



The Constitution and By-Laws of the South Carolina Caucus of Black School Board Members, Inc. (Revision IV)

Article I - Name

The name of the organization shall be the South Carolina Caucus of Black School Board Members, Inc. (SCCBSBM), hereinafter referred to as the Caucus.

Article II - Purpose

The purpose of the Caucus shall be to:

- ▶ Provide a means whereby Black school board members can actively participate in the statewide dialogue on educational issues and concerns, as well as opportunities within the National School Boards Association, the National Caucus of Black School Board Members, and other national organizations committed to the full growth and development of Black and other minority children;
- ▶ Serve as an official advisory board on matters relating to issues of concern to Blacks and minorities serving on local school boards;
- ▶ Promote better relationships and understanding between Black and minority school board members, their local communities and local school boards and the South Carolina School Boards Association; and
- ▶ Provide a statewide forum for the unique problems faced by Black and minority school board members throughout the state, nation, and region.

Article III - Governing Documents

Section 1: Constitution

The Constitution shall define the broad structure of the organization and requires 2/3 vote of members to amend or repeal. A vote on the proposed action must be taken at a session following the session at which the action is proposed to the Caucus in a record.

Section 2: By-Laws

The By-laws shall contain more detailed rules for the efficient operation of the organization and requires a majority vote of members to amend or repeal.

Section 3: Notification

Any proposed changes or revisions to the Constitution and/or By-Laws that are not considered an amendment or repeal require notification at a previous Caucus meeting or a ten-day written notification before the next general meeting.

Article IV - Membership

Section 1: Eligibility.

Any elected member of a duly constituted school board as recognized by the South Carolina Legislature may become a regular voting member of the Caucus.

Section 2: Types of Membership.

- a. Regular membership is available on an annual basis and entitles the holder to vote on all matters before the Caucus and the right to hold any office or be on any committee, based upon financial status.
- b. Associate membership shall consist of any person who is interested in promoting the purposes of the Caucus. Associate members shall not be entitled to vote nor hold an office in the Caucus; but may serve on committees.
- c. Corporate/Organizational/Sponsorship shall consist of any corporation, organization, association, firm, business, school district and/or other entity that is interested in promoting the purpose of the Caucus. Sponsorships shall be approved by the Executive Committee. A sponsor shall not be entitled to vote nor hold an office in the Caucus but may serve on committees.

Article V - Membership Meetings

Section 1: General Meeting

General membership meetings may be held in conjunction with the South Carolina School Boards Association workshops and/or conferences.

Section 2: Special Meetings

At least 10 calendar days advance notice shall be given to members via mail or electronically prior to any special membership meeting held under the provisions of this section. Notice by U.S. mail will be measured by date of postmark using most current address on file.

Section 3: Failure to Follow Notice Procedures

Actions taken at general or special meetings not following proper notice requirements shall be null and void.

Section 4: Quorum

A quorum is met when at least one-third eligible voting members are present in person at a special or general meeting.

Section 5: Voting

- a. Proxy voting shall not be permitted at general membership meetings. Members must be present to vote at such meetings.
- b. Only members in good standing with current dues paid are eligible to vote.

Article VI - Fiscal Procedures and Dues

Dues payments and fiscal year;

- ▶ Dues for Regular Members and Associate Members or fees for Corporate or Organizational Sponsorships can be increased or decreased in any amount by majority vote of the membership.
- ▶ Fees for Corporate or Organizational Sponsorships shall be payable per year, per institution.
- ▶ An operational budget shall be established by the Executive Committee each year by June 1. It shall be available to any Caucus member, upon request, for information after approval.
- ▶ An annual financial report shall be made at the end of each fiscal year. A complete report of receipts and disbursements shall be distributed by the Treasurer at each general membership meeting.
- ▶ No expenditure of funds shall be authorized except under either of following:
 - a. upon the approval of a majority of the Executive Committee no more than one hundred dollars in total can be disbursed on no more than one occasion between regular general membership meetings for extraordinary expenses.
 - b. upon the approval of a majority vote of the Caucus members present and voting at a special or general membership meeting can expenditures for over one hundred dollars be disbursed.

Article VII - Elected Officers

Section 1. Titles

The officers of the Caucus shall be President, Vice President, Secretary, Treasurer, Historian/Reporter, Parliamentarian, Chaplain, four (4) District Directors and one (1) Director At Large.

Section 2. Election, Qualifications and Term of Office

- a. The elected officers shall be elected by the regular membership for a two-year term at the Annual Meeting of the South Carolina School Boards Association. Upon completion of a two-year term as President, the person holding that office becomes Immediate Past President - a voting member of the Executive Committee - for a term that is concurrent with all other officers. The term of office of each elected officer shall begin at the close of the Annual Meeting at which the election takes place, and the officer shall serve the term to which he/she was elected or until a successor is elected.
- b. An elected officer, at the time of election, shall be a member of a South Carolina school board and a regular member of the Caucus.
- c. The officers of the Caucus shall be elected by a majority vote of the members present and voting at the membership meeting.

Section 3. Removal

Any person holding an elected office may be removed for cause by of the Executive Committee present and voting when in its judgment the best interest of the Caucus would be served thereby. The Executive Committee shall receive and investigate complaints of malfeasance or misfeasance by an officer and shall have the power to suspend that officer from his or her duties pending an investigation with due process and a majority vote by the Executive Committee pursuant to its authority under this Article and Section.

Section 4. Vacancies

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

Section 5. President

The President shall serve as the chief elected officer of the Caucus. It shall be the duty of the President to preside at all meetings of the Caucus and to perform all duties incident to the Office of the President and perform such other duties as may be prescribed from time to time by the Executive Committee and the Caucus.

- ▶ The President shall preside at all meetings of the Caucus and the Executive Committee.
- ▶ Serve as an ex-officio nonvoting member of all standing and special committees.
- ▶ Serve as chairman of the Executive Committee.
- ▶ Serve as a delegate to the National Caucus of Black School Board Members. (The Caucus shall appoint an alternate.)
- ▶ Appoints persons to fulfill unexpired terms of officers with the approval of the Executive Committee until the office is filled pursuant to an election by the regular members at the Annual Meeting of the South Carolina School Boards Association.
- ▶ Appoints committee chairs as deemed necessary.
- ▶ At any time, the President is no longer a member of an active member board, the office is declared vacant.
- ▶ Countersign all meeting minutes.
- ▶ Conduct routine business of Caucus between meetings of general membership and Executive Committee.
- ▶ Represent the Caucus in public.
- ▶ Co-sign checks with Treasurer.
- ▶ The President assumes the responsibility of ensuring all financial and legal documents are signed and properly filed with the appropriate organization or agency.

Section 6. Vice President

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

Section 7. Secretary/ Historian/Reporter

It shall be the responsibility of the Secretary/Historian/Reporter to record and transcribe all minutes of general membership and Executive Committee meetings, maintain adequate records of the organization's files, provide a sign-in roster at all meetings.

It shall be the duty of the Secretary/Historian/Reporter to keep the history of the Caucus, historical documents, and report activities to the news media.

It shall be the duty of the Secretary/Historian/Reporter to ensure that each financial member return a signed statement indicating that they have received a copy of the SCCBSBM Constitution and By-Laws.

Section 8. Treasurer

It shall be the duty of the Treasurer to perform all duties related to the office of the treasurer, including that of serving as chairman of the Finance Committee, preparing a budget, and co-signing checks with the President. The Treasurer shall maintain records of all financial transactions and shall make written reports to the membership at each meeting.

The Treasurer assumes the responsibility of preparing or overseeing the preparation of all financial documents.

Section 9. Parliamentarian

It shall be the duty of the Parliamentarian to keep order during business meetings and assure that meetings are conducted in accordance to Roberts Rules of Order.

Section 10. Chaplain

It shall be the duty of the Chaplain to offer prayer at all meetings and to offer the blessing of food before served.

Section 11. District Directors

- District Directors shall be elected from their respective regions at the Annual Meeting. All members present shall be eligible to vote for these officers. The four (4) District Directors shall serve as chief elected officers of their respective regions. The Regions shall be known as Pee Dee (Chesterfield, Marlboro, Dillon, Marion, Horry, Florence, Darlington, Lee, Clarendon, Sumter, Williamsburg, and Georgetown Counties), Midland (Saluda, Edgefield, Aiken, Lexington, Richland, Calhoun, Fairfield, Kershaw, Lancaster, Chester, and Orangeburg Counties), Low Country (Jasper, Barnwell, Bamberg, Allendale, Colleton, Hampton, Dorchester, Berkeley, Charleston, and Beaufort Counties) and Piedmont (Greenville, Pickens, Oconee, Anderson, Greenwood, Laurens, Spartanburg, Union, York, McCormick, Cherokee, and Abbeville Counties) with one (1) District Director elected at large by the body.

Each District Director serves as an important communications link between the Caucus and the boards in his/her region.

- ▶ Each Director should act as an ambassador for the Caucus with key leaders in his/her region.
- ▶ Each Director should encourage attendance at State functions and participation in SCSBA programs.
- ▶ Each Director should make a special effort to get the boards in his/her region to respond to requests for resolutions, award nominees, constitutional changes, and Caucus projects and services.
- ▶ Each Director will attend all Caucus meetings as often as possible and other functions of the SCSBA.
- ▶ Each Director will read relevant materials prior to meetings and participate in discussions when decisions are being made.
- ▶ Each Director, as part of the South Carolina Caucus of Black School Board Members team, should bring all concerns and acknowledgments of appreciation to the attention of the President.
- ▶ Each Director is encouraged to establish and maintain contact and communication with each board chairman/Caucus member in his/her region to inform him/her of SCCBSBM activities and inquire about items they wish to have addressed by the Caucus board.
- ▶ Each Director may be asked to give an update at each Caucus board meeting of communication between the Director and board chairman involving concerns or points of interest in districts with the Director's region.
- ▶ Each Director performs any duty assigned by the President or Executive Committee.

Article VIII - Executive Committee

Section 1: Members

- a. The Executive Committee shall consist of the officers of the Caucus including district directors.
- b. A quorum shall consist of a simple majority of the members of the Executive Committee.

Section 2. Duties

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

Section 3. Meetings

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

Article IX- Standing and Special Committees

Standing and special committees may be established at general membership meetings to address issues of concern to the Caucus.

Article X - Governing Authority

All meeting of the Caucus shall be conducted according to Robert's Rules of Order, latest edition.

Article XI - Dissolution

Dissolution shall become effective by majority vote of membership. 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. The Executive Committee of the Caucus is empowered to donate such assets to a charitable organization.

Article XII - Omissions

Omissions from the Constitution and By-laws shall be governed by Robert's Rules of Order.

Article XIII - Definitions

"As used in this Constitution and the Bylaws and Rules of Procedure:

- a. "Amendment" means an addition made to the [Constitution](#).
- b. "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- c. "Present" means attending a meeting held in person or participating in a meeting conducted by electronic means.
- d. "Record" means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.
- e. "Repeal" means to remove, rescind, or annul an article of the Constitution.
- f. "Voting" means casting a vote in the affirmative or negative on a question or in favor of a candidate and does not include abstention or otherwise failing to vote.

The By-Laws
of the
South Carolina Caucus of Black School Board Members, Inc.
(Revision III)

Section 1: Procedural Matters

All procedural matters pertaining to the conduct of meetings will be governed in order of precedence by Robert's Rules of Order.

Section 2: Member Dues and Sponsorship Fees

All dues or sponsorship fees are payable on or before the beginning of the fiscal year and expire at the Annual Convention (from February to February).

- a. Regular Membership dues shall be established at ~~\$35~~ \$100 per member annually and are payable on or before the beginning of the fiscal year and expire at the Annual Convention (from February to February).
- b. Associate Membership dues shall be established at \$30 per member annually and are payable on or before the beginning of the fiscal year and expire at the Annual Convention (from February to February).
- c. Corporate and Organizational Sponsorship Fees shall be established at \$500 per year, per institution and are payable on or before the beginning of the fiscal year and expire at the Annual Convention (from February to February).

Section 3: Establishment of Standing and Special Committees

a. Standing Committees.

The President shall appoint the following Standing Committees, specify the number of their members, and designate their chairpersons:

- 1) A Finance Committee is established as a standing committee.
- 2) A Nominating Committee is established as a standing committee.
- 3) A Fundraising Committee is established as a standing committee.
- 4) A Scholarship Committee is established as a standing committee.

b. Special Committees.

The President shall appoint Special Committees, specify the number of their members, and designate their chairpersons, for the purpose of investigating, studying and, if desirable, drafting Caucus opinions upon specified subjects, as directed by the Executive Committee, and for other purposes, as directed or authorized by the Executive Committee.

Appendix A: Member and Caucus Responsibilities & Rights

Member Responsibilities:

Members must act in good faith and maintain integrity in all Caucus interactions and business.

Member Rights:

- Receive meeting notices and official documents
- Attend meetings and speak on issues
- Present motions and vote (if eligible)
- Nominate candidates and run for office
- Access Caucus records and governing documents
- Resign from positions or membership
- Request enforcement of Caucus rules
- Exercise all other rights granted by the Constitution and By-Laws

Caucus Rights:

- Fulfill its mission and exercise legal authority
- Modify purposes, merge with other organizations, or dissolve
- Set membership requirements and approve or deny applications
- Amend member rights and obligations through constitutional changes
- Delegate authority to officers and committees
- Discipline or expel members according to established procedures
- Own property and engage in legal proceedings

Member Acknowledgment:

As a member of the South Carolina Caucus of Black School Board Members, Inc., I understand and accept these mutual rights and responsibilities. I have received a copy of the Caucus Constitution and By-Laws.

Print Name

Signature

Date