

**The Constitution and Bylaws  
of the  
North Carolina Caucus of Black School Board Members, Inc.  
(NCCBSBM)**

**ARTICLE I – NAME**

The name of this organization shall be the *North Carolina* Caucus of Black School Board Members, Inc. (Hereinafter referred to as the Caucus)

**ARTICLE II – PURPOSES**

The purpose of the Caucus shall be to:

1. Provide a forum for the unique problems faced by black school board members throughout the state.
2. Serve as an official advisory Caucus on matters relating to minority affairs of local school boards, school communities, state and national school board associations;
3. Promote better relationships and understanding between minority school board members, their local boards, local communities, and state and national school board associations; and
4. Provide a means whereby minority school board members can actively participate in the dialogue on educational problems, issues and concerns in conjunction with the *North Carolina* School Boards Association and other state and national organizations committed to the continued growth and development of minority children.

**ARTICLE III – MEMBERSHIP**

**Section 1. Eligibility**

Any member of a duly constituted school board may become a regular voting member of the Caucus. Membership is also available to non-board members.

**Section 2. Types of Membership**

- a. Regular membership shall consist of any elected or appointed member of any community, local or state board of education with North Carolina's 115 LEAs. Regular membership is available on a continuing basis and entitles the holder to vote on all matters before the Caucus and the right to hold any office or committee position.
- b. Past Board membership shall consist of any past school board member of any community, local or state board of education within North Carolina's 100 counties.
- c. Associate membership shall consist of any non-board member who is interested in promoting the purpose of the Caucus. Associate members shall not be entitled to vote nor hold office in the Caucus, but may serve on committees.
- d. Corporate/Organization/Sponsorship shall consist of any corporation, organization, association, firm, business, school district and/or other entity that is interested in promoting the purposes of the Caucus. Sponsorships shall be approved by the Board of Directors. A sponsor shall not be entitled to vote nor hold office in the Caucus, but may serve on committees.

**ARTICLE IV- FISCAL PROCEDURES AND DUES**

**Section 1. Dues Payments and Fiscal Year**

- a. Dues for regular and past board members shall be \$75 per year and dues for associate members shall be \$35 per year. Said dues are payable on/or by the beginning of the fiscal year July 1 and expire on June 30, the following year.
- b. An operational budget shall be established by the Executive Committee each year and approved by the Board of Directors. It shall be available to any Caucus member, upon request, for information.
- c. After approval, as described in (b) above the Treasurer shall make disbursements as provided for in the approved Operating Budget.
- d. The Treasurer shall maintain records of all financial transactions and shall make written reports to the Board of Directors at each Board meeting. An annual financial report shall be published and distributed each year at the annual meeting for the information of the Caucus membership.

## **ARTICLE V – ELECTED OFFICERS AND EX-OFFICIO ADVISORS**

### **Section 1. Titles**

The elected officers of the Caucus shall be a President, President-Elect, Secretary and Treasurer. In addition, there shall be an Assistant Secretary without vote, who shall be appointed by the President with the approval of the Board of Directors.

### **Section 2. Election, Qualifications and Term of Office**

- a. The elected officers shall be elected by the regular membership at the Annual meeting of the Caucus for a term of two years. The term of office of each elected officer shall begin at the close of the Annual Meeting at which the election took place, and the officer shall serve the term of which he/she elected or until a successor is elected. An elected officer may serve no more than two consecutive full terms in the same office.
- b. An elected officer, at the time of election, shall be a current or past member of a school board and member of the Caucus.

### **Section 3. Removal**

- a. Any person holding an elected office may be removed for good cause by two thirds vote of the Board of Directors present and voting when in its judgement the best interest of the Caucus would be served thereby. The Board of Directors shall receive and investigate complaints of malfeasance or misfeasance by an officer and shall have the power to suspend that officer from his official duties pending an investigation and vote by the Board pursuant to its authority under this Article and Section.

### **Section 4. Vacancies**

- a. If there is a vacancy for any reason in the office of the President, the President-Elect shall succeed to the office immediately and shall have all the powers and perform all the duties of the office. The President-Elect's opportunity for serving two full terms shall not be encumbered by a succession to the President when a vacancy occurs.
- b. If there is a vacancy for any reason in an office that cannot be filled by these provisions for succession to office, the Board of Directors shall appoint, from its own membership, an officer pro tempore to perform the duties of vacated office until the office is filled pursuant to an election by the regular members at the Annual Meeting of the Caucus.

**Section 5. President**

- a. The President shall serve as the chief elected officer of the Caucus. It shall be the duty of the President to preside at all meetings of the Caucus and to perform all duties incident to the Office of the President and such other duties as may be prescribed from time to time by the Board of Directors and the Caucus.
- b. Nothing contained in these bylaws shall construed to restrict the duly elected President of the Caucus from acting in the best interest of this organization should circumstances arise demanding that the President act immediately to protect the interest of the organization. All such actions by the President shall be reported within ten (10) days to the Board of Directors.

**Section 6. President-Elect**

It shall be the duty of the President-Elect to perform the duties of the President in the absence of the President, or in the event the President's inability to act. The President-Elect, when thus acting, shall have the powers of and be subject to all responsibilities placed upon the President. The President-Elect shall perform such other duties as may be assigned by the President from time to time or as directed by the Board of Directors.

**Section 7. Treasurer**

The Treasurer shall be responsible for all funds, securities and financial records of the Caucus; shall serve as custodian of corporate records and keeper of the seal of the Caucus; and in general, shall perform all duties incident to the office, and such other duties as from time to time may be assigned by the President or the Board of Directors.

**Section 8. Secretary**

The Secretary shall cause notice of all meetings of the Caucus to be sent out and the minutes of meeting to be kept and distributed to the membership, shall perform all duties incident to the office, and such other duties as from time to time may be assigned by the President or the Board of Directors.

**Section 9. Assistant Secretary**

The Assistant Secretary shall act in the absence of the Secretary and shall perform such duties as may be assigned by the Secretary or the Board of Directors or the Executive Committee.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

### **Section 1. Members**

- a. The Executive Committee shall consist of the elected officers of the Caucus, two appointed Directors from the Board of Directors, and the Assistant Secretary, as ex-officio, non-voting member.
- b. A quorum shall consist of one-third of the voting members of the Executive Committee.

### **Section 2. Duties**

The Executive Committee shall be responsible for the formulation and development, as well as implementation of the Caucus program and activities, consistent with the Caucus purpose. The Committee shall also be responsible for the interpretation of policy directives of the Board of Directors and carrying out other policies as officially adopted in regular membership meetings.

### **Section 3. Meetings**

- a. The Executive Committee shall hold meetings in conjunction with the Annual Conference and Exposition of the State School Boards Association.
- b. All other meetings of the Executive Committee shall be called at the discretion of the President, with sufficient notice being given to all members.

## **ARTICLE VII – BOARD OF DIRECTORS**

### **Section 1. Members**

- a. The Board of Directors shall consist of the elected officers (5) and ten (10) Directors elected by the Caucus regular members at the Annual Meeting, to include the Assistant Secretary.
- b. The ten (10) Directors shall be Caucus elected by the District and approved by the Caucus.

**Section 2. Term of Office and Election**

The members of the Board of Directors shall serve for two/three year terms or until successors are elected. Directors may serve no more than two consecutive full terms.

**Section 3. Duties**

- a. The Board of Directors shall interpret and formulate the policies for the Caucus, under the directives approved by the regular membership at the Annual Meeting.
- b. It may study and present specific proposals and recommendations to the regular membership for consideration and adoption.
- c. It shall be responsible for the business of the Caucus between annual meetings.
- d. It shall have the authority to approve/disapprove of Executive Committee actions when necessary.

**Section 4. Vacancies**

Any vacancies shall be filled by nomination of the President and confirmation by the Board of Directors. The person nominated and approved shall serve until an election is held at the next Annual Meeting.

**Section 5. Voting**

All business of the Board of Directors shall be conducted by majority vote. A quorum shall consist of one-third of the voting members of the Board of Directors.

**Section 6. Removal**

The members of the Board of Directors may be removed in the same manner as elected officers as provided for in Articles V, Section 3. Members may also be removed if they miss two consecutive meetings.

## **ARTICLE VIII – GOVERNING AUTHORITY**

All meetings of the Caucus shall be conducted according to Robert’s Rule of Order, latest edition. The President may designate a person to serve as Parliamentarian and another as Sergeant-of-Arms when deemed appropriate.

## **ARTICLE IX – STANDING COMMITTEES**

### **Section 1. Authorization**

- a. The President of the Caucus shall appoint standing committees and the Chairs of same, with the approval of the Board of Directors. Appointees shall serve until the next Annual Meeting of the Caucus when they are either reappointed or replaced.
- b. The President shall, with the advice and consent of the Board of Directors, appoint ad hoc committee(s) for a specific duration to carry out defined responsibilities.

### **Section 2. Education Committee**

This committee shall identify, solicit, receive and consolidate for review any resolutions, proposals and suggestions that relate to public education issues and make recommendations to the Board of Directors on education policies that further the Caucus purposes.

### **Section 3. Nominating Committee**

At least 45 days before the annual meeting this committee shall prepare and present a slate of candidates to serve in the offices of the President-Elect, (who shall succeed to the Presidency when the President’s term ends), Secretary and Treasurer, and members of the Board of Directors. Nominations also may be made from the floor at the Annual Meeting.

### **Section 4. Credentials Committee**

This committee shall certify all paid up bona fide members of the Caucus and shall devise methods whereby only those regular members paid up and eligible may vote on matters before the Caucus.

**Section 5.     Election Committee**

The Election Committee shall be responsible for the preparation and conduct of all elections for officers and directors and report election results at the Annual Meeting.

**Section 6.     Membership Committee**

This committee shall be chaired by an Officer or Director appointed by the President and will consist of at least one person from each region charged with identifying, recruiting and confirming persons eligible for membership in the Caucus. All membership monies shall go directly to the Treasurer.

**ARTICLE X –ASSETS ON DISSOLUTION**

Should this organization be dissolved or terminated in any manner, all real and personal property shall be held for use of its successor organization. In no case shall any real or personal property or the proceeds from the sale thereof, inure to the pecuniary benefit of any member of the Caucus. In case of any eventuality not covered in this document, the Board of Directors of the Caucus is empowered to dispose of such assets in the best interest of the Caucus.

**ARTICLE XI – AMENDMENTS**

These documents may be repealed, amended or changed by a majority vote of those regular members present and eligible to vote at the Annual Meeting of the Caucus. Omissions from these bylaws shall be governed by Robert’s Rules of Order.

Adopted 11.18.2014; Technical revisions only 11.29.2017