

# Constitution and Bylaws

of the



Ohio Alliance of Black School Educators  
(OABSE)

An Affiliate of the National Alliance of Black School Educators  
(NABSE)

**CONSTITUTION AND BYLAWS  
OF THE  
OHIO ALLIANCE OF BLACK SCHOOL EDUCATORS**

**ARTICLE I  
Name of the Organization**

The name of the organization shall be the Ohio Alliance of Black School Educators (OABSE).

**ARTICLE II  
Purpose and Function of the Organization**

The purpose of the Alliance is to promote and facilitate **quality** education for all students, particularly students of African descent; to establish a coalition of educators of African descent and others involved in the educational process; to create various forums for the exchange of ideas and strategies to improve educational opportunities; to influence public policy concerning the education of people of African descent; to identify and develop teachers and other professionals of African descent, who will assume leadership positions in education; **and to promote and strongly encourage persons of African descent to research and develop teaching and learning strategies that enhance achievement of students of African descent.**

The Functions of the Alliance shall be:

- a) To work to eliminate and rectify the effects of racism in education;
- b) **To work to increase the academic achievement level** of all students, particularly those of African descent, **by promoting programs and effective teaching techniques;**
- c) To establish and promote awareness, professional expertise and commitment among educators of African descent and others to enhance and contribute to the efforts of other educators and community persons;
- d) To influence the development of specialized training for teachers and others who will positively affect the learning outcomes of students (early childhood to higher education);
- e) To provide an avenue for recruiting school personnel, particularly those of African descent;
- f) To exchange information on methods of obtaining funds from federal, state, and private sources to support educational programs in the schools;
- g) To develop and promulgate positions on key educational issue that affect the education of students and impact public policies.

## **ARTICLE III Organization**

### **SECTION I Membership**

Membership in the Ohio Alliance of Black School Educators shall be open to those persons **who serve or have served in an administrative teaching, supportive, supervisory, policy position or who are associated with any phase of educational work. Parents, students, and other persons who support the mission of OABSE shall also be eligible for membership. The educational service for those eligible for membership may be in a public or non-public school, regional, state, national, international or federal educational agency or association, college or university.**

**Any library, professional organization, governmental agency, private corporation, or other institution wishing to support OABSE and to receive such publications as authorized by the Board of Directors may become an institutional member. OABSE may create additional categories of membership, as deemed necessary.**

Members and local affiliates are active and in good standing when the payment of current dues has been confirmed.

The categories of membership shall include:

1. Individual
2. Affiliate
3. Student
4. Retiree
5. Institution
6. Corporation

### **SECTION II Commissions**

The Ohio Alliance of Black School Educators shall be composed of **six commissions, each of which shall be organized for the purpose of affording meaningful dialogue. Each commission shall nominate a Chair, Chair-elect, and Secretary. The Commission officers will be elected from the Commissions that they represent and will serve two-years terms.**

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

**1. *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.

**2. *Local School Administration Commission***

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

**3. *Higher Education Commission***

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

**4. *Superintendents' Commission***

This commission shall be composed of superintendents and former superintendents who have served as visionary leaders to OABSE and provided critical visionary leadership for African American education. This commission's primary function is to share and extend that vision to the OABSE membership.

**5. *Retired Educators' Commission***

This commission shall be composed of members who are no longer in the active work force. The function of this commission shall be directly related to the retention and continuing involvement of retirees in OABSE, and the development of programs for enhancing the quality of life for OABSE members.

**6. *Parent Commission***

This commission shall be composed of members who are parents and court recognized advocates. Active educators currently in the work force may not be participants in this commission. The function of this commission shall be directly related to the motivation and collaboration of parents who support the OABSE mission.

### **Section III Membership Assembly**

The Membership Assembly shall be the governing and policymaking body of the OABSE. It shall be composed of all members in good standing. Any OABSE member who is in good standing is eligible and expected to participate fully in Membership Meetings.

- A. Members in attendance at legally called meetings shall constitute a quorum.
- B. Each member shall have one vote. A majority vote of members present at the Membership Meeting is necessary to carry the motion.
- C. The Membership Assembly shall meet **quarterly** on the first Saturday or at such time and place as shall be determined by the Executive Board. No other activities will be scheduled during this time.
- D. The Membership Meeting shall:
  - 1. **Be comprised of members who value and understand the importance of participating actively in the meeting;**
  - 2. Initiate and act on resolutions and amendments to the constitution and bylaws submitted by OABSE members in good standing at the membership meeting;
  - 3. Receive and act on proposed amendments to the bylaws by the committee. **A 2/3 vote of members present at the membership meeting is required for adoption;**
  - 4. **Act on resolutions which shall have been submitted by the resolutions committee provided said resolutions have been sent to all members at least forty days prior to the meeting of the membership.**
    - Resolutions and written proposals that are introduced that will have a financial impact should recommend a funding source before submission to the resolutions committee. Once passed, the board has a responsibility to certify that the funds are available or report to the initiator of the resolution/proposal as to the progress of resolution/proposal including the funding source.**
  - 5. Receive and act on written proposals of ideas and strategies for the future development of the goals and objective of OABSE;
  - 6. Receive a copy of the reported activities of the president;
  - 7. Receive and act on the financial and annual reports of the board of directors;
  - 8. Receive and act on the financial and audit reports;
  - 9. **Receive and act on the report of the nomination and election committee;**
  - 10. **Receive and act on recommendations for the dues structure for membership in OABSE;**
  - 11. Receive and act on reports of the general officers, affiliates' presidents, and all standing committees;
    - Adopted resolutions, with certified funds identified, shall be referred to the Board of Directors for implementation.**
  - 12. **Adopt rules for procedures for conducting meetings.**

## **SECTION IV**

### **The Board of Directors**

The Board of Directors shall be composed of the Founder, the general officers of OABSE and all Affiliate Presidents. The Immediate Past President shall remain on the Board for two years following his/her term. The President of the organization shall chair the meetings of the Board

of Directors. The Board of Directors shall serve as the representatives of the membership and shall be empowered to make decisions regarding policies established by the OABSE.

- A. **The Board of Directors shall meet at least two times per year. Special meetings of the Board may be called by the President or by at least four Board members.**
- B. **A quorum shall consist of a majority of the members of the Board.**
- C. **Each member of the Board of Directors shall have one vote and any official action shall require a majority vote.**
- D. **Excluding the office of President, when any general officer is unable to complete the term of office, the Board shall appoint a person to complete the unexpired term. In the case of Commissions, the Chair-elect shall be designated to fill the unexpired term.**
- E. **An Executive Committee of the Board of Directors shall be composed of the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and two members of the Board of Directors elected by the Board. This committee may act on issues assigned by the Board in the interim between Board meetings.**
- F. **The Board of Directors shall determine the time and place of the OABSE meetings.**
- G. **The Board of Directors shall prepare an annual report for the membership. The annual report shall include the status of the resolutions.**

## **Section V Affiliates**

In order to implement its goals and objectives, OABSE supports and encourages establishment of local groups of educators at all levels who wish to affiliate. **Each affiliate shall be responsible at the local level to implement the state agenda and priorities of OABSE. The affiliates shall be required to submit a copy of their plans and documentation of their implementation on an annual basis. OABSE will ensure that the affiliate fulfills the requirements.**

The Board of Directors shall have the power to establish, review, and revise criteria for affiliates of the Ohio Alliance of Black School Educators. The constitution of the affiliates shall conform to the purpose and functions of the OABSE Constitution and Bylaws.

## **SECTION VI Affiliate Presidents**

In order to further enhance the attainment of the goals and objectives of the Alliance, Presidents of all local affiliates in good standing shall be members of the Board of Directors. Affiliate presidents shall have the mission of facilitating communication, interacting, networking, and problem solving between and among other local affiliates and OABSE.

## **ARTICLE IV**

### **Officers**

#### **Section I**

##### **General Officers**

The General Officers of the Ohio Alliance of Black School Educators shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer. All officers shall be elected from among the Alliance membership. No two general offices shall be held by the same person.

#### **Section II**

##### **Term**

A term of office shall be two years or until a successor is elected and installed. **There is no designation for the number of terms any elected General Officer may serve.**

#### **Section III**

##### **Removal**

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

#### **Section IV**

##### **Vacancies**

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

In the event that a vacancy does occur in the office of President, the First Vice President shall assume the duties of the President until the end of the term.

## **Section V President**

The President shall have all powers and duties incident to the office of President. The President shall preside at Membership Meetings, Board of Directors Meetings, Executive Committee Meetings, and special meetings as specified by these Bylaws. The President shall establish and appoint the Chairs of all standing and ad hoc committees and shall establish other committees as needed. The President shall appoint individuals to fulfill responsibilities deemed necessary to accomplish the objectives of the organization. The President shall serve as the principal spokesperson of the organization.

## **Section VI First Vice-President: Programs**

The First Vice-President shall carry out the duties of the President in the President's absence and shall perform such other functions as may be set forth in the Constitution and Bylaws. The First Vice-President shall coordinate all workshops and seminars as planned by the Board of Directors. The First Vice-President shall coordinate all commission activities, report to the Board of Directors and to the membership, and serve as a resource and point person to the local affiliates.

## **Section VII Second Vice-President: Membership/Publications**

The Second Vice-President shall carry out the duties of the President in the absence of the President and the First Vice-President. The Second Vice-President shall be responsible for maintaining communication with each member in the Alliance. This communication shall include, but not be limited to, the publication of an official news organ to disseminate timely and important information to the membership and others. The Second Vice-President shall maintain the official membership records.

## **Section VIII Recording Secretary**

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

## **Section IX Corresponding Secretary**

The Corresponding Secretary shall conduct correspondence on behalf of the Organization as directed by the President or the Board of Directors and shall maintain an accurate list of the membership.

## **Section X Financial Secretary**

The Financial Secretary shall receive and record all funds and maintain accurate financial records for the Organization. All funds should be immediately turned over to the treasurer. The Financial Secretary shall provide a detailed financial report to the Board of Directors and Second Vice-President.

## **Section XI Treasurer**

The Treasurer, in accordance with sound fiscal management procedures and policies as established by the Board of Directors, shall execute those procedures for signing and disbursement of checks. The Treasurer shall present quarterly reports to the Board of Directors regarding all income including the organizations disbursement of checks, report of expenditures and profits from all activities.

The Treasurer shall be the chair of the Budget Committee that shall study all official audit reports and make recommendations to the OABSE and shall serve on the Audit Committee.

## **Section XII Commission Chairs**

The Commission Chairs will be elected from the Commissions that they represent and will serve a two-year term on the Board of Directors. The duty of the Commission Chair will be to conduct the meetings and coordinate all activities of the Commission; represent the Commission as a member of the Board of Directors; and assume other duties as prescribed by the Board of Directors.

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

## **Article V**

### **Standing Committees**

The standing committee of this organization shall include, but is not limited to, the following:

- Budget
- Audit
- Membership
- Resolutions
- Appeals
- Nominations and Elections
- Constitution and Bylaws

#### **Section I**

##### **Duties and Responsibilities**

The duties and responsibilities of these standing committees shall be to implement the objectives of the committee as determined by the Board of Directors with advice and counsel of the membership through the Affiliate Presidents. Each committee shall submit a written report to the membership at the Annual Membership Meeting or at any other time as requested.

#### **Section II**

##### **Chairpersons**

The chairperson of each standing committee shall be appointed by the President and approved by a majority of the Board of Directors and shall serve a term of one year. The chairperson may be reappointed for additional terms if the need for continuity of function is deemed essential to the purposes of the committee.

#### **Section III**

##### **Members**

Members of a standing committee shall be from each affiliate and/or commission and shall be volunteers subject to the approval of the Board of Directors.

#### **Section IV**

## **Special Committees**

Special Committees may be established by the President of the Alliance with the approval of a majority of the Board of Directors.

## **ARTICLE VI Elections and Voting Procedures**

### **Section I Time of Elections**

General Officers of the Alliance shall be elected in the interim period between the non-election year and the following Annual Membership Meeting. Newly elected officers shall be installed at the Annual Membership Meeting following their election.

### **Section II Nominations**

The Nominations and Elections Committee shall be composed of one executive Board member, elected by the Board, and one representative of each Affiliate and/or Commission, elected by the respective Affiliate or Commission. The Chairperson for the Nominations and Elections Committee is to be appointed by the President. The representatives on this committee shall not be current State Officers.

Persons running for general office must meet all of the following criteria:

1. Active membership status during the nominations and election period;
2. Two years active membership and service to the OABSE;
3. Attended a minimum of three of the last five OABSE conferences and/or NABSE conferences;
4. Active membership status in NABSE.

Nominations may be submitted by mail from members in good standing. Names of those nominated for office in the Alliance shall be submitted to the Nominating Committee at least 90 days before the Annual Membership Meeting.

### **Section III**

## Voting

- A. All members in good standing shall be eligible to vote.
- B. Voting shall be conducted by mail-in ballots. Mail-in ballots will be returned to the chair of the Nomination and Elections Committee.
- C. Write-in candidates will be accepted for offices where there are fewer than two candidates nominated for any general office. Write-in candidates must meet all criteria for persons running for general office to be considered for the office.**
- D. Within 30 days after the presentation of nominations, the Nominations and Elections Committee shall mail ballots to all members in good standing. Ballots shall be returned within 14 days from the mailing date.
- E. A majority vote of members voting will be required for election. In the event of a tie, a run-off election between the two top candidates will be held by mail-in ballots.
- F. All ballots will be forwarded to the Recording Secretary to be held for **one year** following the election.
- G. Membership shall be notified of the results of the elections **within 30 days** following the tallying of ballots.
- H. Newly elected officers will be installed at the Annual Membership Meeting following their election.

## ARTICLE VII Meetings

### Section I Annual Meetings

There shall be an Annual Meeting of the membership. This meeting 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 30 days before the date thereof.

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

- A. Membership Meeting  
There shall be at least one meeting of the membership to conduct the official business of the organization. No other meetings should be scheduled that conflict with the membership meeting. A quorum shall consist of members present.
- 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 purposes of the organization and to conduct official commission business. A quorum shall consist of members present.

In addition, the following meetings may occur:

A. General Assembly Meetings

A general assembly meeting may be held to promote the goals and purposes of the Alliance and to acquaint the host community with the organization's activities. Such meetings will be open to the public.

B. Plenary Meeting

A plenary meeting may be held to present relevant topics of interest and concern to the membership.

C. Caucus Meetings

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

## **Section II Special Meetings**

Special meetings of the Alliance may be called at the discretion of the President upon approval of the majority of members 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 30 days before the date of the meeting. The business of the special meeting need not be limited to the agenda as listed on the notice.

## **Section III Other Meetings**

Commissions may hold other meetings throughout the year as deemed feasible by their members.

## **ARTICLE VIII Dues**

**Dues structure shall be recommended by the OABSE Board of Directors and submitted to the Membership for approval at the Annual Membership Meeting. Changes in the dues structure will take effect January 1.**

**Dues paid in full shall constitute a member in good standing.**

**Individual and Affiliate membership dues are due by January 1 of every year.**

## **ARTICLE IX Amendments**

Amendments may be proposed to the Board of Directors by a petition signed by a simple majority of members in good standing or by a majority vote of the Executive Board.

At least 30 days prior written notice must be given to the membership before any amendment(s) to the bylaws can be voted upon.

To be adopted, amendments to the bylaws must be approved by a simple majority of the voting membership.

## **ARTICLE X Ratification**

These bylaws shall become ratified by a simple majority of the members present and in good standing.

## **ARTICLE XI Order of Business**

Unless altered or suspended at any meeting by a majority vote of the members present, the following shall be the order of business at meetings of the organization:

1. Ascertainment of members present
2. Reading of minutes from previous meeting
3. Report of Officers
4. Report of Nominations and Elections Committee

5. Report of Commissions
6. Report of Standing Committees
7. Unfinished business
8. New business

The most recently published edition of Robert's Rules of Order Revised shall govern all official meetings of the Ohio Alliance of Black Educators when it does not conflict with the bylaws of the organization.

## **ARTICLE XII**

### **Parliamentary Authority**

The parliamentarian shall attend all meetings of the Board of Directors as a non-voting member.

## **ARTICLE XIII**

### **Dissolution**

In the event that this Alliance, for whatever reason, votes to dissolve its organization, the Alliance treasury – after the liquidation of all financial obligations that have been incurred by the Alliance – will be donated to the National Alliance of Black School Educators (NABSE) Foundation.

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