



BY-LAWS

Revised & Adopted
September 10, 2010

**BY-LAWS
OF THE
HISPANIC/NATIVE AMERICAN INDIAN
SCHOOL BOARD CAUCUS (HNAIC)
OF THE
ARIZONA SCHOOL BOARDS ASSOCIATION (ASBA)**

ARTICLE I

NAME: This organization shall be known as the Hispanic/Native American Indian School Board Caucus of the Arizona School Boards Association.

**ARTICLE II
PURPOSE**

The purpose of the Caucus shall be to:

- 1) Promote quality education for all students with emphasis on the unique needs of Hispanic and Native American Indian students.
- 2) Promote positive and effective relationships among Hispanic and Native American Indian 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 Hispanic, Native American and other minority students in the public schools.
- 4) Promote representation of Hispanic and Native American Indian school board members within the governance of the ASBA.

**ARTICLE III
MEMBERSHIP**

Section 1: Classification of members: All members must support the purposes and goals of the 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:** Regular membership is available to any elected to 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: 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, including serving on committees appointed by the Executive Committee and voicing an opinion in meetings when recognized by the Chair.

C. Friends of the Caucus: Friends of the 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 Chair.

D. Honorary: Honorary membership may be conferred, at the discretion of the President or the Executive Committee, upon individuals who have supported the Caucus and promoted its goals.

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

Section 3: Special Meetings. Special meetings of the members for any purpose may be called, 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 members, stating the time and place thereof, will be provided with an agenda notice no less than fifteen (15) days prior to such meeting. Notice of every special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than ten (10) days prior to such meeting.

Section 5: Membership list: The Membership list shall be maintained by the Caucus' Secretary and Treasurer.

Section 6: Quorum. Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

Section 7: Organization. The President, or in the absence of the President, one of the Vice-Presidents, or other officer, shall call meetings of the members to order and shall act as President thereof. The Secretary of the Caucus, if present, shall act as Secretary of all meetings of members and, in the Secretary's absence, the presiding officer may appoint a secretary.

Section 8: Resignation. Any Executive Committee member may resign by filing a written resignation with the Secretary of the Caucus.

Section 9: Records. The President shall see that all correspondence, minutes, agendas, By-laws, and by-law revisions shall be sent to and kept on file with the ASBA.

Section 10: Dues. Dues shall be established by the general membership at the annual meeting.

Section 11: Voting Rights. Each regular member shall be entitled to one (1) vote at all meetings of the Caucus in each and every matter properly brought before the membership under these By-laws, providing the member is in good standing. Voting by proxy shall not be permitted. The order of business in each meeting of the Caucus shall be in accordance with *Robert's Rules of Order*.

ARTICLE IV BOARD OF DIRECTORS

Section 1: Officers. The voting members shall elect, as executive officers, a President, two Vice-Presidents, a Secretary, a Treasurer and six (6) regional Directors. Such officers shall be elected every two (2) years on an even year by the voting members at the annual meeting. Members will be selected from the candidates nominated by the nominating committee and from any other candidates nominated by any regular member at the annual meeting. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position or until the officer can no longer hold the position due to death or removal.

Section 2: 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 Committee at the next regular or special meeting.

Section 3: Term of Office. The term of office for the President shall serve only one term. Vice-Presidents, Secretary, Treasurer, and Regional Directors shall have no term limits.

Section 4: President. The office of the President should alternate between a Hispanic and a Native American member. The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. The President shall serve on the ASBA Board of Directors as stated in the ASBA By-laws.

Section 5: Vice Presidents. There shall be two Vice-Presidents, one of whom shall represent the Hispanic community and one who shall represent the Native American Indian community. The Vice-Presidents shall be members of the Executive Committee. In the absence of the President, the Vice-Presidents shall have and perform all the powers and duties of the President.

Section 6: Secretary. 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 By-laws, and such other duties as from time-to-time may be assigned by the Executive Committee.

Section 7: Treasurer. The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the ASBA liaison. The Treasurer shall collect all dues and issue receipts and maintain a roster of the current membership. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

Section 8: Regional Directors. There shall be six (6) Regional Directors. The Regional Directors shall live in the region which they represent. Regional Directors are members of the Executive Committee. The Regional Directors 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 - LaPaz, Mohave, and Yuma Counties
- Region V - Gila and Pinal Counties
- Region VI - Cochise, Greenlee, Graham , and Santa Cruz Counties

Section 9: Compensation. The Executive Committee shall have exclusive powers to fix the compensation of all employees of the Caucus.

Section 10: Removal. Any Officer or Director of the Caucus who misses more than one (1) meeting out of any four (4) consecutive meetings, unless he/she is excused by the board for a valid reason , may have his/her office vacated by action of the board.

ARTICLE V COMMITTEES

Section 1: Executive Committee. There shall be an Executive Committee made up of the President, both Vice-Presidents, Secretary, Treasurer, the six (6) Regional Directors, and the Immediate Past President.

Section 2: Procedure. The Executive Committee shall use *Robert's Rules of Order* for all procedures.

Section 3: Powers. The Executive Committee shall have the following responsibilities and powers:

- a) To act on behalf of the Caucus when deemed necessary by the President.
- b) To review plans and programs to be presented to the Caucus 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 Caucus policy or resolution.

All actions of the Executive Committee shall be subject to ratification by the Caucus at any duly called meeting of the members.

Section 4: Reports. The Executive Committee shall keep regular minutes of its proceedings and all action by the Executive Committee shall be reported promptly to the 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 5: 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 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 membership.

Section 6: 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 VI BOARD OF DIRECTORS

Any person residing in Arizona who is either an officer or director of the National School Boards Association (NSBA), NSBA Hispanic Caucus, and NSBA Alaskan/Native American Indian Caucus during his/her term of office in the National Body.

ARTICLE VI AMENDMENTS

These By-laws may be altered, amended or replaced by any new By-laws adopted by the voting members at the annual meeting by a majority vote. Notice of proposed by-law changes shall be in the annual meeting agenda and sent to all members fifteen (15) days prior to the annual meeting. Omissions from these By-laws shall be governed by *Robert's Rules of Order* when they do not conflict with the By-laws.

ARTICLE VII

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.

ARTICLE VIII AFFILIATION

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 Caucus. The activities of the Caucus shall compliment the state association and shall not duplicate ASBA efforts on behalf of all local governing boards.

Revised by the membership of the Arizona Hispanic Native American Indian School Board Caucus on this 10th day of September, 2010.

Secretary
Hispanic Native American Indian School Board Caucus
Of the Arizona School Boards Association