



BLACK CAUCUS

BYLAWS

(Revised December, 2014)
(Revised December 2015)

BY-LAWS

BLACK CAUCUS of the ARIZONA SCHOOL BOARDS ASSOCIATION, INC. (ASBA)

ARTICLE I – Name of the Organization

This organization shall be known as the Black Caucus of the Arizona School Boards Association.

ARTICLE II – Purpose of the Organization

The purpose of the Black Caucus of the Arizona School Boards Association shall be to:

- 1) Promote quality education for all students with emphasis on the unique needs of Black students.
- 2) Promote positive and effective relationships among Black school board members, their fellow board members, their communities, political leaders and the ASBA.
- 3) Promote state and national legislation to improve the educational opportunities for Black and other minority students in the public schools.
- 4) Promote representation of Black school board members within the governance of the ASBA.

ARTICLE III – Membership & Voting Powers

Black Caucus members shall be active members in good standing with the Arizona School Boards Association. ASBA may act as a facilitator of activities of the Black Caucus. The activities of the Black Caucus shall complement the state association and shall not duplicate ASBA efforts on behalf of all local governing boards.

Section 1: Classification of members: All members must support the purposes and goals of the Black Caucus as set forth in Article II. This Caucus shall have the following classifications of members: Regular, Associate, Friends of the Caucus and Honorary. The executive director of ASBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights. The designation of each class and the qualifications and rights of each class shall be as follows:

- (a) **Regular Member:** Regular membership is available to any elected or appointed member of any public board of education in Arizona. A regular member shall be allowed to participate in all discussions, to vote on all issues, including election of officers, and to run for and hold an office in the Caucus, providing they are current in payment of their dues.
- (b) **Associate Member:** Associate membership is available to administrators, educators and former board members. Associate members shall be entitled to all benefits provided to Regular members except voting or holding office. Associate members shall be entitled to

serve on committees appointed by the executive board and may voice an opinion in meetings when recognized by the Chair.

- (c) **Friend of the Black Caucus:** Friends of the Black Caucus membership is available to any individual who supports the purposes and goals of the Caucus as set forth in Article II. Friends of the Caucus membership will enable the Friend to voice an opinion in meetings when recognized by the President.
- (d) **Honorary:** Honorary membership may be conferred, at the discretion of the President or the Executive Committee, upon individuals who have supported the Black Caucus and promoted its goals.

Section 2: Voting Rights: Each regular member shall be entitled to one (1) vote at all meetings of the Black Caucus in each and every matter properly brought before the membership under these bylaws, providing the member is in good standing. Voting by proxy shall not be permitted.

Section 3: Membership list: The Membership list shall be maintained by the Black Caucus' Treasurer.

Section 4: Dues. Dues shall be established by the general membership at the annual meeting.

ARTICLE IV: - Executive Board.

The Black Caucus shall have an Executive Board made up of an executive committee of the officers (President, Vice President, Treasurer, Secretary and Immediate Past President), and six (6) Regional Directors. The executive board shall use *Robert's Rules of Order* for all procedures.

Section 1: Officers, Regional Directors and terms of office. The officers of the Black Caucus of the Arizona School Boards Association shall be a President, a Vice-President, a Treasurer, a Secretary and the Immediate Past President. Such officers shall be elected every two (2) years on an odd year by voting members at the annual meeting. Each officer may only serve one term of two (2) years. Regional directors shall have no term limits. Each officer or regional director shall hold office until his/her term has expired and a qualified successor for the position has been duly elected, or in the case where the officer can no longer hold the position due to resignation or removal from his/her governing board, or due to physical incapacitation.

Section 2: Qualifications. Each officer and regional director, with the exception of immediate past president, shall be a member of a governing board which is a member of the Arizona School Boards Association.

Section 3: Duties of Officers and Regional Directors.

- (a) The President shall have such power and duties as are usually exercised by such an officer. He/she shall preside at all meetings of the Black Caucus. Unless otherwise provided for herein, he/she shall appoint all special committees. The president shall be ex-officio member of all committees, except the nominating committee, with voting power. The president of the Black Caucus shall serve as a voting member on the ASBA Board of Directors as stipulated in the ASBA Bylaws. The president shall see that all Black Caucus correspondence, minutes, agendas, by-laws, and bylaw revisions be sent to and kept on file with ASBA. The president shall sign all official reports of the Black Caucus.
- (b) The vice-president shall have such power and duties as are usually exercised by such an officer, and, in the absence or because of the disability of the president, shall have the authority and perform the duties as are usually exercised by the president.
- (c) The treasurer shall have such power and duties as are usually exercised by such an officer. In addition, the treasurer will have the responsibility for receiving and disbursing all funds related to the Black Caucus in coordination with ASBA dictates. The treasurer shall collect all dues and issue receipts and maintain a roster of current Black Caucus membership. The treasurer, working in conjunction with ASBA, shall present a financial report detailing expenses and revenues at all executive board and business meetings of the Black Caucus. The treasurer shall also submit a financial report to the executive board 30 days after all Black Caucus special fund-raising events, and will prepare a written yearly financial report to be distributed to the membership at the annual meeting of the Black Caucus which will be held during the ASBA-ASA Annual Conference in December.
- (d) The secretary shall have such power and duties as are usually exercised by such an officer. The secretary shall keep the minutes and records, and shall see that all notices are duly given in accordance with the provisions of law and these bylaws.
- (e) The immediate past president shall be a member of the executive committee with voting privileges. In the event that there are any vacant seats on the executive board due to officer removal or resignation, the immediate past president will serve as an interim officer until that position has been filled.
- (f) Regional directors. There shall be six (6) regional directors who must live in the region they represent. Regional directors are members of the Black Caucus executive board and shall report issues from their region to the executive committee and shall perform other duties assigned by the executive committee.

The six regions shall be as follows:

- Region I - Maricopa County
- Region II - Pima County
- Region III - Apache, Coconino, Navajo, and Yavapai Counties

- Region IV - La Paz, Mohave, and Yuma Counties
- Region V - Gila and Pinal Counties
- Region VI - Cochise, Greenlee, Graham, and Santa Cruz Counties

Section 4: Resignation. Any member of the executive board of the Black Caucus may resign by filing a written resignation with the treasurer of the Caucus.

Section 5: Removal. Any member of the executive board of the Black Caucus may be removed by a two-thirds vote of the voting members at a meeting called for that purpose.

Section 6: Elections. A Nominating Committee will present a slate of officers selected from candidates' submissions or from any other candidates nominated by any regular member at the annual meeting to be voted on by the regular members at that meeting.

Section 7: Vacancies. Any vacancy in any office may be appointed for the unexpired portion of the term, by the president or a majority of the executive board at the next regular or special meeting.

ARTICLE V - Meetings

Section 1: Organization. In the absence of the president, the vice-president or other officer, shall call meetings of the members to order and shall act as president thereof. In the secretary's absence, the presiding officer may appoint a secretary "pro tem" to keep minutes for that meeting. *Robert's Rules of Order* shall be used for all meetings and procedures.

Section 2: Annual meeting. Annual meeting of the Black Caucus membership shall be in conjunction with the Arizona School Boards Association's Annual meeting. At which time the Black Caucus shall elect officers and conduct other business as may properly be brought before the membership at the meeting.

Section 3: Special Meetings. Special meetings of the Black Caucus membership may be called for any purpose, either in writing or by e-mail, by the president or by a majority of the executive committee. Such request shall state the purpose or purposes of the proposed meeting.

Section 4: Notice. Notice of every annual meeting of membership, stating the time and place thereof, will be provided, with an agenda, no less than fifteen (15) days prior to such meeting. Notice of every special meeting of membership, stating the time and place thereof, shall be provided with an agenda no less than ten (10) days prior to such meeting.

Section 5: Quorum. Except as otherwise provided by law, the presence at any meeting of a majority of the executive committee shall constitute a quorum.

ARTICLE VI – Committees

Section 1: Executive Committee. The Black Caucus shall have an Executive Committee made up of the President, Vice President, Treasurer, Secretary and Immediate Past President.

Section 2: Powers. The executive committee shall have the following responsibilities and powers:

- a) To act on behalf of the Black Caucus when deemed necessary by the president.
- b) To review plans and programs to be presented to the Black Caucus membership at its meetings.
- c) To give direction to the ASBA liaison on legislative action to come before the state legislature on which there is no formal Black Caucus policy or resolution.

All actions of the executive committee shall be subject to ratification by the Black Caucus at any duly called meeting of the members.

Section 3: Reports. The executive committee shall keep regular minutes of its proceedings and all action by the executive committee shall be reported promptly to the Black Caucus membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review. Any actions by the president shall be reported to the executive committee as soon as the action has taken place.

Section 4: Nominating Committee. The executive committee shall appoint a nominating committee of three or more members. The nominating committee shall nominate a candidate for each office of the Black Caucus. The immediate past president shall chair the nominating committee. A nominating committee report will be included in the notice of the annual meeting of the Black Caucus membership.

Section 5: Additional Committees. The president or executive committee may appoint such other committees of one or more members to serve at the discretion of the president or the executive committee. These committees would consist of such persons and possess and exercise such powers and perform such duties as the president designates from time to time. The chair of any such committee shall be a member of the executive committee.

ARTICLE VII – Amendments

These Bylaws may be altered, amended or replaced and new Bylaws adopted by the voting membership at the annual meeting by a majority vote. Notice of proposed bylaw changes shall be in the annual meeting agenda and sent to all members fifteen (15) days prior to the annual meeting.

ARTICLE VIII - 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 by this document, the Executive Committee is empowered to dispose of such assets to the best interests of the Caucus.

ADOPTED: July 2011

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