

INDIANA ALLIANCE OF BLACK SCHOOL EDUCATORS
INABSE
Constitution/Bylaws

November 16, 2023

INABSE Charter Members

NABSE MIDWEST REGIONAL REPRESENTATIVE
Mr. Thandabantu B. Maceo -2023-2025

PREFACE

When a constitution is used as well as a set of Bylaws, it is general organizational philosophy that the Constitution will personify the basis of the organization. While subject to amendment, the Constitution is more challenging 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 **Indiana Alliance of Black School Educators** affirms the inherent worth, dignity and educability of Black people. The **Alliance** challenges cultural forces, which obstruct the achievement, progression, and educational opportunities of African American children and children of color.

African American children and children of color throughout the state of Michigan, the United State, and abroad encounter enigmas that directly impact minority groups. It is the mission of this **Alliance** to enhance and facilitate the education of African American children and children of color.

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 social-emotional/educational challenges faced by the African American community.

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

It is the mission of this **Alliance** to deconstruct the negative narrative of African American students. We will enhance cultural/global awareness, positive values, and relevant educational solutions to equip African American students for college and career pathway competence.

CONSTITUTION

ARTICLE I

Name

This organization shall be known as the Indiana Alliance of Black School Educators, an affiliate of the National Alliance of Black School Educators. Its acronym shall be M-ABSE.

ARTICLE II

Purpose

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

ARTICLE III

Mission

The mission of the **Indiana Alliance of Black School Educators** is to cultivate and empower African American students, educators, and communities who are confident and prepared to access opportunities and become global change agents through equitable, safe, and affirming learning spaces, policies, and practices.

ARTICLE IV

Membership

Membership in the Indiana 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 (one year), Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Historian, and Chaplin.

ARTICLE VI

Executive Board of Directors

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 bylaws.

ARTICLE VII

Executive Committee

The Executive Committee shall be the President, President-elect, Recording Secretary, Treasurer, Past president, and one member voted on by the entire Board of Directors.

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 bylaws.

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.

ARTICLE I

Name of Organization

The name of the organization is The Indiana Alliance of Black School Educators. The acronym for the organization is INABSE. The Indiana 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 Indiana.

ARTICLE II

Purpose

SECTION 1

The purpose of the Alliance shall be to:

- Establish a coalition of African American educators and stakeholders who are directly or indirectly involved in the educational advancement of African American students.
- Create a counsel whose mission is to improve educational opportunities for African American students.

- Identify and develop African American professionals who will assume leadership positions in education.
- Initiate and impact public policy concerning the education of African American people.

SECTION 2

This purpose will be accomplished by the following:

- This organization shall develop instructional and social emotional supports that increase levels of engagement, confidence, attendance, and overall academic achievement of African American children.
- The Alliance will create coalitions for the exchange of ideas and strategies to improve educational opportunities for African American people.
- The Alliance will collaborate with educational organizations regarding career opportunities and work to recruit and retain African American professionals.
- The Alliance will work collaboratively with other organizations in achieving shared goals and shared ideas about effective educational programs and practices.
- The Alliance shall endorse culturally relevant educational practices by supporting such reforms, efforts, and programs, as the Board shall approve.
- The Alliance shall work to increase the participation and expansion of Indiana 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 local school districts 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 high expectations for African American students.
 - To develop and promulgate positions on key educational issues that affect the education of African American students.
- To work to eliminate and rectify the effects of racism in education.
 - To significantly raise the academic achievement levels of African American students and to place particular emphasis on that type of learning, which builds positive and realistic self-concepts among Black 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 members.
- 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 African American 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 educators.

ARTICLE III

Structure

SECTION 1

Membership

- The membership of the Indiana 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 educator, students, parents, retired educators, lay persons, community partners, and businesspersons or one who is associated with any phase of educational work may be eligible for general membership. 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 a commission of their choice as best aligned to their interests or skill sets. 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, social organization, governmental agency, or other institution wishing to support INABSE 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 bylaws may appoint members to Alliance committees.
- A member may be expelled for actions considered contrary to the objectives of the Alliance. Accusation(s) of adverse actions must be submitted in writing. A member so accused 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 remove a member who fails to pay the annual dues for three months from the membership rolls 30 days after notification. A former member, removed from the membership rolls for nonpayment of dues, may be reinstated by making an application for membership and paying any indebtedness to the Alliance. Payment of annual dues shall entitle each member membership from January 1 to December 31. The fiscal year shall be the same as the membership year.

Categories of Membership:

- A. General Membership (Voting member)\$50.00
- B. National Membership \$150.00

C. Business, Corporate & Institutional Member..... \$1000.00

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.

ARTICLE IV

The Delegate Assembly

The Delegate Assembly shall be the governing body of the Alliance. It shall be composed of designated affiliate 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 will be necessary to carry a motion.

The Assembly shall meet at the annual conference of the Alliance (State, National, or Regional) 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 bylaws. Proposed ideas and strategies for the further development of the goals and objectives of the Alliance.

ARTICLE V

Executive Board

SECTION 1

Executive Board

INABSE 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 Michigan.

SECTION 2

Terms

No person may supersede themselves.

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 Executive Board may vote.

SECTION 5

Executive Board Responsibilities

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

- The immediate Past President shall remain on the Board for one year.
- 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.
- Special meetings of the Executive Board may be called by the President.
- 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 President shall appoint a member from the Board of Directors and the Executive Board shall approve, 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 Executive Board actions.
- No person may hold two elected offices at the same time.

SECTION 6

Voting on Questions

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 Executive Board member as of the date of submission.
- A return date, either postmarked 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 Executive Board member voting, and that envelope will be mailed inside a second envelope which contains the identification of the Executive Board member voting.
- Upon receipt at the INABSE 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 Executive 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****Executive Committee**

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

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**Quorum**

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

SECTION 3**Executive Committee Responsibilities****The Executive Committee shall:**

- Transact all business on behalf of the Alliance and do all such acts as the Constitution and these bylaws permit.
- Establish and oversee the activities of the INABSE 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 on 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****Affiliates of the Indiana Alliance of Black School Educators**

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 constitution of the affiliates shall conform to the purpose and functions of the National Constitution and bylaws.

SECTION 2**The Council of Affiliate Presidents**

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, and

secretary. Such officers will serve terms that are concurrent with the terms of officers of the Alliance. The Affiliate Council chairperson shall sit on the INABSE Board of Directors during the chair's two-year term.

ARTICLE VIII

Nominations and Election of Officers

SECTION 1

Time of Elections

General officers of the organization shall be elected for a 2-year term. General officers of the organization shall be elected six months following the annual meeting at which they were nominated. Newly elected officers shall be installed at the annual meeting their election and will take office January 1 of the following year.

SECTION 2

Nominations Committee

The Nominations Committee shall be composed of an odd number. 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. 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. Nominees must have been financially active for two years in their local affiliate as well as INABSE 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 shall be conducted by electronic mail. The timeline for voting will be established by the election committee. 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 INABSE Newsletter. All ballots will be forwarded to the Recording Secretary to be held for twelve months following the election.

ARTICLE IX

Executive Authority

SECTION 1

Executive Authority

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

Executive Officer of INABSE.

SECTION 2

Term of Office

All elected offices will be for two years. The President and President-Elect cannot come from the same affiliate or commission. 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 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 composed 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 Indiana 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 INABSE 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 bylaws.
- He/she shall administer the affairs of the Alliance according to the provisions of the Constitution and bylaws 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.

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 one year. The Immediate Past President shall chair the Past President Committee and assume such other responsibilities as shall be designated by the President.

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.

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 INABSE 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 committee shall establish a budget annually. .
- 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 co-signing and disbursement of checks.
- The Treasurer shall provide financial reports at Executive Board Meetings and General Meetings

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.

Appointed Position Chairpersons

The President shall make the following Appointed Position Chairpersons:

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 Michigan 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 INABSE 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 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 bylaws.

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 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 the first weekend in October and at such 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 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 will 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. All minutes of said meeting must be delivered to the INABSE Recording Secretary within two weeks of meeting.

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 bylaws 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, Appeals, Nominations, Elections, Constitution and Bylaws, and State Conference. The duties and responsibilities of these standing committees shall be determined by the Executive Board.

Committee Appointments

The President shall annually appoint the chairperson of all committees except as otherwise provided in the Constitution and bylaws. The President may remove any committee member, for conduct considered contrary to the best interest of the Alliance or in violation of these Bylaws. The President may appoint ad hoc committees or task forces to address specific and limited charges. Ad Hoc committee and task force members shall be appointed 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

The 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 bylaws.

Membership and Communication Committee

The Membership and Communication 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 Michigan 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 5% in all categories of members. In addition, the Membership Committee is responsible for the content and editing the INABSE Newsletter following preparation by the staff.

Conference Planning and Publications Committee

The 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 Michigan Alliance of Black School Educators Board in developing and editing other publications as required by the Alliance. Members shall consist of the President, President-elect, and the M-ABSE 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 Executive Board, the development and identification of topics, which should be pursued through the convening of public meetings, workshops, or by-invitation task forces.
- In conjunction with the President -Elect and Conference Committee, 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 of 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 INABSE?" introductory brochure.*)

Financial/Fundraising Committee

The Financial/Fundraising Committee shall consist of the Treasurer, the Financial Secretary, and as many other members as the President shall deem necessary. The duties of the Financial/Fundraising 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

The Budget Committee shall study all official audit reports and make recommendations to the Alliance. The annual audit shall be conducted based on INABSE'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

The 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 awards. The Honors and Awards Committee shall submit their nominations annually by June 1st 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 an award on an annual basis, circumstances may exist that no such nominations may be appropriate in any given year, and this is acceptable. The award categories will be determined by the executive board.

Scholarship Committee

The Scholarship Committee shall consist of the Treasurer, Financial Secretary, and as many other members as the President deems necessary. The Executive Board will determine annually the

number of scholarships to be awarded. The duties of the Scholarship Committee shall be to identify scholarship recipients for INABSE awards/honors. Nominations must be submitted by June 1st of each year, to be considered. The Scholarship Committee will report the results to the Executive Board for approval. Recipients will be announced and recognized via M-ABSE website during the annual meeting.

SECTION 2

Commissions

The Indiana 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 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 of schools and effective implementation of school programs,
- Each commission will prepare and present, every year, statements of goals and plans of action that are aligned 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.

Instruction and Instructional Support 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.

Local Administration 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.

Governance in Education Commission

The function of this Commission shall be directly related to examining existing local, state or federal 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 retired educators in INABSE. This Commission shall be composed of members who are no longer in the active workforce.

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.
- The Commission Secretary shall maintain a sign-in log at each meeting. The log will be collected at the end of the meeting and the secretary shall submit a copy of the log to the recording secretary of INABSE by 5:00 PM on the Saturday of the annual conference. A copy of the minutes shall also be given to the State secretary. These logs shall be used to verify the qualifications of an individual to be nominated for a commission office.

ARTICLE XII

Amendments

Proposal to amend the bylaws 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 Executive Board meets.

The bylaws 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.

Amendments must receive a two-thirds (2/3) affirmative vote by registered and eligible members. Ballots will be tabulated by the Executive Committee and ratified by the Executive Board.

ARTICLE XIII

Effective date of first Constitution and By-Laws

This Constitution and bylaws shall be in effect upon adjournment of the Launch of the INASBE meeting on November 16, 2023, in Lawrence Township, Indiana.