998

1082

BOARD OF DIRECTORS

SUSPENSION OF OPERATING POLICIES AND PROCEDURES

The operating of any Board policy, except those required by law or contract, may be temporarily suspended by majority vote of the Board at a regular or special meeting, including telephone conference meetings.

Suspension of Board-adopted regulations shall be subject to the same procedures and limitations as specified by the Board for suspension of policies.

Cross-Reference

Adopted: November 1998

1083

Board of Directors

DISSEMINATION OF OPERATING POLICIES AND PROCEDURES

The Board of Directors recognizes the need for widespread familiarity with organizational operating policies and procedures, and therefore directs the Executive Director to implement the following:

1. maintain an updated operating policy and procedures= manual that include clearly defined administrative regulations and takes precedence over all previous manuals, and be responsible for its presence at all Board meetings;
2. issue to each Board member, for the duration of his/her term, a completely updated

policy manual in an appropriate binder;

3. ensure that personnel are familiar with Board policies and administrative regulations which affect them, directly or indirectly. The Board requires that all employees sign statements that they have read and understood the policy manual, or appropriate sections thereof;
4. disseminate Board policies and manual as appropriate to local affiliates, members of the Foundation Board, standing and special committee chairs and Board Consultants.
5. place a copy of the Board policy manual in a central location at the National Office to ensure easy access to NABSE members and other interested visitors.

Cross-Reference:

Adopted: November 1998

1090

Board of Directors

GOALS, OBJECTIVES AND STRATEGIES

Consistent with its strategic plan and specific action of the delegate Assembly, the Board of Directors shall develop and adopt objectives for the upcoming year at the Annual Meeting of the Board. Following adoption of the goals and objectives, they shall be published in the next edition of NABSE's NewsBriefs.

The Board of Directors shall annually review the objectives and strategies of the organization.

Adopted: November 1998

1095

Board of Directors

SIGNATURES FOR CORRESPONDENCE

All correspondence sent in the name of Board of Directors shall be signed by the President. Correspondence, which deals with administrative matters, shall be signed by the Executive Director. All other correspondence sent for a specific reason that is relevant to a particular commission, committee, Affiliate Council, or general officer of NABSE shall be signed by the appropriate individual(s), and copied to the national office.

Cross-Reference:
Adopted: November 1998

1110
Officers

DESIGNATION

The general officers of NABSE shall be the President, President-Elect, Recording Secretary, and Treasurer. All Officers shall be elected from among NABSE membership. No member may hold two general offices with the exception of the NABSE President and Treasurer who serves as voting trustees on the Foundation Board.
Adopted: November 1998

1120
Officers

DUTIES

The Duties of the General Officers and Founder Shall Be:

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 the Constitution and Bylaws. The President shall designate a parliamentarian to preside at all business meetings. The President shall sign on behalf of NABSE based on Board of Directors= approved action and cosigns for disbursement of checks. The President is the official spokesperson for NABSE.

The President-Elect - shall have membership in a commission 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. The President-Elect shall serve as the chairperson of the NABSE annual conference and programs.

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

The treasurer - shall be the Chairperson 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 Founder - shall serve as a permanent voting member of the Board of Directors; preside at the annual Founder=s Luncheon; provide input to programs of the Moody Institute; serve as the goodwill ambassador for NABSE.
Constitution and By-Laws Article IV, Sections V, VI, VII, VIII,
Adopted: November 1998

**1125
Officers**

DISCLOSURE OF INTEREST

Officers and Board of Directors members shall disclose, to the extent that he/she has knowledge thereof, the nature and extent of any private financial or other interest he/she has or may have in any matter pending before the Board and further, abstain from the vote when financial gain is evident. Such disclosure shall be included in the official minutes of the Board for the meeting immediately following the ascertainment of such interest.

The Board shall determine whether such interest requires the member to abstain from voting or to be excused from the discussion of such matter.
Adopted: November 1998

**1130
Officers**

NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

NOMINATIONS OF GENERAL OFFICERS

The Nominations Committee shall **facilitate the nominations** of at least three candidates for each officer to be nominated at the annual meeting. Each nominee for the office of president, president-elect, recording secretary, and treasurer:

- a. must be a member in good standing with the national organization;
- b. must hold membership with an affiliate;
- c. must have attended at least three conferences in the past five years;
- d. must be present at the time of nomination;
- e. should have given service to NABSE;
- f. should have given service to a NABSE Affiliate; and
- g. should have shown other leadership experience.

When there are less than three nominees on the slate for any one position, the President shall call for nominations from the floor. If there are no such nominations from the floor, the nominations are closed and the slate presented by the Nominations Committee is accepted.

TERM OF OFFICE

General officers of NABSE will serve one two-year term.

ELECTION-VOTING

All members whose dues are current shall be eligible to vote. Voting shall be conducted by mail-in ballots returned to an accounting firm. The candidate receiving a simple majority of the votes cast shall win election to the office.

All ballots will be forwarded to the national office and stored for twelve months following the election. The results of the election shall be announced by mail following the tallying of ballots.

INSTALLATION OF OFFICERS

All **newly elected** officers shall be installed at the Annual Meeting following their election.

Reference: Bylaws, Article VII Sections II b; amended November 23, 1996

Elections Committee, Policy 1323

Nominations Committee, Policy 1322

Adopted: November 1998

1140
Officers

VACANCIES

If there is a vacancy for any reason in the office of President, Recording Secretary, Correspondence Secretary or Treasurer, the Board of Directors can select from the Board of Directors, an officer pro tempore to perform the duties of the vacated office until the office is filled for the remaining term. A special election shall be held by mail-in-ballot. Or if it is determined by the Board of Directors that the President-Elect is the logical person to complete the unexpired term of the President, the time he/she serves in that office will not affect the full term to which the President-Elect has been duly elected.

In the event that a vacancy occurs in the office of President-Elect, there shall be nominations at the next Annual Meeting and voting will take place by ballot.

Reference: Bylaws, Article 4

Adopted: November 1998

1160
Officers

REMOVAL FROM OFFICE **Proposed Revision**

Any person holding an elected 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.

The Board of Directors may also remove one of its members when he or she has failed to attend and/or participate in three successive meetings, in person or via telephone conference calls, without sufficient excuse.

An appeal of such action can be considered by the Appeals Committee.
Reference: Appeals Committee Policy # _____
Adopted: November 1998

**1170
Officers**

USE OF ALLIANCE RESOURCES FOR CAMPAIGN PURPOSES

No individual running for a general office may use any Alliance staff, facilities, equipment or other assets, including stationery, and/or telephones or in any other way charge NABSE for expenses associated with seeking or campaigning for election or reelection to the Board of Directors.

During an election, the Nominating Committee with the Executive Director will prepare a ballot that lists the candidates and a 50- word description of each nominee qualification. Upon request, one set of membership labels will be provided to each candidate for each election. Additional sets of labels can be provided at cost.

Adopted: November 1998

**1175
Officers**

TRANSITION OF OFFICERS

To ensure an orderly transition of the Board of Directors, this policy shall include the transfer of information and documents related to the vacated office. The following policy has been designed to facilitate this process:

Notice of New Member Orientation

Prior to the annual conference, incumbents and newly elected Board of Directors members shall be advised in writing of the requirement to participate in a formal orientation session. The written correspondence shall include the date, time and location. The orientation session shall be held prior to the first board meeting.

An overview of Functions

The initial phase of the orientation will provide newly elected board members with a general overview of their roles and responsibilities, and shall be conducted by the incoming President (former President-Elect) along with the remaining members of the board.

Briefing by Outgoing Board Members

Outgoing Board Members shall provide new members with specific information regarding their duties and responsibilities, including an explanation of the most current

comprehensive plan and strategic plan commitments in effect during the tenure of the new member.

Transfer of Materials and Documents

Within sixty days, all materials and documents within the possession of the outgoing Board of Directors member shall be transferred to the newly elected Board of Directors member.

Proof of Transfer

Documents should be dated and inventoried by the sender. A signed inventory form shall be delivered along with the documents.

The recipient shall confirm receipt by signing inventory form accompanying the transferred documents. The inventory form shall be mailed to NABSE and recorded in the minutes of the next Board meeting.

Adopted: November 1998

**1175-Exhibit
Officers**

TRANSITION OF OFFICERS - INVENTORY FORM

Date of Inventory _____

Signature _____

Date: Received

Signature _____

Outgoing Board of Directors Member _____
Newly Elected Board Member

Title of Office or Commission

Comprehensive Plan copies

Strategic Plan, updated with progress

Minutes (Recording Secretary, Commissions, Affiliate Council, Foundation) _____

Budget

Membership

Roster

**1176
Officers**

NEW MEMBERS ORIENTATION

The Board of Directors and staff shall assist each new board member in understanding the Board of Directors's functions, policies and procedures. Each new member shall be invited to meet at the National Office with the President, one or more additional members, and the Executive Director to discuss pertinent material and information. Each new member shall be provided with appropriate orientation materials prior to the first regular meeting in which he/she sits as a member of the Board of Directors. This orientation package shall include a copy of the following documents:

1. The Operating Policies and Procedures Manual
2. Rules of engagement
3. Minutes from the prior year
4. Copy of the latest Conference Program
5. Copy of the Constitution and Bylaws
6. Copy of most recent NABSE NewsBriefs
7. An annual report
8. List of committees with a description of purpose
9. Annual budget
10. Most recent audit reports
11. Roster of the Board of Directors members
12. NABSE organizational chart
13. Staff organizational chart and job descriptions
14. Commission Membership Roster
15. List of Affiliates
16. Foundation Bylaws

Reference:

Adopted: November 1998

**1210
Commissions**

DESIGNATION

The National Alliance of Black School Educators shall be composed of eleven **(11) (10)** commissions, each of which shall be organized for the purposed of affording meaningful dialogue and participation of members in order to enhance the attainment of the goals of the organization. The commissions will be:

- § Governance in Public Education
- § District Administration Commission
- § Local School Administration Commission
- § Instruction and Instructional Support Commission
- § Higher Education Commission
- § Special Projects Administration Commission
- § Program Development Commission
- § Superintendents' Commission
- § Retired Educators Commission
- § **Parents Commission**

Cross-Reference: Constitution and By-laws Article III Section II

Adopted: November 1998

**1211
Commissions**

DUTIES

Each Commission will be headed by a Commission Chairperson. The duty of the Commission Chairperson is to:

- Represent the Commission as a member of the Board of Directors;
- Conduct the meetings and coordinate all other activities of the Commission; and
- Assume other duties as prescribed by the Board of Directors.

The Chairperson-Elect will serve until he/she returns in the absence of the Commission Chairperson.

Commissions shall promote the interest of education and NABSE throughout the nation, when appropriate. Commission members should carry the views of NABSE to and obtain information and reaction from the field so that the total membership and Affiliates are informed with respect to NABSE's activities and may have input into the development of policies and programs. Commissions must provide active leadership within the framework of NABSE and establish realistic goals for its members that conform to those of NABSE

Each Commission will prepare and present every two years, a statement of beliefs, goals and action plans that are consistent with the philosophy and strategic plan of NABSE.

Cross-Reference: Constitution and By-Laws Article III. Section II

Adopted: November 1998

**1211-R
Commissions**

Proposed Revisions DUTIES – REGULATIONS

Wording for Commission duties was taken from the current Constitution and Bylaws of NABSE

1. Special Projects Administration Commission.

The function of this commission shall be directly related to the policies and administration of categorically funded programs.

2. District Administration Commission.

The function of this commission shall directly related to the administration of a specific function of a school district.

3. Governance in Public Education Commission.

The function of the commission shall be directly related to examining existing federal and state statutes and regulations or prevailing policies of local governing boards of school districts or institutions of higher education to assure that the most advantageous policies regarding the welfare of black students and staff are in effect. Were analysis **er of** existing statutes, regulations, or policies suggest that modifications are required are required, it shall be the responsibility of this commission to develop proposed new policy, regulation or legislation.

4. Program Development, 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 achieve of programs impacting on black students, flowing from federal, state, and federal, state and local funding sources.

5. 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.

6. Local School Administration Commission

The function of this commission shall be directly related to the operation and management of a local school. This commission will explore practices relevant to the successful operation of schools and school programs.

7. Higher Education Commission

The function of this commission shall be directly related to programs and services of higher education.

8. Superintendents' Commission

~~This commission shall be composed of superintendents and former superintendents. The function of this commission shall be directly related to the overall administration and operation of a school district.~~

This commission shall be composed of superintendent and former superintendents who have served as visionary leader to the NABSE and provided the critical visionary leadership for Afro-American education. The Superintendents Commission's primary function is to share and extend that vision to the NABSE membership.

9. Retired Educator 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.

10. Parents Commission

~~This commission shall be composed of parents of school aged children. This function of this commission shall be to seek direct involvement in matter related to and impacting the education of students.~~

This commission shall be composed of members who are parents, court recognized advocates and not active educators currently in the wok force. The function of this commission shall be directly related to the motivation and collaboration of parents who support the NABSE mission.

1212
Commissions

NOMINATIONS

According to the schedule of odd and even years, each Commission shall in its appropriate year, hold nominations for officers. The criteria for nomination to Commission Offices shall be as follows:

1. The candidate must be a member in good standing of NABSE
2. The candidate should have been a member of the Commission for three or more years, as evidenced by the official Commission attendance log.
3. The candidate should have attended three or more Commission meetings within a three-year period.
4. The candidate is knowledgeable about the purpose and function of the Commission and has participated actively in its program.
5. The candidate is present at the time of nomination.
6. Nominations for odd numbered commissions shall be held in the even numbered year, and elections for those commissions shall be held in the spring of the following odd numbered year. Nominations for even numbered commissions shall be held in the odd numbered year, and elections for those commissions shall be held in the spring of the even numbered year.

The Commission shall prepare a report and submit it to the Nominations Committee. The Nominations Committee shall report the results of Commission nominations at the Delegate Assembly along with the nominations for general officers.
 Cross Reference: Elections of Commission Officers Policy #1213, # 1213-E
 Adopted: November 1998

**1212-Exhibit
 Commissions**

**NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS
 NOMINATION RESULTS FORM**

Commission _____ **Meeting** **Date**

Meeting **Time**

Please fill in the names of the candidates nominated, including the appropriate title, (Dr., Mrs., Ms., etc.), and immediately deliver to the chair of the Elections Committee. Please include an address and telephone number.

Nominees for Office

 / /

Chair

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

Chair-Elect

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

Secretary

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

(Dr., Mrs., & Mr.) First Last Address City State Zip Phone

Attest: Chair or Secretary _____

Print Name Signature

Submitted by: _____

Print Name Signature

Contact Telephone Number _____
Fax _____

**1212-1 Exhibit
Commissions**

**NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS
COMMISSION ROSTER BY NUMBER**

- 1. Special Projects**
- 2. District Administration**
- 3. Governance and Policy in Public Education**
- 4. Program Development**
- 5. Instructional and Instructional Support**
- 6. Local School Administration**
- 7. Higher Education**
- 8. Superintendent**
- 9. Retired Educators**
- 10. Parent Commission**

ELECTIONS AND TERMS OF OFFICE

Each Commission shall elect, by majority vote, a Chair, Chair-Elect, Secretary, and other commission officers or representatives, as prescribed by the Constitution and By-Laws. Such officers will serve staggered terms that are concurrent with the terms of officers of NABSE. Commencing with the end of the 1994 Annual Conference, as Adopted: November 1998 by the Delegate Assembly, half of the commissions whose officers are currently serving two years and which would have expired at the end of 1995 Annual Conference, will be granted one extra year by drawing lottery numbers 1,3,5, and 7. The effected commissions will not elect new officers until 1996, the four commissions not extended by the lottery will elect officers in 1995 initiating staggered terms of commission officers henceforth. The commissions shall select representatives or other officers as deemed necessary.

Officers of the Commissions shall serve two-year terms. Except that, where there is a vacancy in the position of Chair-Elect, the term of office of the sitting Commission Chair should be extended through the term of the Chair-Elect.

With the exception of the Chair, Commissions may appoint someone to the other offices if they become vacant. This appointment will be binding until the next scheduled nominations and elections for that commission.

Cross-Reference Minutes dated _____

Adopted: November 1998

1213-E Elections

NABSE COMMISSION CHAIRS - FROM

1993-2000

In 1994, the Delegate Assembly Adopted: November 1998 a revision for the election of Commission Chairs. The sole intent of the revision was to staggered terms and therefore creates continuity and experience on the Board of Directors. It was decided that the eight (8) Commission Chairs would draw numbers 1-8. According to the bylaw amendment, Commissions drawing numbers 1, 3, 5, & 7 would serve for an additional year. This extended the terms from two to three years. Those Commissions drawing numbers 2, 4, 6, & 8 would serve the original two years. The bylaw change went into effect for the 1995-96 year. The table shown below indicates the chair and chair-elect for each commission from November 1993 through November 1999. A star indicates that there was a problem at the time the chair-elect was to assume the chair.

Commissi ons	Nov>9 3- Nov>9 4	Nov >94- Nov >95	Nov >95- Nov >96	Nov>96- Nov >97	Nov >97- Nov >98	Nov >98- Nov >99	Nov=9 9- Nov00
1. Special Projects	M. Young [Horton]	M. Young [Horton]	M. Young (3 rd yr) [Horton]	Horton [Nominations 11/96] [Elections, Spring >97]	Horton [R. Johnson]	Jones- Johnson [Nominations 11/98] [Elections, Spring >99]	Jones- Johnson [TBD]
2. District Administration	P. Compton [Seabrook]	P. Compton [Seabrook] deceased	B. Matthews [Willis] [Nominations 11/95]	B. Matthews [Willis]	J. Willis [Nominations 11/97] [Elections, Spring >98]	J. Willis [TBD]	TBD
3. Policy Development	J. Brown [Duff-Maul]	J. Brown [Duff-Maul]	J. Brown (3 rd yr) [Duff-Maul] [Position, abandoned]	J. Brown [Chair & Chair- Elect nominated 11/96] [Elected, Spring >97]	J. Brown [Rickman]	E. Rickman [Nominations 11/98] [Elections, Spring >99]	E. Rickman [TBD]
4. Program Development	V. Neal [Problem Election]	V. Neal [Chair-Elect not certified]	V. Neal, Pro tem [Nominations 11/95 elections not held until 11/96]	D. Hodge [Hodge]	D. Hodge [Nominations 11/97] [Elections, Spring >98]	D. Hodge [TBD]	TBD
5. Instructional/ Instructional Support	M. Murray [English]	M. Murray [English]	M. Murray (3 rd yr) [English]	M. English [Nominations 11/96] [Elections, Spring >97]	M. English [Wright]	J. Wright [Nominations 11/98] [Elections, Spring >99]	J. Wright [TBD]
6. Local School Administration	M. Calhoun [Stevens]	M. Calhoun [Stevens]	S. Stevens [Brooks] [Nominations 11/95]	S. Stevens [Brooks]	W. Brooks [Nominations 11/97] [Elections, Spring >98]	W. Brooks [TBD]	TBD
7. Higher	C.	C. Rankin	C. Rankin	C.	C.	Middlebrook	Middlebrook

Education	Rankin [Hardelman]	[Hardelman]	(3 rd yr) [Hardelman]	Hardelman [Nominations 11/96] [Elections, Spring=97]	Hardeman [Middle brook]	k [Nominations 11/98] [Elections, Spring=99]	rook [TBD]
8. Superintendent	L.H- Jones [Burnley]	L.Harrison- Jones [Burnley, resigned11/95]	L.HJonesP roTemi [Nominations 11/95]	L.H-Jones [Hamilton]	B. Hamilton [Nominations 11/97] [Elections, Spring=98]	B. Hamilton [TBD]	TBD
9. Retired Educators	N/A	N/A	N/A	N/A	J. Clarke Pro tem	Lois Hopson TBD	Lois Hopson TBD

To retain the intended staggered terms, Commissions are to nominate officers according to the following schedule: Commissions drawing numbers 2, 4, 6, & 8 [District Admin, Prog. Devel, Local Sch Adm, Supt.] are to hold nominations in 1995, 1997, 1999, 2001, etc. Commissions drawing numbers 1, 3, 5, 7& 9 are to hold nominations in 1996, 1998, 2000, etc.[Spec. Proj, Policy Devel, IIS, Higher Ed.] Elections for Commission officers will be by mail ballots in the spring that follows the annual conference where the nominations were held. The Retired Educators Commission was established in 1997.

1214
Commissions

CHAIR-ELECT VACANCY

Where there is a vacancy in the position of Chair-Elect, the term of office of the sitting commission chair should be extended through the term of the Chair-Elect. In the event the sitting chair declines to continue to serve the succession would be based on the By-Laws, Article IV, Section IV.

During the conference where a Chair-Elect fails to ascend to the position of chair, the commission must hold nominations for a new Chair-Elect and other appropriate officers as if the Chair-Elect had moved into the position of Chair.

Adopted: November 1998

1215
Commissions

COMMISSION MEETING ATTENDANCE

As evidence of their attendance at the Commission meeting, each member shall be required to sign in. The logs will be collected at the end of the meeting. A copy of the log shall be submitted forwarded by the commission secretary to the National Secretary by 5 P.M. on Saturday of the Conference for filing with the minutes of the annual meeting.

These logs shall be used to verify the qualifications of an individual to be nominated for a Commission office.

Adopted: November 1998

1215-Exhibit
Commissions

NATIONAL ALLIANCE OF BLACK
COMMISSION MEETING

SCHOOL EDUCATORS
ATTENDANCE LOG
COMMISSION

ANNUAL MEETING OF THE

Month/Day/Year

(PLEASE PRINT CLEARLY)

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USE OF ALLIANCE RESOURCES FOR CAMPAIGN PURPOSES

No individual running for a Commission office may use any NABSE staff, facilities, equipment or other assets, including stationery, and/or telephones or in any other way charge NABSE for expenses associated with seeking or campaigning for election or re-election to the Board of Directors with the exception of address labels. One set of address labels will be provided by NABSE to each candidate per election. Additional request for labels will be provided at cost.

Adopted: November 1998

1250
Council of Affiliate Presidents

DESIGNATION

~~In order to further enhance the attainment of the goals and objectives of NABSE, a council composed of the presidents of all local affiliates in good standing shall be established and maintained. The council shall have the mission of facilitating communication, interaction, networking, and problem solving between and among affiliate presidents.~~

~~During every two-year term the council will prepare and present a statement of beliefs, goals, and action plans consistent with the philosophy and strategic plan of NABSE.~~

~~The President of the Affiliate Council or the affiliate council designee shall serve as a member of the Board of Directors, and can only be elected to serve two (2) consecutive two (2) year terms.~~

~~Reference: Constitution and By-Laws, Article III, Section VI
Adopted: November 1998~~

1251
Council of Affiliate Presidents

NOMINATIONS, ELECTIONS/APPOINTMENT AND TERMS OF OFFICE

~~The Council of Affiliates Presidents shall by majority vote, elect a chairperson, vice chairperson, secretary, and other officers or representatives as required by the By-Laws.~~

~~Such officers will serve terms that are concurrent with the terms of the general officers of NABSE which are no more than two (2) consecutive terms two (2) year terms.~~

~~The council shall elect such other representatives or officers as are deemed necessary.~~

~~Because it is impossible to determine if the chair-elect will be a president of an affiliate at the time of taking office, the position will be termed vice chair~~

~~Reference: Constitution and By-Laws, Article III, Section VI~~

~~Adopted: November 1998~~

**1270
Youth Council**

NABSE YOUTH COUNCIL

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Directors Committees**EXECUTIVE COMMITTEE**

An Executive Committee of the Board of Directors, consisting of not fewer than five members of the Board of Directors, shall be nominated and appointed by the Board of Directors at its organizational meeting in January of each year. Subject to Board approval the executive committee shall execute the duties prescribed in Article III, Section IV-e of the Bylaws.

The Committee shall be composed of the President, President-Elect, Recording Secretary, Treasurer, and **two** voting member from the Board of Directors, appointed by the President.

The committee may act on issues assigned by the Board **voted in by the Board of Directors** in the interim between Board meetings, including:

- a. administer the affairs of NABSE in accordance with policies approved by the Board of Directors;
- b. ensure that there are surety bonds (or other insurance) for the treasurer and Executive Director in amounts deemed adequate to safeguard the funds of NABSE;
- c. selects a place of meeting and be responsible for the program for all meetings of NABSE and shall provide supplies, equipment and assistance clerical or otherwise for NABSE;
- d. audit and direct the payment of claims and accounts against NABSE;
- e. consider all legislative matters of importance to NABSE

While maintaining the Executive Committee's oversight responsibilities in the above areas, the Board directs the Executive Director to carry out these responsibilities on a day-to-day basis. In regard to **@d@** above, the payment of claims and accounts against NABSE is delegated to the President and the Executive Director. Pursuant to Policy 4050, in the absence of the President or the Executive Director, the Treasurer will act.

Consistent with the above, after reviewing the financial report presented to the Executive Committee pursuant to Policy 4030, the Treasurer will present a report on the finances of NABSE at **all face-to-face meetings** of the Board of Directors.
Reference: Constitution and Bylaws, Article III, Section IV-e
Adopted: November 1998

There shall be such Standing Committees as set forth by the Constitution and By-Laws.

The members of the Standing Committees shall be nominated by the respective commission that they represent, and one person for each committee shall be nominated by the affiliate council. The names of Standing Committee nominees shall be decided at the annual commission and affiliate council meetings and given to the President at the last Delegate Assembly meeting held during the national conference.

Cross-Reference: Policy Regulation 1321

1320-Regulation Standing Committees

DUTIES OF STANDING COMMITTEES

A. CONSTITUTION AND BY-LAWS COMMITTEE

Responsible for modifying the Constitution and By-Laws to meet the needs of the organization. Establish formal channels for members to recommend changes to this document.

B. STRATEGIC PLANNING COMMITTEE (formerly the long-range committee)

Responsible for developing the blue print for the organization. Long and short term goals and objectives should be prepared.

C. NATIONAL CONFERENCE COMMITTEE

Responsible for formulating and implementing plans for the Annual Conference.

D. APPEALS COMMITTEE

Responsible for hearing concerns and complaints filed by a NABSE member over NABSE's position relative to a policy or legislative position. The committee will study the matter and submit recommendations for the Board of Directors to consider.

E. AUDIT COMMITTEE

Responsible for reviewing the audit reports and making recommendations to the Board and Delegate Assembly.

NABSE AUDIT COMMITTEE PROPOSED FUNCTION

The Audit Committee will:

- 1) **Review the audit bid specifications before they are released to the potential bidders**

- 2) Review all bids to check for compliance with the bid specifications and recommend to the Board of Directors the lowest responsible bid.
- 3) After the Board of Directors have chosen the auditing firm, the audit committee will meet with the representative along with the executive director to answer, or ask any questions outstanding. In addition to set a timetable for completion of the audit.
- 4) The audit committee will meet with the audit or to review the first draft for completeness and to ask any questions before making a recommendation to the Board as stated in NABSE's constitution and by-laws.
- 5) The audit committee will meet and present it's recommendations to the Board of Directors after the auditor presents its report to the Board of Directors.
- 6) The audit committee will have a representative at the delegate assembly when the auditor presents the audit report to the Delegate Assembly.

F. BUDGET AND FINANCE COMMITTEE

Responsible for establishing a process to receive input for developing the annual budget. Prepares quarterly financial reports.

G. COMMUNICATIONS COMMITTEE

Responsible for developing some overall recommendations for communications to include printed materials (Journals, Monographs, other documents), Newsletters, research reports and other documents. Work to establish and maintain linkages with the Black Community Crusade For children (BCCC), NAACP, Historically Black Colleges, Urban League and other groups to promote the development of family and community values.

H. LEGISLATIVE COMMITTEE

Responsible for developing an annual legislative agenda. Develop position statements to support the items approved by the Board.

I. MEMBERSHIP COMMITTEE

(Regular, Life, and Institutional) - responsible for developing a membership package to market NABSE and increase the membership and services to member.

Standing Committees

RESOLUTIONS COMMITTEE

Statement of Purpose

The Resolutions Committee shall receive, consider and recommend action on resolutions proposed by the Board of Directors, Commissions, Affiliate Representatives, or members in good standing.

Membership

The Committee, consisting of one representative from each Commission and one representative from the Affiliate Council, shall be appointed by the president at the January meeting of the Board of Directors, subject to confirmation by the Board of Directors. An alternate for each member shall be appointed and shall receive the same information as regular members.

Committee members are appointed for a one-year term; ordinarily membership on the committee shall not exceed three consecutive years.

The Resolutions Committee shall perform those duties prescribed in Article VI Section III of the Constitution and By-Laws.

Reference: Constitution and By-Laws, Article VI Section 4

Adopted: November 1998

1321-Regulation Standing Committees

RESOLUTIONS -- PROCEDURES

1. The Resolutions Committee shall, in accordance with the Bylaws, consider and make recommendations on all proposed resolutions and Bylaw amendments which reach NABSE= office by the close of the last business day of June prior to the date of the annual meeting of the Delegate Assembly. The Committee shall announce such deadlines three times in the NewsBriefs.
2. The Committee shall meet as soon after the deadline for receipt of resolutions and Bylaw amendments as is possible, allowing adequate time for staff to distribute all materials to be considered in advance of such meeting.
3. The Committee shall act on each duly submitted proposed resolution and Bylaw amendment and establish one or more of the following categories for submission to the Commissions and Affiliate Council.

The resolutions committee may recommend, not recommend, make no recommendation or deem it continuing policy.

The resolutions and the recommendations of the committee shall be printed and distributed to the membership. Amendments to resolutions and rebuttals to Resolution's Committee statements may be submitted, and shall be received in NABSE's office by the deadline established by the Committee.

These will be printed and distributed by a date which allows sufficient time for member boards to consider them before the annual meeting.

1322
NABSE Standing Committees

NOMINATIONS COMMITTEE

The Nominations Committee shall be responsible for establishing objective criteria for the selection of at least two and no more than three persons to run for each of the general officers and trustees of the foundation.

The duties of the Nominations Committee shall be as set forth by the Constitution and By-Laws Article VII, Section II.

Cross-Reference: Constitution and By-Laws Article VII, Section II

Adopted: November 1998

1323

ELECTIONS COMMITTEE

The Elections Committee shall be responsible for publishing the procedures and conducting NABSE elections. Results of the elections should be announced at the annual conference and in the newsletter.

The composition of the Elections Committee shall be as set forth by the Constitution and By-Laws, Article VII, Section III.

Reference: Constitution and By-Laws, Article VII Section III

Adopted: November 1998

1323 A

General Election

Procedures

A. Procedures must comply with the NABSE Constitution and By-laws:

1. Ballots will be sent to NABSE members via first class US mail no later than March 30 of each year.

2. Ballots must be returned (i.e. postmarked) no later than April 20 of each year.

3. Ballots will be returned to the accounting firm.

4. All members in good standing (i.e., dues current at the time of ballot mailing) will be allowed to vote.

THE MAILING WILL CONSIST OF:

B. NABSE mailing envelope

#10 size, white, with NABSE return address and an indication in lower left corner that an election ballot is enclosed and that it must be returned (i.e. postmarked) by April 20.

C. Cover letter from the National office with voting instructions.

D. Candidates' biographical information

E. Ballot

1. The official election ballot will be blue and have a unique identification number in the upper right corner.

2. It will be noted on the ballot that it should be placed in the yellow ballot envelope.

F. Ballot envelope

1. The envelope will be a yellow #63/4 size.

2. "NABSE Election Ballot Envelope" will be written.

3. "Enclose ballot and insert this envelope into the return envelope" will be written on the back.

4. The member will enclose their ballot in the envelope and seal it.

G. Return Envelope

1. The member will enclose his/her Ballot envelope in the return envelope.

2. After sealing the Return envelope, the member will sign and print his/her name on the back cover.

3. The member mails the return envelope to the accounting firm.

Adopted February 24, 2001

1323 B

**Ballot Counting
Procedures**

1. Ballot Count: Begins the first Monday of May at the accounting firm. Official results will be provided at the conclusion of the ballot count no later than the Friday of that week.
2. The following people will be present at the ballot count:
 - a. one person selected by the President
 - b. election committee chair
 - c. nominations committee chair
 - d. each candidate will be invited to send an observer at his/her own expense
 - e. an accountant from the accounting firm
3. The accounting firm will deliver all of the NABSE election envelopes they have received to the counting room. An employee from the accounting firm will open the mailing envelope and hand the interior ballot to the election chair.
4. The name on the interior ballot envelope will be read aloud by the election chair.
5. A check mark will be placed next to the name on a corresponding list of NABSE members, indicating a ballot envelope has been received from that member by the nominations chair.
6. The ballot envelope will be opened and the ballot placed in a ballot box. The ballot envelope and mailing envelope will be placed in a separate box.
7. An accounting firm employee will remove each ballot from the ballot box and announce the vote marked on it. The vote shall be verbally verified by the nomination chair.

8. The vote shall be recorded on two separate forms by placing a mark under the name of the appropriate candidate by the election chair and an employee of the accounting firm.

9. At the conclusion of the vote count. The totals of the election chair and the accounting firm employee must agree.

10. The accounting firm will prepare a memorandum to the President of NABSE for distribution to the NABSE Board of Directors indicating:

a. The date and time of the opening of the mailing envelopes and the ballot count.

b. The number of ballots received and the number of votes each candidate received.

c. The first and last names of each accounting firm employees involved in any stage of the NABSE election and detailing his/her role.

11. The accounting firm shall return the mailing envelopes, ballots and ballot envelopes to the NABSE national office (Attn, Secretary of the Board) in tape sealed boxes within two weeks after the ballot count.

Adopted February 24, 2001

1324

Directors Committees

NATIONAL AND AD HOC COMMITTEES

There shall be such committees as the Board of Directors determine are necessary to study specific issues or topics and report to Board of Directors at such times and at such places as the Board of Directors determines.

The members of all National and Ad Hoc Committees shall be appointed by the president at the first annual meeting of the Board of Directors. The President shall select the committee chair **and** the Board liaison who will serve on the committee. These appointments shall be subject to confirmation by the Board of Directors, and such committees shall report to the Board of Directors.

The role of the chair is to preside over the meetings and work of the committee and perform the usual and ordinary duties of a chair and, along with the other members, to discuss issues, offer resolutions and vote on resolutions to be presented to the Board of Directors.

Alternate members of ad hoc committees may also be appointed by the President, subject to confirmation by the Board of Directors.

The role of the Board liaison is to observe the meetings and the work of the committee, to discuss questions as appropriate and to report back to the Board on the progress of the committee.

Cross-Reference (By-Laws>>>>>>>)
Policy 1320-R
Adopted: November 1998

**1330-Regulation
Board of Directors Committees**

DUTIES OF NATIONAL AND AD HOC COMMITTEES

AWARDS COMMITTEE

Responsible for promoting and overseeing the National Awards Program. For 1994-95, work to refine the Cultural Awards program

CAPITAL IMPROVEMENTS

Responsible for developing and implementing a capital improvement program that is integrated with the strategic plan.

CONFERENCE SITE PLANNING COMMITTEE

GLOBAL CONNECTEDNESS

Responsible for ensuring that the "International perspective" is included in major NABSE programming.

TEACHER INVOLVEMENT

Responsible for recommending ways to increase the qualitative and quantitative teacher participation in NABSE programs.

TECHNOLOGY

Responsible for making recommendations on how to utilize technology to maximize

NABSE's efforts--communication, office efficiency, instructional tools in the classroom, administrative uses, etc.

SCHOLARSHIP

Responsible for securing scholarships annually to encourage students to enter the field of education.

HOUSING COMMITTEE

Adopted: November 1998

**1331
Board of Directors Committees**

PERSONNEL COMMITTEE

There shall be a Personnel Committee of the Board of Directors, consisting of the elected officers of NABSE and the Immediate Past President.

The Committee shall be responsible for developing performance goals in conjunction with the Executive Director. These goals will be submitted to the Board for approval. The Committee shall provide input to the Board on the evaluation of the Executive Director

The Committee shall study recommendations made by the Executive Director concerning the hiring, termination, salaries and any changes in employee benefits, and shall make recommendations to the Board regarding such matters. The Committee also shall review the staff manual, annually, to insure consistency with Adopted: November 1998 board policy and shall make necessary recommendations to the Board and the Executive Director.

A report from the Personnel Committee shall be provided to the Board of Directors at the Spring meeting.

Adopted: November 1998

1332

Board of Directors Committees

ADVISORY COUNCIL OF PAST PRESIDENTS

There shall be an Advisory Council consisting of Past Presidents of the National Alliance of Black School Educators.

The Council will be responsible for recommending ways to involve this body in key activities of NABSE. Involvement of members of the Council will include input into publications, serving as presenters, taking part in affiliate activities and the national conference, identifying policy issues at the national level, developing position papers, working on major committees and other items as deemed appropriate by the Board of Directors.

Adopted: November 1998

1332

NABSE Committees

OPERATING POLICIES AND PROCEDURES COMMITTEE

The Operating Policies and Procedures Committee shall be responsible for developing and recommending to the Board of Directors policies and organizational guidelines as set forth by the Constitution and By-Laws.

In an effort to keep its written policies updated so that they may be used as a reliable basis for Board actions and administrative decisions, the Board of Directors shall direct the Operating Policies and Procedures Committee to establish procedures to ensure that policies are reviewed for accuracy on a periodic and continuing basis.

After the Committee reviews and evaluates operating policies and procedures, it shall be responsible for preparing a written report to the Board identifying policies that should be added, revised, or deleted.

The Committee shall work jointly with the Executive Director to ensure that administrative procedures and regulations are developed when needed to support a particular operating policy or procedure.

**2005
Meetings**

NOTICE AND CONDUCT OF BOARD AND COMMITTEE MEETINGS

Method of Operation

The Board of Directors believes that the Board, as well as its committees and those of NABSE, are ultimately accountable to NABSE's members. In order to conduct Alliance business in the most open and accountable manner possible, while ensuring confidentiality when appropriate, the Board hereby adopts the following procedures by which notice and conduct of meetings shall take place, both for the Board and its committees.

For the purpose of this policy, "meeting" is defined as: the official convening of the Board of Directors or a committee of the Board or NABSE for the purpose of conducting Alliance business.

Notice

Notice of the time and place of meetings shall be published annually, in NewsBriefs. Additional meetings scheduled after announcement in NewsBriefs will be publicized to the extent practicable. Members may contact NABSE at any time for a list of the times and places meetings are scheduled to occur. All Board of Directors members are expected to arrange to attend meetings of the board. Each member shall schedule their travel time so that they will arrive before the meeting and their departure time after the meeting ends.

Meetings

All motions shall be voted upon in open session.

All meetings shall be open for observation to any NABSE member in good standing who desires to attend.

Any other individuals who desire to attend must provide notice in advance so that the Board of Directors will be able to accommodate them.

Meetings by telephone or similar communication for committee of the Board of Directors will be permitted pursuant to NABSE Bylaws)

Minutes shall reflect all action taken and be available upon request to members within fifteen (15) days of approval of the Board.

Cross Reference:

Adopted: November 1998

2005 Meetings

Executive Sessions

The Board of Directors and any committee may enter into executive (closed) session for discussion of the following subjects:

1. discussion regarding proposed, pending or current litigation;
2. the salary, medical, financial, credit or employment history of a particular person
or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and
3. the proposed acquisition, sale or lease of real property or the proposed acquisition
of securities, sale or exchange of securities, but only when publicity would substantially affect the value thereof.

In order to enter into executive session, a motion must be made and passed during an open meeting to enter into executive session. The motion must identify the general area of areas of the subject or subjects to be considered.

Adopted: November 1998

2006

Meetings

ANNUAL MEETING (Purpose, Quorum)

The Annual Meeting of the membership shall be held at such time and place as the Board of Directors will determine. The time of the Annual Meeting should facilitate maximum participation of the membership. Members shall be notified of said meeting not less than ninety days prior to the date thereof. Unless altered or suspended at any meeting by a majority vote of the member present, the established order of business at meetings of the organization will be followed. (see 2010-Exhibit)

During the Annual Meeting, the following kinds of meetings will occur:

a. Delegate Assembly Meetings

There shall be at least one meeting of the Delegate Assembly to conduct the official business of the organization. No other meetings should be scheduled which conflicts with Delegate Assembly meetings. A quorum shall consist of members present. During the Delegate Assembly Meeting, policies, amendments to the By-Laws and Constitution, or resolutions may be submitted for action by the Delegate Assembly. Such policies, amendments to By-Laws and Constitution, or resolutions from the resolutions committee remain in effect until its goals are accomplished or it is rescinded or replaced by subsequent action of the Delegate Assembly (refer to Article XII)

DELEGATE ASSEMBLY (Purpose, Quorum and Voting)

The Delegate Assembly shall be the governing body of NABSE It shall be composed of delegates from each commission and all affiliates in good standing. Each Commission shall select ten of its members to be part of the Delegate Assembly; and each affiliate shall select the President as delegate and an Alternate in the event the President cannot serve. All delegates shall be bona fide members of NABSE in good standing at the time of their selection and through the time of the annual meeting.

Each Commission Chair shall submit a list of delegates and alternates to represent their commission. This list shall be submitted to the national office no later than September 1, prior to the Annual Meeting.

a. A quorum, shall consist of representation by over 50% of Affiliate Presidents or their designees. Delegates to be seated alphabetically by Affiliate. Ten Delegates will be identified from each Commission and shall be seated behind the Affiliate Presidents.

b. All delegates shall wear official identification.

c. Each member of the Delegate Assembly shall have one vote. A majority of members voting is necessary to carry motion.

d. The Assembly shall meet at the annual conference of NABSE at such time and place as shall be determined by the Board of Directors. The members of the Board of Directors shall preside at the Annual Meeting and are expected to participate in the roll call at the beginning of the meeting.

e. The Delegate Assembly shall:

1. Receive and act on the annual reports of the General Officers, Affiliate

Foundation

Council Chair; Commission Chairs, Standing Committee Chairs,
Chair and the Executive Director.

2. Receive and act on the financial and audit reports;

3. Determine dues for membership in NABSE;

4. Approve amendments to the Constitution and By-laws;

5. Adopt new and revisions to NABSE Policies;

6. Propose ideas and strategies for the further development of the goals and objectives of NABSE

7. Receive a copy of the report of the Executive Director.

Yes and a No microphone will be positioned on the Assembly floor for delegates to speak to the issues at hand. To the extent possible, an experience parliamentarian shall be appointed to oversee the proceedings of the Delegate Assembly.

Seating will be arranged in the outer sections of the meeting room for individuals who wish to be spectators and observe the proceedings of the Annual Meeting

Reference: Constitution and By-Laws, Article III, Section III

Adopted: November 1998

b. Commission Meetings

There shall be at least one meeting of each Commission in order to address pertinent pedagogical topics and concerns as they relate to the purpose of the organization and to conduct official commission business. A quorum shall consist of members present.

In addition, the following meetings may occur:

c. General Assembly Meetings

General Assembly meetings may be held to promote the goals and purposes of NABSE and to acquaint the host community with the organization's activities. Such meetings will be open to the public.

d. Plenary Meetings

Plenary meetings may be held to present relevant topics of interest and concern to the membership.

e. Caucus Meetings

Caucus meetings may be called by any Commission as deemed feasible by a majority of its membership.

Reference: Article IX Section I

Adopted: November 1998

2007

Meetings

**ANNUAL MEETING
ORDER OF BUSINESS**

The following shall be the order of business at Annual Meeting of the Delegate Assembly:

- a. Ascertainment of members present
- b. Reading of minutes of previous meeting
- c. Annual Report of the Board of Directors
- d. Annual Report of the Executive Director
- e. Report of the Budget Committee
- f. Budget and Audit Committee
- g. Report of the Constitution and Bylaws and Operating Policies and Procedures
- h. Report of Nominations and Election Committees
- i. Other Committee Reports
- j. Unfinished business
- k. New Business.

Reference: Constitution and By-Laws Article XII

Adopted: November 1998

2008

Meetings

SPECIAL MEETINGS

Special meeting of NABSE may be called by a majority of the Board of Directors, or at the 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 need not be limited to the agenda as listed on the notice. Written notice shall be mailed to each member board at least 14 days prior to the date of the meeting, and such notice shall set forth the time, place and purpose of the meeting.

Cross reference: Article IX Section II

Adopted: November 1998

2009

Meetings

OTHER MEETINGS

Commissions may hold other meetings throughout the year as deemed feasible by their members. Meetings of standing, ad hoc, or other committees shall be authorized by the President.

The Committee Chairperson shall schedule a committee meeting in sufficient time to obtain written authority from the President for holding the meeting.

Meetings of Alliance Committees shall be scheduled as single day meetings unless otherwise approved by the Board of Directors.

Adopted: November 1998

2010

Meetings

PARLIAMENTARY AUTHORITY

At all meetings of NABSE or of any committee, the rules contained in the current edition of Robert's Rules of Order shall govern in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or any other special rules of order NABSE may adopt.

Reference: constitution and by-laws; article 11

Adopted: November 1998

2011 Meetings

MINUTES

I. Purpose

Minutes shall be taken at each meeting of the Board of Directors and of the Executive Committee. Such minutes shall include an accurate record or summary of all motions, proposals, resolutions and any other matter formally voted and the vote. The provisions of this policy also shall apply when meetings are held in executive session.

II. Recording of the Minutes

- A. The Recording Secretary shall keep the minutes of the Board of Directors, Executive Committee and Delegate Assembly meetings. The Executive Director shall provide assistance to the Recording Secretary in keeping the minutes in order to ensure that a complete record of business conducted at the meeting is captured. This assistance may be in the form of taping the meeting proceedings, especially in the absence of the Recording Secretary.

In the absence of the Recording Secretary and the Executive Director,

the President shall designate a member of the Board of Directors to keep the minutes.

B. Items that should be included are:

1. The date and location of the meeting
2. The times beginning, recessing and adjourning the meeting
3. The names of members present or absent, including attendance at part of the meeting
4. The names and positions of all others attending the meeting, including partial attendance
5. A list or correspondence received, the nature of its content and the action taken
6. The text of any motion or resolution presented, including the names of the individuals who moves and seconded, and its disposition, including those that fail for lack of a second.
7. Votes shall be recorded as Carried Unanimously, or Carried or Defeated with the minority votes recorded by name.
8. In tie votes, all names on both sides shall be listed
9. A brief record of reports on non-action items.

C. Statements and Documents

1. Brief oral statements explaining a member's position on a vote may be entered in the minutes, if requested.
2. Written statements offered for the minutes must be approved by the Board. Those not approved shall be placed in an appropriate file.
3. Comments and questions will not be recorded. Requests for service or information shall be made in motion form.
4. Items raised for possible Board action or new items shall be summarized.
5. Documents attached to the permanent minutes, as well as those kept in appropriate topic file, shall include:

NABSE budget
Annual Program Statement
Annual Program Evaluation
Executive Director's Reports
Committee Minutes and Reports
Advisory Council Reports

6. Contracts
Position Papers
Others: As Designated by the Board

III. Production

- A. The first **draft** shall be sent to all members of the Board on colored paper, dated within thirty **(30) working** days after the meeting. The Board shall respond by date designated.

If a second meeting is scheduled within a 20-day period, the draft shall be sent in five (5) **working** days and response due by the designated date.

- B. Suggested corrections will be included with materials for the next Board meeting to be used with the first draft.
- C. When the corrections have been accepted they will be incorporated in the draft, after which the revised statement becomes the approved record of the meeting. A report of correction will be recorded in the minutes of the meeting at which approval took place.

IV. Approval and Distribution

- A. Minutes shall be approved at the next following meeting, including any necessary corrections, and date of acceptance which will be recorded in the minutes of that meeting.
- B. No changes shall be made in approved minutes without the further consideration and approval by the Board.
- C. Minutes of the Executive Committee shall be voted upon by members of the Board of Directors at the next scheduled of the board following the committee meeting.
- D. Copies of the approved minutes shall be distributed to each member of the Board of Directors, Foundation Board, Local Affiliates who request to be put on the mailing list, and others designated by the Board.
- E. Minutes entered in the permanent record shall be signed by the Recording Secretary.
- F. Material deemed confidential or otherwise inappropriate, as determined by the Board, may not be distributed to the membership.

V. Authority

Unless specified above, Roberts Rules of Order, Newly Revised, shall prevail
Adopted: November 1998

**2012
Meetings**

CONVENTION SITE

The Board of Directors may commit NABSE to a convention site as much as five years in advance in order to assure the availability of the time and place of the annual convention.

Cross Reference: Policy 3001

Adopted: November 1998

**2013
Meetings**

NATIONAL EDUCATION POLICY INSTITUTE

An annual legislative conference shall be held in Washington, District of Columbia. The plan for the conference shall be planned by the Executive Director in consultation with the Governmental Relations Consultant, Chair of the Legislative Committee.

Adopted: November 1998

**2014
Meetings**

NATIONAL EDUCATION POLICY INSTITUTE ALTERNATES

Each Commission and Local Affiliate may designate a delegate and alternate to the National Education Policy Institute.

The delegate and alternate's name should be provided to Legislative Committee by February 1, preceding the policy institute

Adopted: November 1998

**2015
Meetings**

SMOKING AT MEETINGS

Meeting rooms and meal functions at NABSE sponsored events will be smoke free.

Adopted: November 1998

ANNUAL CONFERENCE

**3000
Conference**

The National Alliance of Black School Educators shall sponsor a national conference annually. The Board will adopt a priority theme and focus on it annually as it addresses the academic needs of all students and particularly students of African descent.

Reference: Constitution and By-laws
Article III, section IV, F and I

3001

ROLE OF THE NATIONAL CONFERENCE PLANNING COMMITTEE

The national office shall have overall responsibility for implementing the plan for the conference.

The President Elect will serve as the national chair.

Individuals identified by the President (members of the Executive Board of Consultants) will be assigned to handle a specific area, which includes Housing Program, Exhibits, and Meal Functions.

Reference: Adopted Board of Directors, November, 1997

CONFERENCE CONTRACTS

All contracts related to the conference planning will be negotiated by the executive director with programmatic impact from the President and Treasurer, however before they are finalized and signed, contracts must be forwarded to counsel for comments and recommendations on legal matters.

After legal counsel approves and contracts are signed, they shall be forwarded to the national office for filing and safe-keeping.

CONFERENCE REGISTRATION

NABSE will offer three types of conference registration:

- 1) Comprehensive registration, which will include all conference activities and Meal functions
- 2) Basic registration, which will include conference activities, but no meal functions.
- 3) Daily registration, which provides a one-day pass on a designated day to all public events **except** Founder's Luncheon, Life Members Luncheon and Annual Banquet.

All past presidents and founding members will receive free full registration, including meal tickets.

The Local Planning Committee will receive free registrations.

The Executive Director and the national conference chair will manage the distribution of complimentary tickets for conference events. Complimentary must be appropriately stamped by the national office. All tickets will bear numbers for the purpose of control. Complimentary tickets will be given in the amount stipulated to the following:

- a. President – ten (10) tickets per event
- b. Founder – ten (10) tickets per event
- c. Executive Director – ten (10) tickets
- d. Executive Board – two (2) tickets
- e. Local Planning Chair – two (2) tickets
- f. Planning Speakers – one (1) tickets if they are present
- g. Scholar Emeritus (Hillard) – one (1) ticket to all meal functions.

Reference: Adopted Board of Directors, November, 1977.

**3004
Conference**

CONFERENCE HOTEL

Hotel rates will be negotiated by the executive director. Conference hotel shall agree to a rebate for the conference. Cost of the rooms will be a determining factor.

The Executive Board must decide if NABSE wants to continue the practice of rebates.

The protocol for suite distribution will be made in this order:

- 1st – President
- 2nd – Founder
- 3rd – President Elect
- 4th – Hospitality Room for local planning committee

If and when available, other choice room assignments will be given to members of the Executive Board and the Executive Director. If available, additional sleeping rooms will be assigned to the local planning committee not to exceed six.

**3005
Conference**

CONFERENCE FISCAL CONTROLS

The Executive Director will be responsible for controlling conference costs in consultation with the President and Treasurer.

A conference budget shall be developed and distributed to the Board of Director annually.

The annual conference revenue and expenditures will be audited each year.

CONFERENCE PROGRAM

During the annual conference the following meetings shall occur:

- a. Delegate Assembly – at least one meeting of the membership to conduct the business. No other meeting shall be scheduled at the same time.
- b. Commission Meeting – at least two meetings to address pertinent topics and concerns
- c. Affiliate Council Meetings – regional representatives will have at least two meetings with affiliate Presidents.

In addition, general assembly meetings, Planning meetings, and Canvas meeting may occur. The national planning committee will select speakers, presenters, and conference activities and content, with approval by the Board of Director to address the yearly theme.

Reference: Article IX, Section 1 Constitution and By-Laws

CONFERENCE AWARDS

Each year NABSE will recognize distinguished individuals who have made national and international contributions to the education of African American educators and learners. These individuals should share and exemplify the vision and mission of NABSE. Each year at the annual conference the following awards will be presented at various events and the annual banquet.

- a. President Award
- b. Hall of Fame Award
- c. Charles A. Moody Sr. Service to NABSE Award
- d. Marcus Foster Distinguished Educator Award
- e. W.E.B. Dubois Higher Educators Award
- f. Mary McLeod Bethune Outstanding Teacher Award
- g. Principal of the Year Award
- h. Joseph E. Hill Superintendent of the Year Award
- i. Ida B. Wells Risk Taker Award
- j. Living Legend Award
- k. Lifetime Achievement Award

The Board of Directors will approve the criteria for all awards and the general instruction for nomination.

ROLES OF LOCAL HOST PLANNING COMMITTEE

The local host conference planning committee serves a vital role in both creating and conducting the Annual Conference.

The essential role of the local host conference planning committee is to encourage and support board participation in and the strategic alignment of action with respect to the implementation of the National Conference Planning Committee's directives.

It is the responsibility of the Local Host Planning Chair to serve as liaison between the National Conference Planning Committee and its local members. The local chair will communicate the following crucial role to the local members;

- a. Identify local officials who should be involved in the conference.
- b. Recruit new members and local conference participants.
- c. Recruit local volunteers.
- d. Submit suggestions for the conference theme.
- e. Identify local contractors for contractual services.

The national office shall handle all monetary contractual and commissioned transactions for the Conference.

The local host committee will follow the Local Host Conference Planning Committee Guide developed and approved by the NABSE Board of Directors.

CONFERENCE EXHIBITS

The Annual NABSE Conference offers exhibitors an opportunity to share information about their organization, product and/or services. There are three types of exhibition opportunities:

- a. Educational – This is to be the largest section the exhibition hall devoted to sharing innovative and state of the art educational products and services to the attention educators. No direct sales are allowed during the conference.
- b. Retail
- c. Non Profit Institutions – In conjunction with NABSE Career and Employment Opportunity Center, this section is to be composed of organizations (school systems, government agencies, grassroots organizations) with job opportunities seeking qualified job applicants or seeking to extend their message of volunteerism and/or activism for the benefit of education.

Finances

FISCAL YEAR

The fiscal year of NABSE shall be from January 1 to December 31.
Adopted: November 1998

4020

Finances

BUDGET PREPARATION

The Board of Directors shall, at its Fall meeting, adopt a budget for the following year.
Adopted: November 1998

**4020- R
Finance**

BUDGET PREPARATION - REGULATIONS

The budget process is an ongoing process. The following represents the timetable in which the annual budget will be developed and Adopted: November 1998.

Month(s)	Activity	Responsibility
January-February	Prepare first draft of a proposed budget for the next year	Executive Director, Treasurer and Budget Committee
February Executive Director	Present proposed budget to the Executive Board for recommendations and approval	Treasurer and
February-June	Review proposed budget	Budget Committee

Summer	Presents final draft of budget to the Board of Directors for approval	Executive Director	Treasurer and
July/August	Perform a final review of the budget	Treasurer, Executive Director and	Budget
Committee			
Fall	Complete final budget	Treasurer, Executive Director	Budget Committee
November	Presents budget to Delegate Assembly for adoption	Treasurer	

4030

Finances

FINANCIAL REPORT

The financial records of NABSE for the fiscal year ending each December 31, shall be audited by an independent auditor and a complete report shall be made, by the independent auditor, to the Board of Directors and thereafter presented to the Delegate Assembly at the Annual Meeting.

This report will be published in the first issue of the NABSE NewsBriefs following the Annual Meeting.

Reference:

Adopted: November 1998

4040

Finances

DUES

Upon consideration of a proposal to be presented by the Board of Directors, the amount of dues shall be determined by the Delegate Assembly.

Commencing 1999, the amount of dues shall be due on August 31 of each year. Individuals and Institutions will be removed from the mailing list and will not receive any NABSE materials if their dues are not paid by this date.

Reference By-Laws Article X

Adopted: November 1998

Finances

DUES

The membership renewal processing procedures shall be as follows:

. **TWO (2) MONTHS PRIOR TO MEMBERSHIP RENEWAL DATE**

Two (2) months prior to membership renewal date, the original copy of the dues renewal invoice will be mailed to the member. A copy of the invoice should be filed by the billing month in the invoice file drawer.

. **IN THE MEMBERSHIP RENEWAL MONTH**

In the membership renewal month a second copy of the original invoice should be stamped a SECOND NOTICE@ and mailed with a letter.

- The payment, upon receipt, is entered into the Case Receipts Journal and the membership data file to reflect the amount and date of payment. Upon 10 days of receipt of payment (this applies to both new members and renewals) a membership packet will be sent. The packet will include a membership card, letter, NewsBriefs and other brochures or announcements, as appropriate for new members. Renewals will include the above minus the newsletter.

. **THIRTY (30) DAYS OVERDUE**

If a membership is not paid within 30 days of the due date, another invoice stamped AFINAL NOTICE@ will be sent with a final letter. The letter should explain that the member will be dropped from the membership roll if dues are not received within 60 days.

. **THREE (3) MONTHS OVERDUE**

If the member is ninety (90) days overdue, the remaining invoice copies should be removed from the invoice file and re filed in the prospective file by the month that the membership expired. Members are inactive if dues are not paid by the expiration date. The member should receive a letter expressing NABSE=s thanks for his or her prior participation, and hopes that he or she will reconsider and join the organization at a future date. Membership services should not be provided to members whose memberships have expired.

. **TWELVE (12) MONTHS OVERDUE**

If the member is delinquent more than one (1) year, he or she will be deleted from the system altogether. The file will be removed from the prospective members list and archived for one year.

AUTHORIZED SIGNATURES

All checks of NABSE shall have the dual signatures of the President and Executive Director. The Treasurer shall provide the second signature in case of inability of the President or Executive Director.

Monthly reconciliation of bank statements shall be reviewed by the Treasurer.
Adopted: November 1998

4075

Finance

SECURITY OF ASSETS

The Executive Director is hereby authorized and directed to enter into a lease with a bank of his/her choice for a safe deposit box use for safe keeping of legal records, financial records and computer disks in the vaults of the bank of his/her choice.

The President of the Board, Treasurer, and Executive Director are authorized to have access to the safe deposit box. Any of these authorized individuals may have access to the safe deposit box. by him or herself.

The three designees above will jointly conduct an annual inventory of the contents of the safe deposit box and make a record thereof.

The Executive Director will also ensure the security of all NABSE=s assets including those housed at its headquarters, i.e., computer hardware, software, systems and databases.

Adopted: November 1998

4076

Finances

ALLIANCE AUTHORIZED EXPENSES

The following policy applies to expenses incurred by persons authorized to travel on Alliance business.

Transportation - Air Travel

Travelers should arrange for the most economical airfare available with circumstances. NABSE will pay up to coach fare only. All original receipts and ticket stubs must be attached to the Expense Reimbursement Form.

Transportation - Automobile

NABSE will reimburse travelers at rates established in accordance with IRS regulations for the actual number of miles driven. The total amount of the mileage claimed should not exceed the cost of coach airfare. In addition, NABSE will reimburse cost of tolls and/or parking.

Toll and parking receipts must be included with the voucher.

Transportation - Other

Train or bus fare will be reimbursed. Receipt portion of ticket must be included with the voucher.

Rental Cars

NABSE discourages the use of a rental car. When the use of a rental car is absolutely necessary, the individual submitting the claim, must include a [detailed] explanation on the bottom of the expense form.

Taxis, Limousines, Buses, Parking and Business Telephone Calls

Usual charges for these services will be reimbursed; however, any unusual expenses should be explained and receipts attached.

Hotel

Rate for single occupancy will be approved. Amount over and beyond this rate will not be approved. Generally a one-day meeting will be assumed to require one night's lodging only. NABSE can reimburse only for the time spent directly on Alliance business. If a person arrives in a city earlier or leaves later than is necessary for the assignment it will be assumed that the expenses incurred are for personal reasons and are not reimbursable. [Whenever possible, NABSE will arrange to have individual room bills transferred to a master account. Direct billing to NABSE will be limited only to expenses for rooms, meals, the personal telephone call, and/or any Alliance-related call.

Staff traveling to Alliance-related events shall neither come early to events nor stay extra days, at Alliance expense, unless it is approved in advance by the Executive Director.

Personal

Those expenses that can be considered "personal" are not reimbursable. They include, but are not limited to, expenses such as pay television, alcoholic beverages (except as otherwise permitted pursuant to Other Appropriate Expenses, below), theater and show tickets, telephone calls that are not related to Alliance business, and non-related transportation expenses. One personal call per day, reasonable in length, shall be reimbursable by NABSE to persons authorized to stay overnight on Alliance-related business.

Gratuities

Tipping, where appropriate shall be reimbursed pursuant to 4100-R, Guidelines for Expenses.

Vouchers

All vouchers for reimbursement of permissible expenses incurred while traveling on Alliance business shall be submitted within 45 days of receipt of the bill. No voucher

sent in after 45 days will be reimbursed, except with the approval of the Executive Committee.] An expense form will not be processed unless it is properly signed and all receipts for expenses claimed in excess of \$25.00 are attached. [Vouchers shall include sufficient documentation, including the date, the expense incurred, reason for expense (i.e., meal, travel, etc.) number and names of people (if vouchers cover others paid for).

Legislative Activities

NABSE will assume the cost of buying tickets and paying for other expenses associated with attending political activities and similar events, when both the president and Executive Director determine that such cost is in the interest of NABSE

Other Appropriate Expenses

NABSE will assume the cost of buying a meal or beverage for other individual(s) when the President, Board member, Executive Director or a designee is on official business and determines it is in the interest of NABSE to do so. In such cases, Alliance representative shall attempt to remain within the guidelines of 4100-R.

Guidelines for Meals

The Board of Directors shall establish guidelines in regard to meal charges for those traveling on Alliance business. (see 4100-R, Guidelines for Expenses)

Adopted: November 1998

PER DIEM FOR BOARD TRAVEL

POLICY 4100

~~THE COMMITTEE RECOMMENDS CONSIDERATION BY THE BOARD MEMBERS ARE OF TO ALLOTTED~~ A flat amount of \$100.00 per day. This amount would cover the cost of:

- All ground transportation (to and from airports and hotels or to and from home and airport
- Portage and tips
- Rental car costs
- Meals

Housing and airfare (train/bus) will be covered by nabse. When reservations are made through the nabse travel agency, there is no temporary cost to a board member. However, should a board member pay directly for flights, they will be fully reimbursed according the terms and conditions already established (coach fares only!)

4101
Finances

AUTHORIZATION OF EXPENSES
OF THE Board of Directors

All usual and necessary expenses incurred by Board of Directors on account of NABSE service in relation to NABSE business are to be borne by NABSE. This refers to usual expenses such as transportation, hotel accommodations, and meal costs. Whenever possible, arrangements should be made for such expenses to be charged directly to NABSE.

NABSE will pay expenses of members of the Board of Directors when such members

- 1) Represent NABSE in a formal capacity at the request of, or with the approval of the President or the Board of Directors;
- 2) Attend local affiliates meetings, NABSE institutes and any events officially sponsored by NABSE when such meetings are held in the Director's area;
- 3) Attend meetings of local affiliates in their area at the request of the host affiliate;
- 4) Attend all statewide events sponsored by NABSE Affiliates; and
- 5) **Board of Directors. Officers of NABSE, Commission Chairs and Regional Representatives must get approval from the Board of Directors before expending funds allocated to them in the budget to attend other state and national association annual conference and conventions, and only when it serves the interest or further the purpose of NABSE with prior approval of the President. Any person who fails to get approval will not be reimbursed by NABSE.**

NABSE will also pay the director's meal and travel expenses for attendance at commission or **Regional Representatives meetings, that are being held at times other than the Annual Convention. Commission Chairs and Regional Representatives must obtain pre-approval for these meetings from the Board of Directors.** Each Board of Directors member is also authorized to pay for the costs of light refreshment, such as coffee/soda and rolls or cookie for those attending such meetings.

~~Board of Directors members may receive travel advance under conditions determined by the president or designee. Only the president may grant an advance to an Board of Directors member.~~

Adopted: November 1998

4102

Finances

**AUTHORIZATION OF EXPENSES
OF PAST PRESIDENTS**

For any NABSE program, each past president shall be invited and entitled to a waiver of registration fees. The registration fee will be defined for such program or shall be considered the cost of the meal associated with the particular activity if no registration fee is involved. Unless specifically provided for, transportation and lodging are not borne by NABSE
Adopted: November 1998

4103

Finances

AUTHORIZATION OF EXPENSES OF SPOUSES

Spouses of Board of Director members may be invited to attend activities, i.e., certain meals meetings of the Directors with the understanding that their expenses are not a charge against NABSE, unless such attendance is at the request of the Board of Directors.

All spouses are afforded the amenities as those of the Board of Directors at non-meeting meals and social functions.
Adopted: November 1998

4104

Finance

AUTHORIZATION OF EXPENSES OF CONSULTANTS AND COMMITTEE AND TASK FORCE MEMBERS

Guidelines for travel expenses (4100-R) of the Board of Directors are extended to board authorized consultants and national committee members who travel on prior approved NABSE business.
Adopted: November 1998

4105

Finances

AUTHORIZATION OF EXPENSES OF STAFF

Guidelines for travel expenses (4100-R) of directors and officers are extended to the members of the staff who travel on NABSE business.
Adopted: November 1998

**AUTHORIZATION OF EXPENSES
OF NABSE DELEGATES**

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4107
Finances

AUTHORIZATION OF EXPENSES OF Executive Director EMERITUS

NABSE will assume the expenses incurred by the Executive Director Emeritus and his/her spouse in attending its annual conference when invited by the President.
Adopted: November 1998

4110
Finances

AUTHORIZATION OF EXPENSES FOR PROGRAM PARTICIPANTS

NABSE does not normally assume the expenses of individuals or groups who are willing to participate in meetings sponsored by NABSE. In most cases these expenses are borne by the local affiliate, school district or agency which the individual represents.

Modest honoraria may be offered to persons who participate in highly specialized workshops or seminars. In addition, the expenses incurred by such persons are reimbursed, only, if not reimbursed by another group or agency. Expenses and honoraria are generally not offered if participation will benefit the individual.

Students who participate in NABSE activities are normally expected to do so at their own.

Registration fees will be waived if an individual or group attends a meeting for the sole purpose of participating as a formal part of the program at the request of NABSE

The Executive Director is authorized to negotiate, within the financial guidelines established by the Board of Directors, a mutually agreed upon contract with a professional speaker or entertainer or their agent regarding their participation in NABSE meetings.

Cross Reference: conference program

Adopted: November 1998

4200

Finances

INVESTMENTS

In order to fulfill its fiduciary responsibility to NABSE, the Board of Directors establishes the following objectives for NABSE's investments: minimizing risk, ensuring that investments mature when cash is required to finance operations and obtaining a competitive rate of return.

To ensure that these objectives are met, the treasurer and Executive Director jointly will carry out the investment strategy by developing, maintaining and, if appropriate, terminating business relationships with particular financial institutions, approved by the Board of Directors.

The treasurer is responsible for broad oversight of the investments of NABSE, ensuring that they are appropriate and are managed in accordance with law and NABSE policy. The treasurer shall meet, as appropriate, with staff to review the state of NABSE's investments. In addition, the treasurer will receive a summary of all checks issued in the name of NABSE

The role of the Executive Director and Accountant is to provide day-to-day oversight and management of NABSE investments. The President, Treasurer and Executive Director are hereby jointly authorized to invest and act as signatory for all funds in money market funds, bankers acceptances, certificates of deposit, commercial paper, obligations of the federal government, obligations of agencies of the federal government and mutual funds that consist of obligations of the federal government and/or its agencies. Any other types of investments require Executive Committee approval.

An annual review of NABSE's investments will be provided to the Board of Directors in conjunction with the auditor's annual report. Information will also be provided on NABSE's investments as part of the budget process.

Cross ref: 4050, Authorized Signatures
4030, Financial Report

Adopted: November 1998

4240
Finances

PROVISION OF CREDIT CARDS

The President, President Elect, Treasurer, and the Executive Director are authorized to have and use credit cards in the name of NABSE. Such corporate cards shall be paid for by NABSE and may be used solely for Alliance-related business, consistent with the provisions of Policies 4100 and 4100-R.

All charges made against the credit card must be related to NABSE business. The receipts from use of such cards shall be submitted to NABSE within thirty (30) days of such use. The receipts shall include sufficient documentation, including the date, the expense incurred, reason for expense, i.e., meal, travel, etc., number and names of people. If receipt covers other people paid for, in addition to the cardholder.

Such cards shall be revoked for misuse. All cardholders will sign an agreement stating that inadvertently unauthorized charge shall be reimbursed by the cardholder to NABSE

(WE LEFT THIS POLICY WITH A QUESTION AS TO WHETHER OR NOT THE TREASURER SHOULD ALSO HAVE A CREDIT CARD)

Adopted: November 1998

4245
Finances

USE OF TELEPHONE CALLING CARDS

Board of Director Members, authorized staff and consultants shall have access to telephone calling cards from a telephone company selected by the Executive Director. Only telephone calls which are related to NABSE business or otherwise made pursuant to Policy 4100 and are made using these cards will be paid for by NABSE. When the card cannot be used, NABSE will reimburse the board or staff member upon the receipt of a voucher for the call.

Adopted: November 1998

4245-Regulations
Finances

USE OF TELEPHONE CALLING CARDS PROCEDURES

(TO BE DEVELOPED)

4250

Finances

MANAGEMENT OF NABSE PROPERTY

The Board of Directors will appoint representatives of NABSE to serve on the Board of Managers.

The Executive Director is authorized to manage NABSE's real property.

The Executive Director is authorized to manage all NABSE offices and their contents, such as all furniture, equipment and the subdivision of all offices, as appropriate.

The Executive Director, with the approval of the Treasurer, is authorized to incur debt or financial obligations, such as short- and long-term borrowing, the leasing or lease purchase of equipment whenever it is in the interest of NABSE. In addition, the President and Executive Director, with the approval of the Board of Directors, is authorized to collateralize NABSE property, including investments.

An annual review of all NABSE property will be provided to the Board of Directors in conjunction with the auditor's annual report. Information also will be provided on NABSE property as appropriate.

Cross ref: 4030, Financial Report

Adopted: November 1998

4275
Finance

DISPOSAL OF NABSE PROPERTY

The Executive Director shall identify obsolete or surplus equipment and supplies. Each year, a determination shall be made as to which equipment, supplies and/or materials cannot and will not be utilized effectively or economically by NABSE

NABSE will dispose of such equipment by selling it at a price to be determined by bids from used equipment dealers and/or listings in magazines. Should NABSE be unable to dispose of the equipment, the Executive Director will dispose of it, with Board of Directors approval, in some other manner as he/she deems appropriate e.g., a charitable contribution.

A list of items to be provided with suggested value prior to board approval.

Adopted: November 1998

4300

Finances

CONTRACTS FOR NABSE WORK

A. Bidding

Competitive bidding, as set forth in this Policy, is required on all purchase contracts for NABSE involving expenditures in excess of \$5,000.00. At least three bids are to be received.

Formal competitive bidding may be foregone if:

- 1) NABSE can acquire the desired item(s) pursuant to section {number} of the General Municipal Law;
- 2) where the Executive Director, in consultation with the President, determines the situation to be an unforeseen occurrence or emergency situation, he/she may waive the bidding requirements.

The Executive Director is hereby directed to develop procedures ensuring: a) a fair process for competitive bidding; b) sufficient documentation is compiled and maintained throughout the bidding process; c) sufficient flexibility is built into the process so that minor deviations from the process may be waived by the Executive Director; and d) that NABSE may reject any and all bids at any time during and after the process is completed.

B. Contracts

Prior to execution, any contract to which NABSE will be a party must be reviewed by legal counsel and approved by legal counsel and the Executive Director.

Adopted: November 1998

**5001
Services**

LEGAL SERVICES

NABSE shall {employee or volunteer} retain a counsel to furnish the following legal services, as directed by the President and the Executive Director:

1. To provide legal advice to NABSE, its officers, Board of Directors, Executive Director, staff, consultants and committees.
2. To consult with legal counsel defending a legal proceeding on behalf of NABSE
3. To provide legal advice to the trustees of the NABSE Foundation.
4. To represent NABSE to the media, concerning legal matters involving NABSE.

Adopted: November 1998

5002

PARTICIPATION AS AMICUS CURIAE

NABSE may file amicus curiae briefs in cases of nation-wide interest to its membership either upon its own initiative or when requested to do so by a member or Affiliate. NABSE may seek amicus curiae status in cases where the Executive Director and Counsel believe that such status is desirable and where the Executive Committee, in consultation with the Executive Director and Counsel deemed appropriate by the Executive Director, conclude that such action is desirable.

Adopted: November 1998

5003

Services

INSTITUTION OF LEGAL ACTIONS OR PROCEEDINGS

Except in lawsuits initiated by NABSE to collect money or fees owed to it, NABSE may institute litigation on matters of statewide importance in court or before administrative agencies either upon its own initiative or when requested to do so by a member. NABSE may institute such action or proceeding where the Executive Director and Counsel believe that such action is desirable and the Executive Committee, in consultation with the Executive Director and the Counsel or other members of the legal staff deemed appropriate by the Executive Director, also conclude that such action is desirable. Legal action concerning the collection of moneys for fees owed to NABSE may be authorized by the Executive Director in consultation with the Counsel or other member of the legal staff deemed appropriate by the Executive Director.

Adopted: November 1998

5011

Services

MAILING LIST POLICY

The mailing list policy of NABSE reads as follows:

Every Board of Directors member of NABSE shall be entitled to a list of all members of NABSE upon request. Such a list of members shall be made available within a reasonable time, upon request.

Each Commission Chairperson will receive the list of commission members in "good standing." Upon request and within a reasonable time, mailing labels for the members of the commission will be made available to the Commission Chairperson.

Names and addresses of individuals, officers, or employees of member boards shall not be made available to any commercial organization.

Any materials mailed by NABSE, at the request of a member of the Board of Directors, shall be processed and mailed at the expense of NABSE

Any materials mailed by NABSE, at the request of a member or Local Affiliate, shall be mailed at the expense of such member or Local Affiliate, and shall be processed through NABSE office on such terms and conditions as the Executive Director shall determine.

Adopted: November 1998

**5021
Services**

DISTRIBUTION OF PUBLICATIONS

1. Periodicals which are distributed to each member as part of their membership include NABSE's *NewsBriefs*, *NABSE Journal* {*other publications*}
2. Position papers are defined as policy papers, approved by NABSE's Board of Directors, on pertinent education issues.

One copy of each position paper is distributed to each member as part of their membership.

When it is deemed to be in the best interest of NABSE, copies of the position paper shall be made available to other organizations, agencies and state and federal legislators.

3. Promotional publications are defined as any brochure or notice that explains and/or enhances an NABSE service or event.

One copy of each promotional piece is distributed to each member with registration information. The exception to this is the Convention Program, which is distributed to Convention attendees with their registration packets.

4. Workshop and seminar workbooks are prepared for the event, all participants shall receive a copy as part of the registration fee.
5. Complimentary copies of all publications and seminar workshops are sent to members of the Board of Directors.
6. Complimentary copies of Journals and/or periodicals are sent to other organizations, agencies and state and federal legislators, as appropriate.
7. Decisions regarding free distribution to others are based upon a determination that such distribution will be of advantage to NABSE and must be authorized by the Executive Director.

8. Position Papers, Handbooks and periodicals are available to all others for the fee established

Adopted: November 1998

Services

ADVERTISING

Advertising shall be solicited and/or accepted for NABSE publications in order to provide information about educational-related services, programs, equipment, and materials. Such advertising shall not conflict with the objectives, standards, or programs of NABSE

In all cases NABSE shall reserve the right to reject any advertising.
Adopted: November 1998

6000 Relationships

ACCEPTANCE OF GIFTS

It is the policy of SE to accept a gift, including a grant, provided it is made within the provision of any applicable law and receives the approval of the Executive Director. A gift or grant of \$100.00 or less is hereby excluded from this policy.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
 - a. The subject of the gift;
 - b. The purpose of the gift;
 - c. The beneficiary or beneficiaries, (such as a particular program), if any;
 - d. All conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. No gift or disposition from a trust will be accepted by the Board of Directors Unless it is in support of and a benefit to NABSE
4. Any gift rejected by NABSE shall be returned to the donor or his estate within 120 days with a statement indicating the reasons for the rejection of such gift. If the gift is in the form of a bequest or disposition from a trust, the Board shall act to accept or reject such bequest or disposition within eight months after (a) the testator's date of death or (b) the effective date of the disposition under the Estates, Powers and Trusts Law, and direct the Executive Director to take such other steps as may be necessary to effectuate a renunciation under the Estates, Powers and Trusts Law or other applicable law.

5. The Board of Directors hereby directs the Executive Director, pursuant to the Not-for-Profit Corporation Law, to ensure that accurate accounts are kept of assets acquired under this policy and that such accounts are kept separate and apart from the accounts of other assets of NABSE. Unless the terms of a particular gift instrument provide otherwise, the treasurer shall make an annual report to the members concerning the assets held under this policy and the use made of such assets and of the income thereof.

Reference: Not-for-Profit Corporation Law, '513.

Estates, Powers and Trusts Law, '2-1.11

Adopted: November 1998

6005

A. Process for Handling Grants

1. Project Director, Accountant and Executive Director must sign acknowledgement that the grant has been read, along with required terms of the grant, prior to beginning work on the project. This statement will be maintained in the project files.
2. Appoint a project director to manage a grant.
3. Complete a "cash request" form indicating work will be completed within the required reporting period, prior to drawing down the funds.
4. Establish a procedure that requires the accountant, the project director and executive director to provide electronic approval of cash requests.
5. Include copies such transactions in quarterly Financial Statements to the Treasurer/Board of Directors.
6. Report to the Board regarding work to date of each reported expenditure.

6010

Relationships

COOPERATION

It shall be the policy of NABSE to continue its efforts to cooperate with all agencies, institutions and organizations dedicated to the betterment of the public schools in educating children in general and black children in particular.

Adopted: November 1998

6015

Relationships

PARTNERSHIP AND SPONSORSHIPS

NABSE is dedicated to the achievement, development and educational opportunities for youth and adults, and will seek out resources that can assist in bringing about this goal. It is recognized that these opportunities may result in joint ventures with other agencies and organizations. Therefore, NABSE shall establish a policy that will guide how the organization will seek out partnerships and sponsorships that will help realize this goal.

I. **Purpose**

The purpose of this policy is to define under what circumstances the National Alliance of Black School Educators, hereafter referred to as NABSE, will enter into a partnership or sponsorship and to provide guidance in the development of those relationships as a means of pooling resources between partners and sponsors that will enhance or improve NABSE services and programs.

II. **Scope**

The following provisions apply to all NABSE partnerships and sponsorships with institutions, organizations, businesses and/or individuals.

III. **Definitions**

- A. **Partner:** An institution, organization, business or individual that collaborates with NABSE to provide programs and/or services to the membership in ways that are mutually beneficial to and in support of both NABSE and the partner and without the exchange of money.
- B. **Partnership:** Institutions, organizations, businesses or individuals working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.
- C. **Sponsor:** An institution, organization, business or individual who financially contributes to NABSE in support of a service or program.
- D. **Sponsorship:** A mutually beneficial exchange, whereby the sponsor receives a benefit of reciprocal value in return for providing cash to NABSE. Sponsorships do not imply NABSE endorsement of the sponsor's product or service.

IV. **Provisions**

- A. Institution, organization, business or individuals compatible with the policies, vision and goals of NABSE will be considered for potential partnership or sponsorship.
- B. NABSE will only enter into partnerships and sponsorships determined to be in the best interest of the organization.
- C. Partnerships and sponsorships will be subject to the approval of the NABSE Board of Directors.
- D. NABSE, its partners and sponsors will agree to act in ways that are mutually beneficial as described in a written agreement.

- E. While it is important to remain aware of any tax provisions related to contributions, NABSE must not represent itself as representing the donor in any transaction and should stipulate that the donor is responsible for his or her own determination of gift valuation or deductibility.

The Board of Directors will direct the Executive Director to perform due diligence, as necessary to explore any such opportunities. The Executive Director will report back to the Board of Directors the findings in a timely manner so that the Board may discuss the matter and provide direction for further study or provide an approval to proceed.

Factors to be analyzed and considered shall include:

1. Fiscal implications for NABSE
2. Personnel implications on NABSE
3. Legal implications for NABSE
4. Operational implications on NABSE
5. Membership implications for NABSE

The Executive Director may seek the input of staff, members of the organization, business partners and other as deemed prudent in gathering information regarding a new potential partnership or sponsorship.

**6034
Relationships**

USE OF LOGO AND LETTERHEAD

The NABSE logo has received trademark approval by the federal government; which gives NABSE exclusive rights to its use. The logo and official letterhead may only be used by the Board of Directors, affiliates in good financial standing, and the National Office only when carrying out NABSE business.

~~Only Officers and Board of Directors members, Foundation Officers, and NABSE staff are authorized to make use of NABSE logo and NABSE letterhead and~~

Other uses of the NABSE logo and NABSE letterhead by committee chairs and members of committees, may be authorized to use NABSE logo and NABSE letterhead only when carrying out NABSE business and with the express approval of the Executive Director or his/her designee.

Adopted: November 1998

6500 AFFILIATES

**6510
Affiliates**

LOCAL AFFILIATES

Local Affiliates are recognized by NABSE and authorizes the provision of various services as outlined in the regulation in support of this policy.

Reference: Constitution and By-Laws Article III, Section 5

Adopted: November 1998

6511
Affiliates

National Alliance of Black School Educators

310 Pennsylvania Avenue, SE
Washington, DC 20003

HOW TO FORM A LOCAL AFFILIATE

PURPOSE AND FUNCTIONS OF NABSE

AFFILIATE PURPOSE AND FUNCTIONS

The purpose and functions of an Affiliate must be in concert with those of the National Alliance of Black School Educators (NABSE).

A. The Planning Group

1. Begin your efforts to organize an affiliate with a small group of interested educators.
2. Recommend that you harness the collective resources of a variety of individuals in your school community. These individuals should have knowledge of NABSE, be respected in your community, explain the purpose and goals of NABSE and who have talents which will aid you in organizing the affiliate.
3. Represented in the small group whenever possible should be school board members, the superintendent, district administrators, Department of Education personnel, local school administrators, college administrators, professors, school-based support personnel, teachers, college students and educational material vendors.
4. It is extremely important that members of the planning committee have a common vision.

B. The First Meeting (8 to 12 educators)

1. The first meeting should be an orientation to NABSE, using the NABSE membership brochures. Share copies of NABSE's Constitution and By-Laws and provide all participants with application forms for membership in the national organization. Obtain additional copies of these materials from the National Office, as necessary. Members of this group who join the National before the next meeting should be considered Founding Members.
2. Elect a chairperson and secretary. Although this is only a planning meeting a chairperson needs to take charge. It is also important for a secretary to document the group effort for historical purposes.
3. Spend time explaining benefits of NABSE membership.
4. Discuss how NABSE can benefit African-American students.
5. Discuss how your affiliate can contribute to the national organization.
6. Assign a committee to draft a Constitution, using the National as a guide.
7. Identify other individuals who should be invited to the next planning meeting. Assign someone to invite them.
8. Schedule the next meeting.

C. The Second Meeting (10 to 20 educators)

1. Welcome new members to the group.
2. Review the draft Constitution and membership benefits.
3. Discuss tentative goals.
4. Determine the target population for membership.

D. The Third Meeting (Should include the individuals who attended previous meetings.)

1. Nominate officers.
2. Elect officers.
3. Set dues structure that includes national and local memberships.
4. Develop final goals and purpose.

5. Review final Constitution and By-Laws.
6. Ratify the Constitution and By-Laws.
7. Appoint standing committees and chairpersons.
8. Develop and set a meeting schedule.
9. Develop a local membership application. The application should include an inventory of talents. On application, ask individual to select the committee on which they would like to serve.

THE INAUGURAL MEETING

This is the *coming out* meeting. It is important that this meeting is impressive and makes a statement to potential members.

A. Planning Is Important

1. Social context. This is important in setting the tone for everything that is to take place.
2. Meeting site. Select a site which is easily accessible, comfortable and will accommodate the number of attendees.
3. Time and date. Select a time and date which is conducive to attendees. Avoid dates when the school board, PTA and other major school-related organizations meet.
4. Publicity. Use local print and electronic media and communication channels of your school district to generate interest.

B. The Meeting

1. Plan media coverage of the meeting. Interviews with the local president and the representative of NABSE are appropriate.
2. Give a historical overview of NABSE and the purpose and functions of NABSE. This may be done by a representative of NABSE, e.g., Affiliate Council Chairperson, President, NABSE Executive Board Member and/or Executive Director.
3. Review the purpose and functions of the Affiliate. Select a dynamic individual who can articulate areas of local interest, which mirror the National purpose and functions.
4. Review organizational structure of the Affiliate.

5. Provide an opportunity for attendees to join the National and local Organizations. All individuals who join at or before this meeting should be considered Charter Members.
6. Establish permanent dates and time of meetings.
7. Charge attendees to recruit at least several new members by the next meeting. An appropriate goal would be to have at least two members from each school in your district or Affiliate service area.

FORMAL ORGANIZATION

A. Prepare the application for Affiliate status.

1. Include a roster of officers and members, including titles, addresses, telephone and fax numbers.
2. Copy of Affiliate's Constitution and By-Laws.
3. National dues for each member on the roster. A minimum of 15 National members is required. After 3 years the affiliates membership must be 20 national members or more. Each affiliate is encouraged to strive for 100% membership with NABSE.
4. Send a letter to the National Office requesting board chartering. Mail to:

**Membership Director
National Alliance of Black School Educators
310 Pennsylvania Avenue, SE
Washington, DC 20003**

B. Schedule Executive Committee Meeting

1. Invite Membership, Projects, Budget and Program Committee chairpersons.
2. Discuss "incorporating" as a not-for-profit organization. This is where the services of an attorney become valuable. This is optional and not mandatory.
3. Plan next meeting. All meetings should offer the membership meaningful learning opportunities (speakers, workshops, etc.) which parallel the purpose and functions of NABSE.
4. Plan a short and long-range program. Projects recommended by NABSE are included: Professional Development Initiatives Mentoring

Program, National Youth Leadership Program, recognition for outstanding educational accomplishments, fund-raising initiatives, meetings with guest speakers, membership recruitment, student recognition programs and offer students scholarships.

5. Prepare skeletal annual budget.
6. Set meeting dates for the next 12 months.

NETWORKING

A. Communicating and working with other organizations.

1. Identify organizations to work with, e.g., fraternities, sororities, the NAACP, parent groups, religious groups, school-community groups and other NABSE Affiliates in the region or state.
2. Develop collaborative efforts with these groups. Such collaborative efforts enhance the prominence and respect of the Affiliate and the partnership organization. Often you will find that purposes and functions of these organizations are similar to those of NABSE.

FINISHING TOUCHES

A. Program

1. Develop year-long program agenda. Select topics and presenters. Announce and distribute written descriptions of programs to members.
2. Plan fundraisers.
3. Plan projects. Projects recommended by NABSE are, Youth Motivation, In-Service for Membership, Community Education, Membership Outreach, Presentations to School Boards, legislature, etc

B. Growing Together

1. Membership Outreach is key. Attendance at meetings, outreach to non-certificate personnel and others associated with any phase of educational work.
2. Expand membership of standing committees.

3. Apply for tax-exempt status once incorporated. This is especially important to reduce cost of functions and purchases made by the Affiliate.
4. Establish a permanent address for the Affiliate. A post office box is preferable.
5. Use the resources of art teachers or computer professionals to design a logo and letterhead for the Affiliate's stationary.
6. Develop a single sheet brochure explaining the purpose and functions of the Affiliate. Such a brochure should be informative and visually appealing.
7. Establish a scholarship fund and/or fund to provide grants to teachers for exemplary projects.
8. Establish a regular meeting schedule with the school district's superintendent.
9. Develop and publish a newsletter on a regular basis.
10. Request payroll deductions for Affiliate dues through your school district, including the National Office.
11. Get to know state and local legislators and politicians. Take a proactive stand on legislation, ordinances and laws, which impact the education of African American students, professionals and education in general.
12. Keep the National office and the Regional Representative apprized of your activities.
13. Submit articles and black and white photographs of activities sponsored by the Affiliate to NABSE for publication in the national newsletter, *NewsBriefs*.
14. Encourage members to participate in Regional and National meetings and conferences.

**6512
Affiliates**

Certification of a Local Affiliate

An annual fee of \$100.00 shall be paid to NABSE by each local affiliate. This fee shall provide the local affiliate annual certification status and confirmation that the affiliate is in good standing with NABSE.

Failure to pay the annual fee shall cause the local affiliate to be placed on an inactive list and all benefits that NABSE provides to the affiliates will be suspended until the certification fee is paid. Additional, all officers of a local affiliate must be in good standing with NABSE to retain certification.

6520
Affiliates

LOCAL AFFILIATES REGULATION

1. NABSE's Board of Directors Liaison

Affiliate Regional Representatives shall serve as liaisons between NABSE and the local affiliates. The highest standards of rapport, cooperation and communication are encouraged.

2. SERVICES

Upon request to the Affiliate Regional Representatives, the Board of Directors authorizes the availability of the following services to each local affiliate:

- a. Cooperative Purchasing
Cooperative bulk purchasing of office supplies shall be made available by contacting NABSE.
- b. Mailing Service
The Executive Director is authorized to provide local affiliates with mailing labels.
- c. Master Calendar
A copy of the NABSE Master Calendar and subsequent updates shall be sent to each local affiliate at regular intervals.
- d. Publications
One copy of each periodical, handbook, published position paper, and regular publication developed and published by NABSE shall be sent to each local affiliate.
- e. Speakers
The Executive Director of NABSE or staff, may serve as meeting speakers with the approval of the President. Members of the Board of Directors, may serve as meeting speakers with the approval of the Board of Directors.
- f. Surveys - General Mailings
Copies of surveys and general mailings sent to the board and members shall be sent to the Presidents of local affiliates also for informational purposes. Copies of approved minutes of meetings of the Board of Directors shall be made available to local affiliates upon request.

- g. Use of Facilities
NABSE facilities may be made available to local affiliates at the discretion of the Executive Director without fee.
- h. Other Services
NABSE's President and the Executive Director and his/her designee may also make other services available upon request.

3. LEGISLATIVE SUPPORT

- a. State and Federal Relations Network (FRN)
Local affiliates, engaged in lobbying their state legislators can request assistance from NABSE, in preparing proposals which are consistent with positions already Adopted: November 1998 by NABSE Board of Directors or the Delegate Assembly.
- b. In return, the local affiliates are encouraged to send representatives to Washington, as needed to assist NABSE's lobbying efforts regarding federal issues affecting the education of black students.

4. FINANCE (EXPENSES)

- a. Conventions
One registration fee for the annual conference shall be waived for either the president of each local affiliate, or his/her designee.

Adopted: November 1998

6550

Regional Representatives

Each region will be headed by a regional representative. The duty of the regional representative is to represent the region as a member of the Board of Directors, conduct regional meetings and coordinate all activities of the region.

Regional representatives shall promote the interest of education and NABSE throughout the nation, where appropriate. Regional representatives should carry the views of NABSE and obtain information and reaction from the field so that the total membership is informed with respect to NABSE's activities and may have input into the development of policies and programs. Regional representatives must provide active leadership within the framework of NABSE and establish realistic goals for its members that conform with those of NABSE.

6551

Regional Representatives

DUTIES

1. Regional Representative should have contact with each affiliate during the month of January. The Representative should provide Affiliate Presidents with all contact information and should use this time to make sure all information for each affiliate is up to date and provided to the National office.
2. Regional Representative should develop an email roster to disseminate important information on a regular and consistent basis with affiliate Presidents.

After each board meeting, Regional Representative should make contact with each affiliate to provide pertinent information from the meeting.

In June, Regional Representative should provide updated information to National Office on all affiliate chapters.

3. Regional Representative should support each affiliate during the year by providing information about National Initiatives and encouraging members of the affiliate chapters to become active at the National level by paying dues and attending the Annual Conference.
4. Regional Representatives should remind affiliates about important deadline such as annual reports, sending any recommendations to policy or by-laws changes and conference registrations.

During the National Conference, Regional Representative will meet with Affiliate Presidents to discuss concerns, survey how the National Board and Office can assist them at the local level and National Initiative.

6560

Affiliate Regional Representatives

NOMINATIONS FOR AFFILIATE REPRESENTATIVES

According to the schedule of all three affiliate regions shall in its appropriate year hold nominations for a seat on the NABSE Board. The criteria for nominations shall be as follows:

1. The candidate must be a member in good standing of NABSE.
2. The candidate must be a setting president of an active affiliate in good standing.
3. The candidate is present at the time of nomination.
4. Nomination from the regions will occur in November, 2007 and for region in 2008.

5. Regional representatives shall serve two-year terms.

7000
NABSE Foundation

(This section will have to be rewritten after the MOU is signed and approved by the delegate assembly.)

ORGANIZATION

~~The Foundation shall be composed of nine trustees, two of whom shall be the president and treasurer of NABSE; five NABSE members in good standing, three of whom shall be life members at the time of election, and two of whom shall be representatives from the corporate or private sector.
Reference: Constitution and By-Laws, Article VIII, Section I
Adopted: November 1998~~

7000
Relationships

NABSE FOUNDATION

~~The Foundation is a component of NABSE and not a separate corporation~~

~~Reference NABSE Foundation Policy Section 7000 of this manual and NABSE
Foundation Policies and Procedures Manual~~

~~Adopted: November 1998~~

7010
NABSE Foundation

OFFICERS

~~The officers of the Foundation shall be a chairperson, recording/corresponding secretary and treasurer, all of whom shall be elected by the trustees. The president and treasurer of NABSE may not be officers of the Foundation but may vote.
Reference: Constitution and By-Laws, Article VIII, Section VI
Adopted: November 1998~~

7020
NABSE Foundation

REMOVAL FROM OFFICE

~~A trustee of the Foundation who is absent two consecutive meetings without a valid excuse shall be replaced.
Reference: Constitution and By-Laws, Article VIII, Section VI
Adopted: November 1998~~

7030
NABSE Foundation

TERM OF OFFICE

~~The term of office for Foundation officers shall be as follows:~~

~~{a. Four trustees shall be elected to a two-year term and three trustees shall be elected to a four-year term. Following election, all trustees shall be elected to four-year terms. At the first meeting of the Board the term of office will be determined by lot.} (initial provision????)~~

~~b. The President and Treasurer of NABSE shall serve as trustees of the Foundation during their terms of office, respectively.~~

~~c. A trustee may re-elected to one consecutive four-year term.~~

~~Reference: Constitution and By-Laws, Article VIII, Section II~~

~~Adopted: November 1998~~

7040
NABSE Foundation

MEETINGS

~~The meetings of the Foundation shall be as follows:~~

~~a. The trustees shall meet quarterly and at the Annual meeting. The Quarterly Meetings shall be held in cities where the trustees reside.~~

~~b. Trustees are to be elected, in addition to other qualifications, based on their willingness to bear all travel, lodging and meal expenses until such time as the Foundation income can support such expenses.~~

~~c. A quorum for the transaction of all business shall be five members of the Board of Trustees.~~

~~Reference: Constitution and By-Laws, Article VIII, Section III~~

~~Adopted: November 1998~~

7050
NABSE Foundation

FUNDING

~~The funding activities of the Foundation shall be as follows:~~

~~a. The foundation may solicit from the NABSE membership, its affiliates, from the public and private sector and may receive funds through bequest or devise. It may receive memorial and honorary funds given for specific purposes by the donors in accordance with the purpose and objectives of NABSE.~~

~~b. On an annual basis, the Foundation shall initiate, plan and implement a series of major fund raising events. Any fund raising for the benefit of the Foundation shall have the prior approval of the NABSE Board of Directors.~~

- c. ~~Nor less than 85% of the annual earnings from the endowment shall be allocated to fund NABSE educational development programs. Distribution of funds shall be governed by formula as follows:~~
- ~~1. The principal shall remain intact permanently;~~
 - ~~2. Interest income shall be apportioned 90% applied to the principal and 10% available
—for disbursement;~~
 - ~~3. Restricted income shall be apportioned 15% applied to the principal and 85%
—available for disbursement;~~
 - ~~4. Unrestricted income shall be apportioned 35% applied to the principal
—and 65% available for disbursement.~~
- d. ~~Grants and contracts shall be administered by the Foundation as negotiated.~~

e. ~~All funds are to be invested and managed for the maximum profit and social responsibility by professional investors.~~
Reference: Constitution and By-Laws, Article VIII, Section IV
Adopted: November 1998

7060
NABSE Foundation

ALLOCATION OF FUNDS

~~In additional to funding the Charles D. Moody Research and Development Institute on African American Education, Foundation funds may be allocated for, but are not limited to:~~

- a. ~~Educational Development Plan~~
- b. ~~NABSE Demonstration School Programs~~
- c. ~~Other related NABSE program activities such as:~~
 - ~~1. Financial aid for eligible students who will matriculate in or are
—pursuing careers in education;~~
 - ~~2. Establish and maintain a foundation staff and office in a permanent
—facility;~~
 - ~~3. Award grants for scholarly research - through the Charles D. Moody
—Research and Development Institute;~~
 - ~~4. Publish an annual report.~~

~~Funds shall be disbursed following a majority vote and checks shall be signed by the treasurer and the chairperson.~~

~~Reference: Constitution and By-Laws, Article VIII, Section V~~

~~Adopted: November 1998~~

**8001
Personnel**

TABLE OF ORGANIZATION

A table of organization listing all NABSE staff positions approved by the Board of Directors shall be established by the Executive Director and revised when necessary.

The table of organization shall be included in the Employee Manual.

Reference: Employee Manual

Adopted: November 1998

**8001-R
Personnel**

(INSERT TABLE OF ORGANIZATION)

8002

Personnel

EQUAL OPPORTUNITY

It is the policy of NABSE to assure that all persons are entitled to equal employment opportunity and consideration for advancement regardless of race, creed, color, gender, sexual preference, age, marital status, ancestry, national origin, political affiliation or disability.

RECRUITMENT AND SELECTION OF STAFF:

The goal of employee recruitment and selection shall be to attract and choose the best possible staff member for the services which are to be rendered.

Announcement of vacancies or openings for professional and support staff positions shall be posted on the staff bulletin board. Newspapers and other sources also may be used to obtain candidates. When appropriate, as determined by the Executive Director, NABSE shall recruit from a variety of sources in order to attract a diversity of candidates.

Employment opportunities are and shall be open to all applicants on the basis of experience, aptitude, training and ability. Advancement is and shall be based entirely on the individual's achievement, performance, ability, attitude and potential for promotion.

With the exception of the Executive Director, all employees shall be hired by and shall serve at the pleasure of the Executive Director within the personnel budget. All such employees are at will employees and are not guaranteed a job or any particular function, notwithstanding their abilities or willingness to perform the work.

DISCIPLINE OF STAFF:

No employee shall be disciplined on the basis of race, creed, color, sex, sexual preference, age, marital status, ancestry, national origin, political affiliation or disability.
(Legal citing)

Reference: Employee Manual

Adopted: November 1998

**8010
Personnel**

JOB DESCRIPTIONS

There shall be a current job description for general staff employee categories and for professional staff positions. Samples of job descriptions will be placed in the employee manual.

Each supervisor shall review the job description with each staff member for whom he/she is responsible during the employee's annual evaluation.

The Board of Directors shall review all job descriptions for approval.

Reference: Employee Manual

Adopted: November 1998

**8011
Personnel**

Executive Director EMERITUS

The title of Executive Director Emeritus may be conferred, by the Board of Directors, upon an Executive Director upon retirement if the board deems such honor to be appropriate. An individual considered to receive the honor of Executive Director Emeritus shall:

% have served as Executive Director for a minimum of 3 years;

% have been evaluated as an exemplary Executive Director for at least 2 of the years, which
must include the year preceding the year of retirement or resignation;

% have retired or resigned from the position , rather than be terminated from the position; and.

% have made an Aindelible@ contribution to the organization.

Cross-ref: 4107, Authorization of Expenses of Executive Director Emeritus

Adopted: November 1998

8020

Personnel

Employee Manual

An Employee Manual developed by the Executive Director, pursuant to board policy, shall describe items that may be of interest and benefit to NABSE employees.

The Employee Manual shall be reviewed as the need arises by the Executive Director and shall be reviewed annually by the Personnel Committee to insure consistency with Adopted: November 1998 board policy. Any recommended modifications must be submitted to the board for approval.

A copy of the Employee Manual shall be supplied to each employee and updated editions shall be supplied to all employees when changes take place.

The Employee Manual, an informational document, is not an employment contract.

Adopted: November 1998

8040

Personnel

DISTRIBUTION OF MINUTES TO STAFF

Within ten days following the Board of Directors= meeting, the Executive Director will meet with staff to update them on the outcome of that meeting.

Adopted: November 1998

8050

Personnel

EMERGENCY CLOSING

The Executive Director shall have the authority to close NABSE offices or alter office hours in the event of severe weather or other emergencies. The Executive Director shall advise the President of any emergency closings or the alteration of office hours.

Adopted: November 1998

8100

Personnel

STAFF TRAVEL EXPENSES

Guidelines for the payment or reimbursement of expenses for all staff traveling on approved NABSE business shall be developed and periodically reviewed by the Executive Director and approved by the Board of Directors. Established guidelines shall be appended to the Employee Manual.

Adopted: November 1998

8110

Personnel

HEALTH AND DENTAL INSURANCE

NABSE shall offer an employee benefits package approved by the board. Seasonal and/or part time employees shall not be entitled to such benefits. The percentage of premium paid by NABSE and the other terms of coverage shall be determined by the Board of Directors.

Retirees may continue the company=s group insurance coverage at their own expense in accordance with law.

LEGAL REF: U.S. Comprehensive Omnibus Budget Reconciliation Act of 1986
Reference: Employee Manual
Adopted: November 1998

8120

Personnel

MEDICAL EXAMINATIONS

Any employee may be required to undergo an appropriate examination by a physician designated by the Executive Director. Any charge for such examination not covered by the employee's insurance shall be paid by NABSE.

Reference: Employee Manual
Adopted: November 1998

8130

Personnel

STAFF LEAVES AND ABSENCES

Jury Duty

In order for an employee to receive his/her full NABSE pay for time spent on jury duty he/she must surrender the amount received to the Executive Director. Alternatively, the employee may choose to retain the pay received from jury duty. In such case the regular pay will be reduced by the amount of the compensation received for said jury. Employees serving on juries must return to work if excused from jury duty during working hours.

Special Leaves of Absence Without Pay

The Executive Director shall have authority to grant full-time employees leaves of absence without pay.

The employee may continue insurance benefits during a leave of absence at the employee's expense with the approval of the Executive Director. If a leave of absence is in excess of thirty days, no vacation or sick leave shall be earned during the leave of absence.

Personal Business Leave

Each employee is entitled to three (3) days, and may be granted five (5) days upon approval, of personal leave annually for emergencies. Personal leave shall be approved by the Executive Director. An employee year shall be calculated from date of hire. Leave of absence will be charged against accrued leave.

Sick Leave

Sick leave is compensated for personal illness of the employee, child, spouse or other dependent living with the employee. NABSE will compensate all eligible permanent employees after three months of employment for up to ten days of sick leave in each calendar year. Each employee shall accrue one sick day per month. During the first calendar year of employment, eligibility for paid sick leave is based on length of service. (See schedule on page 7 of the Employee Manual.)

Employees are expected to notify their supervisor as early in the day as possible on the first day of sick leave and every day thereafter that you are away from the job. Absences due to your own illness exceeding five days will require a doctor's certification that you are fully able to return to work prior to your resumption of regular duties.

**8130
Personnel**

Upon approval of the Executive Director, absence due to illness or death of the employee's father, mother, spouse, child, sibling, grandparent, father-in-law, mother-in-law or any member of household may be charged against personal or sick leave.

Bereavement

Upon approval, employees may take up to five (5) working days.

Family and Medical Leave

Consistent with the federal Family and Medical Leave Act of 1993, NABSE shall provide employees who have been employed at least 12 months and have worked at least 1,250 hours within those 12 months with up to 12 weeks of unpaid family and medical leave in every 12 month period. During such leave, NABSE will continue health insurance benefits and continue to pay its share of health insurance premiums for the employee. While the employee shall not have any benefits accrued prior to the date of leave altered during the leave, the employee shall not accrue additional benefits during the leave. NABSE will retain all other rights provided to the employees under the act.

NABSE shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information about the enforcement of the law.

For further information about this area, see NABSE's Employee Manual.
Reference: Employee Manual
Adopted: November 1998

8140

Personnel

VACATIONS AND HOLIDAYS

Vacation time is provided to employees by NABSE in recognition of the importance of uninterrupted periods of rest, relaxation, and time with family members. Accordingly, vacation time is to be used for vacation. It may not be Acashed in@ by working during a vacation period.

The employee must use or lose his or her earned vacation by the end of the year, except in special circumstances agreed to by the Executive Director.

Permanent employees who have worked at NABSE for at least six full months qualify for paid vacation. The schedule used to calculate earned vacation days can be found on pages 8 and 9 of the Employee=s Manual.
Reference: Employee Manual
Adopted: November 1998

8150

Personnel

PENSION AND INSURANCES

RETIREMENT

NABSE shall maintain membership in the TIAA-CREF Retirement System. The TIAA-CREF retirement plan is a defined contribution, a money purchase retirement plan, which provides lifetime retirement income for participants. All permanent employees are eligible to participate in the TIAA-CREF retirement plan after six (6) months. Employees must match NABSE=s contributions, up to 10%. NABSE will make contributions of 10% of annual salary, which are vested immediately.

UNEMPLOYMENT

Employees who are terminated by NABSE may be eligible for unemployment benefits in the municipality in which the employee resides. The employee must apply to the municipality to determine eligibility.

WORKER=S COMPENSATION

Employees who sustain an injury on the job must report it immediately to the supervisor. During absence from work resulting from that injury, the employee is eligible for Worker=s Compensation after their sick leave pay has been exhausted. This payment will be made until normal employment is resumed.

TRAVEL INSURANCE

Employees who are required to travel on business for NABSE are covered for accident or death while traveling. The amount of the insurance coverage depends upon the employee=s salary.
Reference: Employee Manual

Adopted: November 1998

8200

Personnel

STAFF RECRUITMENT

The Executive Director shall make every effort to find the most highly qualified candidates available to fill vacancies which arise in the staff of NABSE. NABSE staff shall be informed by the posting of vacancies and will have an opportunity to apply for any vacancies.

Recruitment of candidates for staff vacancies will be consistent with NABSE's equal opportunity policy.

Cross-ref: 8002, Equal Opportunity

Reference: Employee Manual

Adopted: November 1998

8210

Personnel

PROFESSIONAL STAFF HIRING

Staff, with the exception of the Executive Director, shall be hired by the Executive Director with prior approval of the Personnel Committee and final ratification of the Board of Directors.

Prior approval of at least two-thirds of the Board of Directors shall be required to employ persons related as spouse or other member of the immediate family of a Board member.

Cross-ref: 8002, Equal Opportunity

Reference: Employee Manual

Adopted: November 1998

8220

Personnel

NON-NABSE EMPLOYMENT

Full-time NABSE employees are not encouraged to engage in other employment. An employee, however, may engage in other employment if no conflict of interest results, the energies of the employee required to perform effectively as an NABSE employee are not diluted, and the non-NABSE employment does not take place during NABSE working hours.

Employees may serve as consultants when approved by the Executive Director.

The Executive Director shall be guided by the terms and conditions in his/her contract regarding employment outside of NABSE.

Reference: Employee Manual

Adopted: November 1998

8225

Personnel

TRAVEL ADVANCES

Staff may receive travel advances under conditions determined by the Executive Director. Only the Executive Director may grant an employee an advance for travel.

Adopted: November 1998

8230

Personnel

PROFESSIONAL RESEARCH AND PUBLISHING

All publications, instructional materials, reports, computer software, data, devices, and any other writings prepared by employees as part of their duties are considered works for hire and shall be the exclusive property of NABSE. Any and all rights in such writings or works are retained by NABSE unless expressly relinquished by the Board of Directors.

Adopted: November 1998

8235

Personnel

STAFF EVALUATIONS

The Executive Director shall establish an evaluation procedure for employees, and each NABSE employee will be given a performance evaluation at his/her anniversary employment date. Employees whose performance is marginal or unsatisfactory may be evaluated on a more frequent basis. Procedures for conducting the performance evaluation are in the Employee Manual.

Reference: Employee Manual

Adopted: November 1998

8300

Personnel

STAFF COMPLAINTS AND GRIEVANCES

TERMINATIONS

Any employee who has been involuntarily terminated may request a review of the matter by the Executive Director. Such a request must be made in writing within three (3) business days of the discharge and must set forth all relevant facts regarding the discharge. The employee must be prepared to verify his or her information, answer all questions, and provide all information requested by the Executive within three (3) business days, unless more time is agreed upon. Director shall establish a formal grievance procedure for work-related grievances and complaints. **(INCLUDE RIGHT TO APPEAL)**

REPRIMAND

When the Executive Director deems it necessary to reprimand an employee by placing a written reprimand in his or her folder, the employee shall have an opportunity to review the reprimand and place a written rebuttal in the personnel file.

(AUBREY TO REWORK THIS POLICY ON SEPARATION AND TERMINATION)*****

Reference: Employee Manual

Adopted: November 1998 September 1986

8310

Personnel

NONEXEMPT STAFF TIME SCHEDULES

The regular work week for NABSE employees shall be forty (40) hours falling from Monday through Friday.

Nonexempt staff who is authorized by the Executive Director to work overtime shall be compensated at a rate of one and one-half times the employee's regular hourly rate or the employee may be granted compensatory time equal to the overtime worked after forty (40) but before forty hours, at NABSE=s option, provided the compensatory time is used in the same pay period as earned.

Adopted: November 1998

8311

Personnel

PROFESSIONAL STAFF TIME SCHEDULES

Professional staff is expected to be available for all work related activities as required by the Executive Director, even when the time falls outside of the regular work week schedule.

Professional employees do not earn additional compensation for time worked in addition to regular hours, however, reasonable compensatory time may be granted by the Executive Director.

Adopted: November 1998

8320

Personnel

STAFF REDUCTIONS

Employees who are separated from NABSE employment because of a reduction in staff shall be given at least two weeks notice.

Adopted: November 1998

8340

Personnel

DISCIPLINE OF STAFF

NABSE employees are expected to abide by a code of conduct. Violations of this code can result in a reprimand, demotion or dismissal.

Reprimand:

The Executive Director has authority to reprimand any employee whose performance or conduct, in the opinion of the Executive Director, warrants discipline short of demotion or dismissal. The reprimand shall be in writing and shall be placed in the employee's personnel folder. The employee shall have an opportunity to review the reprimand and place a rebuttal in the personnel file.

Demotion and Dismissal:

Employees of NABSE shall be employed at will and are subject to demotion or dismissal at the discretion of the Executive Director.

Reference: Employee Manual ACode of Conduct@

Adopted: November 1998

8350

Personnel

SEVERANCE OF SERVICE

RESIGNATIONS

Employees who resign are expected to give two weeks written notice of their resignation. Professional staff is expected to give adequate notice to avoid hardship to NABSE. The Executive Director shall accept resignations only in writing.

TERMINATIONS

Employees with less than three months of service shall be given one week written notice or termination. In the case of serious misconduct or neglect of duty, however, no notice is required.

A permanent employee whom the Executive Director deems it is necessary to terminate shall be given two-weeks severance pay, unless the termination is the result of serious misconduct or neglect of duty.

An employee with more than three months of service shall be given four weeks notice or two weeks pay in lieu of notice, and accrued unused vacation time.

Contract employees shall receive a letter of appointment stating the period of employment. Should employment terminate prior to the end of such period he or she will receive a thirty-day notice or pay in lieu of notice, as negotiated.

Employees who fail to report to work or notify the supervisor for three consecutive days, except for extenuating circumstances, will be considered to have abandoned his or her position and will be terminated immediately.

An employee who exhibits serious misconduct or neglect of duty may be terminated without notice. All voluntary terminations (except those involving probationary employees) must be approved in advance by the Executive Director.

Adopted: November 1998