



TEXAS ALLIANCE OF BLACK SCHOOL EDUCATORS

TABSE

Constitution/By-Laws

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Texas Alliance of Black School Educators

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PREFACE

When a constitution is used as well as a set of Bylaws, it is general organizational philosophy that the Constitution will embody the basis of the organization.

While subject to amendment, the Constitution is more difficult to amend than are the Bylaws.

The Bylaws will, on the other hand, provide greater detail concerning the operations of the organization.

The Bylaws may be amended more easily than the Constitution.

PREAMBLE

The **Texas Alliance of Black School Educators** affirms the inherent worth, dignity and educability of African-American people. The **Alliance** challenges forces, which obstruct the achievement, development, and educational opportunities of youth and adults.

African-American children throughout the United States encounter problems that are directly related to their minority group status. It is the mission of this **Alliance** to enhance and facilitate the education of African American people.

It is the mission of this **Alliance** to develop the necessary structures through which African American educators can meet and share ideas and focus on the unique challenges faced by African American youth and adults.

It is the mission of this **Alliance** to analyze and apply shared knowledge to the eradication of problems which stand as obstructions to quality education for African American children.

CONSTITUTION

ARTICLE I

Name

This organization shall be known as the Texas Alliance of Black School Educators, an affiliate of the National Alliance of Black School Educators. Its acronym shall be TABSE.

ARTICLE II

Purpose

The Texas Alliance of Black School Educators is incorporated under the laws of the State of Texas as a non-profit, statewide educational organization. This constitution is in compliance with the constitution of the National Alliance of Black School Educators. The term for which this organization is organized shall be perpetual.

ARTICLE III

Mission

It is the mission of this Alliance to enhance and facilitate the education of African American people.

ARTICLE IV

Membership

Membership in the Texas Alliance of Black School Educators shall be open to persons and institutions involved in the education of people of African descent.

ARTICLE V

Officers

The officers of the Alliance shall be a President, President-Elect, Immediate Past President, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Chaplain and such other officers as the By-Laws may specify.

ARTICLE VI

Executive Board

The Executive Board shall be the governing body of the Alliance. It shall conduct all business of the Alliance except as otherwise provided by the Constitution and By-Laws.

ARTICLE VII

Executive Committee

The Executive Committee shall act on and implement all activities requiring Board action, except for those activities reserved to the full Board, and subject to ratification by the Delegate Assembly. Except those reserved to the full Board, the Executive Committee shall perform the duties prescribed in the By-Laws.

ARTICLE VIII

Amendments

This Constitution may be amended by a two-thirds affirmative vote of the Membership.

ARTICLE IX

Rules of Order

The proceedings of the Board are regulated by the Constitution. When a particular question in the proceedings is not covered by the Constitution, then current Robert's Rules of Order shall be consulted. These rules may be suspended at any time by majority vote at meetings.

BY-LAWS

ARTICLE I

Name of Organization

The name of the organization is The Texas Alliance of Black School Educators. The acronym for the organization is TABSE. The Texas Alliance of Black School Educators is an affiliate of the National Alliance of Black School Educators, committed to improving the educational achievement of students of African descent in Texas.

ARTICLE II

Purpose

SECTION 1

It is the mission of this Alliance to enhance and facilitate the education of African American people; and to:

- Establish a coalition of African American educators and others directly or indirectly involved in the educational process.
- Create a forum for the exchange of ideas and strategies to improve educational opportunities for African-Americans.
- Identify and develop black professionals who will assume leadership positions in education.
- Influence public policy concerning the education of African-American people.

SECTION 2

This purpose will be accomplished by the following:

- This organization shall develop and deploy instructional and motivational methods that increase levels of inspiration, attendance and overall achievement of African American children.
- The Alliance will promote and facilitate a high quality education for all children, in particular for African-American children.
- The Alliance will establish a coalition of educators directly involved in the educational process if African-American students.
- The Alliance will create forums for the exchange of ideas and strategies to improve opportunities for African American people.
- The Alliance will distribute information about career opportunities and recruit African Americans to education as a career.
- The Alliance will cooperate with other organizations in achieving shared goals and share ideas about effective educational programs and techniques.
- The Alliance upon request will provide to local state and federal authority information relevant to their decisions and policies regarding the education of African American children and influence public policy as it relates to educational issues.
- The Alliance shall promote the best education practices by supporting such projects, efforts, or programs, as the Board shall approve.

- The Alliance shall work to increase the participation and expansion of Texas affiliates.
- The Alliance shall identify and promote those activities, which are designed to sensitize the public-at-large and educators, specifically to the needs of African-American students in academic and nonacademic areas of development.

SECTION 3

The functions of the Alliance shall be:

- To work with the State Legislature, State Board of Education and the Texas Education Agency to address critical issues related to the education of African-American students.
- To develop a communication network and a support system to foster positive and realistic expectations for African-American students.
- To develop and promulgate positions on key educational issues which affect the education of students and impact upon public policies.
- To work to eliminate 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 African-American students.
- To establish and promote the degree of awareness, professional expertise and commitment among African-American educators necessary to enhance and contribute to the efforts of other educators and community persons.
- To provide an avenue for recruiting African American school personnel.
- 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 the areas of deficit finance, integration, student concerns, decentralization, community involvement, teacher unions, etc.
- To meet and share ideas, proven programs and effective techniques for demonstrating that African-American youth can achieve irrespective of socio-economic conditions.
- To provide resources and data banks for educators on proven educational programs.
- To exchange information on methods of obtaining funds from federal, state, and private sources to support educational programs in the schools.
- To develop specific programs to recognize outstanding accomplishments of African-American Students and African-American Educators.

ARTICLE III

Structure

SECTION 1 Membership

- The membership of the Texas Alliance of Black School Educators shall consist of individuals, institutions, and institutional representatives as specified in the constitution.
- Any person who serves in an administrative, teaching, supportive, supervisory, policy position, retired, or who is associated with any phase of educational work shall be eligible for regular membership. Students, parents, retired educators, lay persons and business persons may be associate members. The educational service for those eligible for membership may be in a public or non-public school; regional, state, national, or federal education agency or association; college or university.
- Each member shall participate in the commission of his/her choice. Members are encouraged to select the commission, which parallels their job functions. Selection of a commission shall be made upon establishing or renewing membership. No member shall hold membership in more than one commission at any time.
- A member is "in good standing" when the payment of current dues has been confirmed.
- Any library, professional organization, governmental agency or other institution wishing to support TABSE and to reach such publications as authorized by the Executive Board may become an institutional member. The Delegate Assembly may create additional categories of memberships.
- An institutional member in good standing shall be entitled to designate one institutional representative.
- An individual member or institutional representative in good standing shall enjoy all the rights and privileges of the Alliance including participating in conferences, voting on matters submitted to the membership by the Executive Board, and participating in Alliance activities as determined by the Executive Board. The President in accordance with the provisions in the By-Laws may appoint members to Alliance committees.
- A member may be expelled for actions considered contrary to the objectives of the Alliance. Charges of adverse actions must be submitted in writing. A member so charged shall be given a hearing before the Executive Committee. If a majority of the Executive Committee agrees that the evidence presented supports the charges, the matter shall be referred to the Executive Board for final disposition. The decision of the Executive Board is final. A member so charged will be provided a written report as to the action taken by the Alliance's Executive Committee and Executive Board.

SECTION 2

Dues

Members shall pay dues as established by the Delegate Assembly. The Executive Director may drop a member who fails to pay the annual dues for three months from the membership rolls 30 days after notification. A former member, who was dropped from the membership rolls for nonpayment of dues, may be reinstated by paying any indebtedness to the Alliance and by making application for membership. Payment of annual dues shall entitle each member membership from September 1 to August 31. The fiscal year shall be the same as the membership year.

Categories of Membership:

- A. Regular Membership (Voting member).....\$50.00
- B. Paraprofessional....\$20.00
- C. Retired Member and full time students-not employed full time (Voting member).....\$15.00
- D. Regular Life Member (Voting member)..... \$400
Note: Payable \$100 per four consecutive TABSE Calendar Years
- E. Retired Life Member (Voting Member)..... \$200
Note: Payable \$50 per four consecutive TABSE calendar years
- F. Business & Institutional Membership (Non-Voting) \$250
- G. 1A, 2A, & 3A District Institutional Membership.....\$1500
- H. 4A, 5A, 6A District & Higher Education Institutional Membership.....\$2000

SECTION 3

Life Membership

Any individual member who has reached the age of 65 years, and who has been a continuous member or representative in good standing for at least 10 years, may be granted Golden Life Membership in the Alliance upon written application for such status. Golden Life Members receive all rights and privileges of members including registration without fee at Alliance conferences.

SECTION 4

Fellows

Upon two-thirds affirmative vote by the Executive Board, persons may be designated as "Fellows." Fellows shall be persons who have made contributions of outstanding merit within the purview of the goals of the Texas Alliance of Black School Educators. Such contributions may be either through activities of the Alliance or through other endeavors.

ARTICLE IV

The Delegate Assembly

The Delegate Assembly shall be the governing body of the Alliance. It shall be composed of members in good standing.

Members, identified by their official delegate badge, in attendance at any legally

called meeting shall constitute a quorum.

Each member shall have one vote.

A majority vote of members voting is necessary to carry a motion.

The Assembly shall meet at the annual conference of the Alliance at such time and place as shall be determined by the Executive Board.

The Delegate Assembly shall:

Receive and act on the annual report of the Executive Board; Receive and act on the financial and audit reports; Receive and act on reports of the general officers and all standing committees;

Determine dues for membership in the Alliance; Initiate amendments to the Constitution and By-Laws;

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

ARTICLE V

Executive Board

SECTION 1

TABSE'S Executive Board shall be made up primarily of individuals engaged in or supporting the education of African American children. All executive board members shall be residents of the state of Texas. All executive board members shall be residents of the state of Texas.

SECTION 2

Terms

No person may serve more than two consecutive full terms on the Executive Board, except to complete a term as an elected officer.

SECTION 3

Board Meetings

The Executive Board shall meet at least four (4) times a year and may meet as many times as the President or a majority of the Board directs. Notices of all regular meetings shall be provided to all board members at least 14 days in advance of the meetings. Meetings may be conducted face-to-face, electronically or by teleconferencing.

SECTION 4

Quorum

A simple majority of the Executive Board shall constitute a quorum for transaction of business. All members of the Board may vote.

SECTION 5

The Executive Board may act upon agenda items posted for action.

- Voting members of the Executive Board shall be composed of the general officers of the Texas Alliance of Black School Educators, presidents of local affiliates, and representatives from each affiliate based on membership. Representation on the Executive Board will be based on one representative per one hundred members not to exceed three.
- The immediate Past President shall remain on the Board until the conclusion of the current president's term.
- The President of the organization shall chair the meetings of the Executive Board.
- The Executive Board shall serve as the representative of the membership, and shall be empowered to make decisions regarding policy established by the Alliance when the Delegate Assembly is not in session.
- The Executive Board shall meet at least four times per year.
- Special meetings of the Board may be called by the President or by at least four members of the Board.
- Each member of the Executive board shall have one vote and any official action shall require a majority vote.
- 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.
- The Executive Board shall determine the time and place of the annual meeting of the Alliance.
- The Executive Board shall prepare an annual report for the membership.
- The annual report shall include the status of all open business, completed projects and Board actions.
- No person may hold two elected offices at the same time.

SECTION 6

The Executive Board may act upon questions presented in writing either by US mail or electronic mail. The procedures for voting on a question shall be as follows:

- The question shall be phrased so that a yes or no answer may be given.
- The President shall send the ballot to each Board Member entitled to vote as of the date of submission.
- A return date, either post marked or electronic date shall be set 15 days from the time the ballot material was sent.
- Ballots dated after the closing date shall not be counted. A simple majority of the quorum will determine whether a proposal is approved or disapproved.

- When secret ballots are required, US mail will be used following the "two-envelope", i.e., the ballot itself will be sealed inside an envelope which contains no identification as to the Board Member voting, and that envelope will be mailed inside a second envelope which contains the identification of the Board Member voting.
- Upon receipt at the TABSE office, the name of the board member voting will be recorded for the record and the inner envelopes will be separated from the outer envelopes. Once all the inner envelopes have been accumulated, they will be opened and the vote tallied.
- The President shall report to the Board the results of the voting within 15 days after the closing date.
- The results of the voting shall be formally entered into the minutes at the next Executive Board meeting.

ARTICLE VI

Executive Committee

SECTION 1

An Executive Committee of the Executive Board shall be established to act on issues assigned by the Board in the interim between Board meetings.

The Executive Committee will consist of the President (Chair), President-Elect, Immediate Past President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Historian, Parliamentarian, Chaplain and the Executive Director serving Ex-Officio.

The term of office for the Executive Committee members shall correspond to their terms as officers.

The Executive Committee shall meet as often as requested by the President.

SECTION 2

Three voting members of the Executive Committee shall constitute a quorum for the transaction of business.

SECTION 3

The Executive Committee shall:

- Transact all business on behalf of the Alliance and do all such acts as the Constitution and these By-Laws permit.
- Establish and oversee the activities of the TABSE staff.
- Have the accounts of the Alliance audited annually or at such other times, as it shall direct.
- Present a report of its actions to the Executive Board at least annually.
- Act on behalf of the Executive Board in the interim between their meetings.
- Only the Executive Committee can bind the Alliance contractually Major new programs or commitments shall have received prior approval by the Executive Board.
- The Executive Committee may also act upon questions presented by mail,

provided such action is approved by at least three members of the Executive Committee.

- Questionnaires or surveys shall not be conducted by agencies or in behalf of the Alliance without the prior approval of the Executive Committee, agreed to in principle by a majority of the Executive Board.

ARTICLE VII

Affiliates

SECTION 1

In order to implement its goals and objectives, the Alliance encourages and supports the establishment of local groups of educators at all levels who wish to affiliate with the Alliance. The Executive Board shall have the power to establish, review, and revise criteria for affiliates of the Texas Alliance of Black School Educators. The constitution of the affiliates shall conform to the purpose and functions of the National and State Constitutions and By-Laws.

SECTION 2

The Council of Affiliate Presidents

In order to further enhance the attainment of the goals and objectives of the Alliance, 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 plans of action consistent with the goals and objectives of the Alliance. It 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 officers of the Alliance. The council shall elect such other representatives or officers as are deemed necessary.

ARTICLE VIII

Nominations and Election of Officers

SECTION 1

Time of Elections

General officers of the organization shall be elected in September of the interim period between the non-election year and the following Annual Conference. Newly elected officers shall be installed at the Annual Conference following their election and will take office after the end of the conference.

SECTION 2

Nominations Committee

The Nominations Committee shall be composed of an odd number. The Delegate Assembly's representation will change to accommodate this process. The composition will include the following: The Chairperson appointed by the President, one Executive Committee member elected by the Executive Board, one representative from each Commission elected by the commissions, two members

elected at-Large by the Delegate Assembly. The Chairperson shall not be an elected officer, Commission chairperson, or a nominee for election while chair of the Nominating Committee. When the Council of Affiliates Presidents exceeds fifteen (15), the Council of Affiliates Presidents will elect a representative to the Nominations Committee. Any member may make additional nominations from the floor with a second at the Delegate Assembly during the Annual Conference prior to the election year. Voting will be conducted by mail. Nominees must have been active and financial for two years in their local affiliate as well as TABSE and NABSE before becoming eligible to run for State Offices. Not more than 14 days prior to the last Executive Board meeting of the calendar year, the Nominations Committee will inform all candidates of their Nominations for office, and of any nomination received by petition of other members. Upon the completion of its responsibility, the Nominations Committee will assume the responsibility of the Election Committee.

SECTION 3

Elections committee

The Election Committee will have the following responsibilities:

- Develop the Ballot of Nominees.
- Establish procedures to conduct an electronic/ mail-in election
- Conduct the election.
- Tabulate the results.
- Submit the results of the election to the Executive Board.

SECTION 4

Voting

All members who are financial with the state organization shall be eligible to vote in statewide general elections. Voting members shall be conducted by mail. **“MAIL IS DEFINED AS ELECTRONIC AND/OR GENERAL POSTAL”** The time line for voting will be determined by the Election Committee with the approval of the Executive Board. Election shall be by a simple majority of the voting membership. The results of the election shall be announced at the Annual Conference and printed in the next edition of the TABSE Newsletter. All ballots will be forwarded to the Secretary to be held for twelve months following the election.

ARTICLE IX

Executive Authority

SECTION 1

The Executive Authority shall be vested in the Executive Board. The President serves as the Chief Executive Officer of TABSE.

SECTION 2

Term of Office

All elected offices will be two years or until a successor is elected and installed except for President, President-Elect, and Immediate Past President, who will serve for three years. The President and President-Elect cannot come from the same affiliate. The term of office for the Treasurer will be staggered with the term of office of the Financial Secretary so that one or the other is elected each year but not both in the same year.

SECTION 3

Removal

Any person holding an elected office of the Alliance may be removed for good cause by a two-thirds vote of the Executive Board whenever in its judgment the best interests of the organization shall be served thereby. An appeal of such action can be considered by the Appeals Committee.

SECTION 4

Vacancies

If there is a vacancy for any reason in any office, excluding the Presidency, the Executive Board shall select from the membership an officer pro tempore to perform the duties of the vacated office until the office is filled by a special election by the membership. When there is cause for an appeal: The petitioner has the right to request a hearing within thirty (30) days. The President annually shall appoint an Appeals Committee comprised of five members of the Executive Board (no two members will be from the same affiliate). The committee members shall elect a chairperson. The organization must hold a hearing within sixty days. The hearing will be held in executive session. The decision of this Committee shall be final.

SECTION 5

General Officers

The general officers of the Texas Alliance of Black School Educators shall be President, President-Elect, Immediate Past President, Historian, Parliamentarian, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer and Chaplain. All officers shall be elected at large from among the active and eligible alliance membership.

President

- The President is the Chief Executive Officer of TABSE and shall preside over all meetings of the Alliance's Executive Board, Executive Committee, and membership.
- The President shall have all powers and duties related to the office of President.
- The President shall preside at all Delegate Assemblies, Annual Meetings, and special meetings as specified by these By-laws.
- He/she shall administer the affairs of the Alliance according to the provisions of the Constitution and By-Laws and the policies enunciated by the Executive Board and Executive Committee.
- The President shall appoint the chairpersons of all standing and ad hoc committees, shall establish ad hoc committees, and shall establish other committees as needed. The President will ensure that 1) President 2) Finance Secretary 3) Treasurer positions are bonded; an annual audit of the Alliance's finances is completed and the results are duly reported to the membership; an annual evaluation of the Executive Director is completed by the end of January.

President -Elect

- There shall be a President-Elect whose commission membership must be different from that of the President. 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 assume the office of President upon the expiration of the President's term.

Immediate Past President

- The term of office as Immediate Past President shall be until the conclusion of the current President's term. The Immediate Past President shall chair the Past President Committee and assume such other responsibilities as shall be designated by the President. Should an incumbent President be reelected for successive terms as President, the then incumbent Immediate Past President may continue serving in that office.

Recording Secretary

- The Recording Secretary shall keep minutes of the Executive Committee, the Executive Board and Delegate Assembly meetings and shall perform other appropriate duties and functions as assigned by the President.
- The Recording Secretary shall be responsible for reviewing and certifying

business documents of the Alliance.

- The Recording Secretary shall perform the duties of the President when the President and President-Elect are unable to serve. The Recording Secretary may be elected to two successive terms.

Financial Secretary

- The Financial Secretary shall keep a financial record of all membership.
- The Financial Secretary shall be responsible for providing a quarterly financial report of the membership.
- The Financial Secretary shall verify members for any awards or recognition that is given on behalf of the organization.

Corresponding Secretary

- The Corresponding Secretary shall receive correspondence via U.S. mail/electronic and will assume the responsibilities for sending out written communications to the general body regarding TABSE activities and events. The Corresponding Secretary will assume any other appropriate duties and functions as prescribed by the President.

Treasurer

- The Treasurer shall serve as the Chief Finance Officer of the Alliance and have charge of all funds and revenues and financial transactions.
- The Treasurer shall have the responsibility of reviewing the Alliance's financial affairs, and co-signing Alliance checks for expenditures for such amounts and for such purposes as the Executive Committee may from time to time determine. In addition the treasurer, in conjunction with the Executive Director shall establish a budget annually.
- The Treasurer may be elected to two successive terms.
- The Treasurer serves as the Chairperson of the Budget Committee and the Audit Committee.
- The Treasurer in accordance with sound fiscal management procedures and policies as established by the Executive Board shall execute those procedures for signing and disbursement of checks.

Historian

- The Historian shall be responsible for maintaining a record of proceedings of the alliance. This can be done in the form of pictures, newspaper clippings, and documentation in writing of significant events.

Parliamentarian

- The Parliamentarian shall serve as the authority on the proper rules of order in debate. Current Robert's Rules of Order will be the final authority when a misunderstanding occurs.

Chaplain

- The Chaplain shall lead the organization in the invocation and the benediction.

The President shall make the following Appointed Position Chairpersons:

Executive Director

- The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization.

Conference Secretary

- The Conference Secretary is responsible for coordinating and helping schedule the annual state conference activities.

Membership Chair

- The membership chair is responsible for identifying mechanisms for "marketing" the Texas Alliance of Black School Educators to individuals and institutions so that the number of members increases annually.

SECTION 6

Finance

The Executive Board shall be responsible for maintaining the fiscal integrity of the Alliance and for ensuring financial stability and growth. Income shall be derived from sources consistent with the mission of the Alliance. All financial transaction, fees, and references made thereto will be in U.S. funds. Signature on the account for all monies deposited on behalf of TABSE shall be joint (by any two, President, Treasurer, or Financial Secretary).

SECTION 7

Dereliction of Duties

Officers elected by the total membership (President, President-Elect, Recording Secretary, Financial Secretary, Corresponding Secretary, Historian, Treasurer, Parliamentarian and Chaplain) who fail to fulfill the duties of the office may be considered to be derelict in his/her duties and may be removed from office as specified in the By Laws and Constitution.

Dereliction of duties may include any one of the following:

1. Failure to attend meetings (any officer missing a meeting must submit in writing an explanation of the reason they were absent to the President or in the case of absence of the President, the President-Elect within five days of the absence.
2. Failure to file reports (within two weeks of the meeting for Board Minutes, Committee Minutes and Reports, Treasurer's report, Conference Reports etc.). Reports must be sent to the Recording Secretary via e-mail or hard copy within the two-week timeframe following a meeting. Missing the deadline more than twice will be just cause for review by the Executive Committee.
3. Failure to reply to directions from the President within one week of receiving a request or failure to reply more than twice will be cause for review by the Executive Committee
4. Failure to provide Financial Reports or any other report requested by the President and/or President-Elect will be just cause for review by the Executive Committee.

In the event an elected officer misses three meetings (regular, called or committee)

during a membership year, the officer may be removed from office if the Executive Committee considers the absences “unexcused”. The Executive Committee will select a member to serve the remainder of the removed officer’s term as specified in the By-laws.

In the event an officer is removed from office, the membership will be notified at the next regular meeting of the organization. The replacement for the removed officer will be named by the Executive Committee. The general membership will be notified if the position is up for election and/or if a replacement has been named to fulfill the term of that office.

ARTICLE X

Conferences and Meetings

SECTION 1

Conferences

The Alliance may sponsor conferences open to members of the professional community and general public on any topic relating to the Alliance's objectives and goals. The Conference Planning Committee duties shall include the responsibility of following the approved conference template and identifying conference topics and conference leaders. Working together, the Conference Planning Committee, individual conference leaders, and the Conference Chair shall develop each conference's program and select the conference speakers. All such conferences must be approved by the Executive Committee prior to the release of any publicity pertaining to such conferences.

The Conference Chair shall be responsible for managing all such conferences and may obtain such help, and use such resources, as deemed necessary and approved by the Executive Committee.

SECTION 2

Annual Meetings

There shall be an Annual Meeting of the membership. This meeting shall be held at such time and place, as the Executive Board will determine. The time of the Annual Meeting shall facilitate maximum participation of the membership. Members shall be notified of said meeting not less than ninety days prior to the date thereof. During the Annual Meeting the following kinds of meetings will occur:

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 conflict with Delegate Assembly meetings. A quorum will consist of members present. Only financial members may attend and vote.

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:

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.

Plenary Meetings

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

Caucus Meetings

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

SECTION 3

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 Executive Board 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.

SECTION 4

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.

SECTION 5

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:

- Ascertainment of members present
- Reading of minutes "of previous meeting
- Report of officers
- Report of Nominations and Election Committees
- Report of Commissions
- Report of other committees
- Unfinished business
- New business

The rules contained in the current edition of Robert's rules of Order shall govern the Alliance in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Alliance may adopt.

ARTICLE XI

Committees and Commissions

SECTION 1 Standing Committees

The Alliance shall have standing and ad hoc committees as may be specified from time to time. The Standing Committees of the organization are as follows: Budget, Audit, Membership, Resolutions, Legislation, Scholarship, Past Presidents, Appeals, Nominations, Elections, Constitution and By-Laws, and State Conference and others as deemed necessary by the president. The duties and responsibilities of these standing committees shall be determined by the Executive Board.

Committee Appointments

The President shall annually appoint the chairperson and members of all committees except as otherwise provided in these By-Laws and Constitution. Chairpersons of all standing committees shall be members of the Executive Board; however, committee members may be individual members, institutional representatives, or other appropriate persons. The President may remove any committee member, for conduct considered contrary to the best interest of the Alliance or in violation of these By-Laws. The President may appoint Ad Hoc Committees or Task Forces to address specific and limited charges. Ad Hoc Committees and Task Forces shall be reappointed annually. The membership of Ad Hoc Committees and Task Forces shall be as determined by the President.

Committee Make-up, Functions and Roles

Nominations Committee shall consist of at least two Board members appointed by the President in January of each year. The duties of the Nominations Committee include identifying nominees for officers and directors in accordance with the provisions of these By-Laws.

Membership and Newsletter Committee chaired by the Membership Chair, shall consist of at least the Past President and as many other members as the President shall deem necessary. The duties of this Committee shall be to identify mechanisms for "marketing" the Texas Alliance of Black School Educators to individuals and institutions so that the number of members increases annually. The goal for this committee is an annual increase of at least 10% in all categories of members. In addition, this Committee is responsible for the content and editing the TABSE News Letter following preparation by the staff.

Conference Planning and Publications Committee will be chaired by the President-Elect. This committee will work in assembling, reviewing and adding conference proceedings and documents. This committee will work alongside the Texas Alliance of Black School Educators board in developing an editing other publications as required by the Alliance. Members shall consist of the president, president-elect and the TABSE Conference secretary and as many other members as the President shall deem necessary.

- The duties of the Conference Planning Committee include the use of the conference template as approved by the board, the development and identification of topics, which should be pursued through the convening of public meetings, limited workshops, or by-invitation task forces.

- In conjunction with the President and Conference Chair, the planners shall identify conference leaders; assist in identifying specific conference topics, presenters, and session moderators.
- The duties of this committee associated with publication include the identification topics for development; assist conference leaders in assembling, reviewing, and editing conference proceedings; and assist in developing and editing other publications as required (e.g., *the What is TABSE?" introductory brochure.*)

Financial/Fund Raising Committee shall consist of the Treasurer, the Executive Director, and as many other members as the President shall deem necessary. The duties of the Financial/Fund Raising Committee shall be to identify programs for raising funds to support the Alliance's operation and activities, identify possible sources of grant and gift funds, participate in direct fund raising activities, and assist the Conference Chair in developing and writing funds solicitation letters and grant proposals.

Budget Committee shall study all official audit reports and make recommendations to the Alliance. The annual audit shall be conducted based on TABSE's Calendar year. Upon completion of the annual audit, it shall be presented to the Executive Board at the September meeting. A financial report shall be drafted based on the results of the annual audit to be distributed at the State Conference.

Honors and Awards Committee shall consist of a member of the Executive Board and as many other members as the President shall deem necessary. The duties of the Honors and Awards Committee are to identify qualified nominees for the *Living Legend Award* and for designation as TABSE Fellows. The Honors and Awards shall submit their nominations annually by May 1 of each year, to be voted on by the Executive Board. While it is anticipated that at least one nomination each will be considered for recipient of the *Living Legend Award* and designation as a Fellow on an annual basis, circumstances may exist that no such nominations may be appropriate in any given year and this is acceptable.

Scholarship Committee shall consist of the Treasurer, Executive Director, and as many other members as the President deems necessary. The Executive Board and Affiliate Presidents will determine annually, the amount of scholarships to be awarded. Duties of the scholarship Committee shall be to identify scholarship recipients for TABSE awards/honors. Nominations must be submitted by May 1 of each year, to be considered. Scholarship Committee will report results to Executive Board and Affiliate Presidents for approval. Recipients will be announced and recognized via TABSE website during annual meeting.

SECTION 2

Commissions

The Texas Alliance of Black School Educators shall include various commissions, each of which shall be organized for the purpose of affording meaningful dialogue and participation of members in order to enhance the attainment of the" goals of the organization. Each commission shall be responsible for the following:

- The exploration of practices relevant to the successful operation, schools and school programs,
- To monitor instructional strategies at the local level,
- To review and assess the delivery system, expectation, and results of programs

impacting on African-American students, flowing from the federal, state and local levels.

Each commission will prepare and present, every two years, statements of beliefs, goals and plans of action that are consistent with the philosophy of the Alliance.

Each commission shall elect, by majority vote, a chairperson, chairperson-elect, secretary, and other commission officers or representatives, as prescribed by the By-laws. Such officers will serve terms that are concurrent with the terms of officers of the Alliance.

The commissions shall select representatives or other officers as deemed necessary. Additional commissions may be established as deemed appropriate by the Executive Board.

Teacher Commission

The function of this commission shall be directly related to the organization, operation, and management of elementary and secondary schools and any activity directly related to instructional strategies and programs and most supportive services delivered in a classroom setting.

Central Office Commission

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

Higher Education and Research Commission

The function of this commission addresses programming, policy development and administrative issues of importance to institutions of higher education and any other activity directly related to the policies and administration of categorically funded programs.

Superintendent Commission

The function of this commission provides a forum for information exchange and collaboration among current and former superintendents of public educational systems.

Faith Based & Community Support Commission

The function of this commission shall be directly related to the issues of faith and community support and involvement in the public schools. The membership may be composed of clergy, parents, business persons, lay persons, retired educators, etc.

Governance in Education Commission

The function of this Commission shall be directly related to examining existing federal or state statutes and regulations or prevailing policies of local governing boards of school districts or institutions of higher education. Where analysis of existing statutes, regulations and/or policies suggest that modifications are required, it shall be the responsibility of this Commission to develop proposed new policy, regulations or legislation.

Retired Educators Commission

The function of this Commission shall be directly related to the retention and continuing involvement of retirees in TABSE. This Commission shall be composed of members who are no longer in the active work force.

Parents Commission

The function of this Commission shall be directly related to the motivation and collaboration of parents who support the TABSE mission. This Commission shall be composed of members or court-recognized advocates and not active educators currently in the work force.

Campus Leadership Commission

The function of this commission provides a forum for information exchange and collaboration among current and aspiring campus leadership of public educational systems.

SECTION 3

Commission Chairpersons

- The Commission Chairpersons will be elected from the Commissions that they represent and will serve a two-year term.
- The duty of the Commission Chairperson will be to conduct the meetings and coordinate all other activities of the Commission; represent the Commission as an ex-officio member of the Executive Board; and assume other duties as prescribed by the Executive Board.
- The Commission Vice Chairperson will act in the absence of the Commission Chairperson.

ARTICLE XII

Amendments

1. Proposal to amend the By-Laws may be initiated by the Executive Board or by any member in good standing. If a proposal to amend is initiated by an individual member, it shall be accompanied by a petition signed by 25% of the current membership in good financial standing. The secretary shall "MAIL/POST ONLINE" the proposed amendment(s) to all active members at least 30 days before the expected action. Individual members can submit proposed amendments in writing to the Executive Board at least two weeks before the board meets.

The By-Laws may be amended by a duly called meeting of the Delegate Assembly by two-thirds (2/3) affirmative vote of those registered and eligible members voting. Voting may also take place by mail, provided that the amendment(s) have been properly proposed. Amendments must receive a two-thirds (2/3) affirmative vote of those registered and eligible members. Ballots will be tabulated by the Executive Committee and ratified by the Executive Board.

ARTICLE XIII

This Constitution and By-Laws shall be in effect upon adjournment of the Annual State Conference Delegate Assembly meeting on February 24, 2018 in Houston, Texas.