

NABSE



# **NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS**

## **OPERATING POLICIES AND PROCEDURES MANUAL**

**SERIES/INDEX 0000 - 8999**

***Revised January 29, 2026***

# **National Alliance of Black School Educators OPERATING POLICIES AND PROCEDURES MANUAL**

## **Committee Commissioned during the Presidency of Dr. Kimberly McLeod 2025-2027**

### **Operating Policies and Procedures Committee:**

**Valerie Huey, Committee Co-Chair  
Brian Roberson, Committee Co-Chair  
Member 1 Adrian Straker, Northeast Regional Representative  
Member 2 Dr. Christopher Pichon, Southwest Representative  
Member 3 Venola Mason, Southeast Regional Representative  
Member 4 Deborah Emmerson, International Regional Representative  
Member 5 Dr. Yvonne Stokes, Midwest Regional Representative  
Member 6 Dr. Sandy Carpenter Stevenson, West Regional Representative  
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### **Special thanks and appreciation to:**

**All Executive Board Members who served from 2025-2027  
Dr. Emma Epps, Chairman, NABSE Foundation Inc.  
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### **Originally Commissioned during the Presidencies of:**

<b>Dr. Alfred Roberts</b>	<b>1994-1995</b>
<b>Dr. Charlie Mae Knight</b>	<b>1995-1997</b>
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<b>Dr. Emma L. Marshall Epps</b>	<b>2006-2007</b>

**Operating Policies and Procedures Committee: Mrs. Joyce Brown,  
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Dr. Charlie Mae Knight**

### **Special thanks and appreciated to:**

**All Executive Board Members who served from 1994 -2007 Dr. William Ellerbee, Chairman, NABSE Foundation  
Inc. Mr. Aubrey McCutcheon, Legal Council, 2006**

**This manual contains the operating policies and procedures of  
the National Alliance of Black School Educators.  
Hereafter referred to as NABSE.**

# BYLAWS AND POLICIES

**By-Laws:** The organization maintains a legal set of bylaws that define and legally bind all members, committees and units of the organization.

Bylaws include, among other things, the nomination and election of governing board members, the duties of the officers, terms of office, conditions of membership, financial responsibility, definition of a quorum, meeting requirements and the rotation of service.

Nonprofit organizations are required to have bylaws. The bylaws of the organization are considered the legal constitution that binds board officers to certain procedures when acting for the organization.

**Policy Manual:** The Policy Manual is a "living" guidebook of rules, procedures, and best practices, consolidating official policies for staff, volunteers, and board members to ensure consistent operations, legal compliance, ethical conduct (like conflict of interest), and alignment with the organization's mission.

The policy manual is a document that defines how the broad statements of the bylaws are implemented. A policy manual prevents constant invention of new policy, and saves many hours of valuable time. Further, when policy exists in written form it assumes more formal and formidable posture, not to be tampered with lightly. The Operating Policies and Procedures Committee may recommend policy changes to the board in writing by the Committee Chair.

Board policy is not to be confused with the bylaws. Bylaws set legal and binding parameters that must be followed until amended by legally prescribed methods. Policy statements are operational statements designed to implement bylaws, and to serve as bases for recurring board deliberations. Policies may be changed from time to time with board approval and without the more stringent action required to amend the bylaws. Bylaws are intended to be long-term, while policy statements are more specific, and are intended to be followed as long as they are useful.

The rank order of authority of the The National Alliance of Black School Educators documents is as follows:

Constitution and Bylaws  
Operating Policies and Procedures Manual

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## **MISSION, PURPOSE AND FUNCTION**

### **Mission**

NABSE is dedicated to improving the educational experiences and accomplishments of learners of African descent through development and use of instructional and motivational methods that increase inspiration, attendance, and overall achievement.

### **Purpose**

To advance and support the education of all students, with particular emphasis on students of African descent; to build and sustain a coalition of Black educators and others engaged in the educational process; to provide a forum for exchange of ideas, research, and strategies that improve educational opportunities; to identify, develop, and elevate professionals who assume leadership roles in education; and to influence public policy that impacts the education of Black students.

### **Function**

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 the 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 Black educators necessary to enhance and contribute to the efforts of other educators and community persons.

To provide an avenue for recruiting school personnel, Black personnel specifically; 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 deficit finance, integration, student concerns, decentralization, community involvement, teacher unions, etc

To meet and share ideas, proven programs and effective techniques that show the achievement of Black youth irrespective of socioeconomic conditions; to provide resources and data banks for educators on proven educational programs. To meet and exchange information about how to obtain funds from federal, state, and private sources to support educational programs in schools.

To develop and promulgate positions on key educational issues which affect the education of students and impact upon public policies.

## 0020 ORGANIZATION

### **CERTIFICATE OF INCORPORATION AND BYLAWS**

The certificate of incorporation and the Constitution and Bylaws are the foundational documents for NABSE. NABSE is incorporated in Michigan under the Not-for-Profit Corporation Law. The Constitution and Bylaws set forth operating procedures.

Adopted: November 1998

## 0021 ORGANIZATION

### **0021 AMENDMENTS TO THE CERTIFICATE OF INCORPORATION, CONSTITUTION & BYLAWS**

The certificate of incorporation may be amended under the Not-for-Profit Corporation Law. The Constitution and Bylaws may be amended only in accordance with Article XI of the Constitution and Bylaws.

Reference: Constitution and Bylaws, Article XI

Adopted: November 1998

## 0022 ORGANIZATION

### **0022 SUSPENSION OF THE BYLAWS**

No portion of the Constitution and Bylaws may be suspended except in accordance with Article XI, Section II of the Bylaws.

Reference: Constitution and Bylaws, Article XI, Section II

Adopted: November 1998

## 0030 ORGANIZATION

### **0030 NABSE HEADQUARTERS**

Headquarters of NABSE and its official mailing address shall be located in the District of Columbia.

Adopted: November 1998 Updated: January 2026

## 0040 ORGANIZATION

### **NABSE ORGANIZATIONAL STRUCTURE**

The Delegate Assembly is the governing body of NABSE. The Board of Directors and the Executive Committee serve as representatives of the membership and are empowered to decide policies when the Delegate Assembly is not in session.

#### **NABSE Delegate Assembly**

(MEMBERSHIP)

#### **BOARD OF DIRECTORS**

General Officers of NABSE

Foundation Chair

Corporate Member

Regional Representatives

Commission Chairs

\*Director of the NABSE Research and Development Institute (NABSE R&D)

\*Executive Director

Immediate Past President

*\*Non-voting member of the Board*

Adopted: November 1998 Updated: January 2026

## 0050 ORGANIZATION

### **MEMBERSHIP — GENERAL**

Any individual who supports NABSE's mission is eligible for membership. A member is in good standing when current dues are paid. Membership may be annual or life. Membership fees are due annually.

The categories of membership shall include:

Individual

Student

Retiree

Life

Subscribing Life

Institutional

Corporate

Parent

Fees for yearly and life memberships are established by the Delegate Assembly.

Reference: Constitution and Bylaws, Article III, Section I

Adopted: November 1998 Updated: January 2026

### **0050-EXHIBIT MEMBERSHIP BENEFITS (GENERAL/INDIVIDUAL)**

A general/individual membership includes, but is not limited to:

- Annual NABSE membership card
- Subscription to NABSE's
- Eligibility for discounted conference registration
- Opportunity to apply for NABSE VISA card (preferred services)
- Eligibility for membership in local NABSE affiliates
- Discounts on NABSE publications and Best Practices in Urban Education
- Access to NABSE Online and annual membership directory (when published)
- Access to NABSE electronic "Helpline" and job opportunities (when available)

### **0060 MEMBERSHIP — INSTITUTIONAL AND CORPORATE**

Educational institutions, professional organizations, government agencies, and corporations are encouraged to be members. The Delegate Assembly approves institutional and corporate dues.

Reference: Constitution and Bylaws, Article III, Section I

Adopted: November 1998

### **0060-EXHIBIT INSTITUTIONAL AND CORPORATE MEMBERSHIP BENEFITS (SUMMARY)**

#### **INSTITUTIONAL MEMBERSHIP INCLUDES:**

Certificate of institutional membership

Online advertising of professional job vacancies

Access to a network of African American educators

## **CORPORATE MEMBERSHIP INCLUDES:**

Discount on exhibition fees at the annual conference  
Advertising on NABSE.org  
Discounted advertising rates in publications  
Access to NABSE Corporate Advisory Council

## **0070 MEMBERSHIP — HONORARY**

Honorary membership recognizes individuals who have made exceptional, sustained, or nationally/internationally significant contributions to education. Honorary membership is bestowed by the President, who will designate the benefits.

Adopted: December 2025

## **0080 MEMBERSHIP — COMMISSIONS**

NABSE is composed of commissions to facilitate dialogue and member participation on critical education issues. Members are encouraged to join a commission; no member shall hold membership in more than one commission at the same time.

Reference: Constitution and Bylaws, Article III, Section I

Adopted: November 1998

## **0090 EXECUTIVE COMMITTEE OF THE AFFILIATE COUNCIL**

The Executive Committee of the Affiliate Council consists of the elected regional representatives.

Reference: Constitution and Bylaws, Article VIII, Section V

Adopted: November 1998

**1000**

## **BOARD OF DIRECTORS**

NABSE Board of Directors

Dr. Kimberly McLeod	President
Dr. Andrae Townsel	President-Elect
Jamal Robinson	Treasurer
Dr. William Blake	Secretary
Dr. Latonya Goffney	Immediate Past President
Phyllis Williams	Executive Director
Brian K. Roberson	Parliamentarian
Dr. Deborah Hunter Harvill	Historian
Dr. Marla J. Mitchell	Chaplain

Adrian Straker	Northeast Region
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Venola Mason	Southeast Region
Yvonne Stokes	Midwest Region
Dr. Sandy Carpenter	West Region
Dr. Christopher Pichon	Southwest Region
Deborah Emmerson	International Region

Stephanie Alexander-Johnson	Parents Commission
Dr. Marcus Alexander	Superintendents Commission
Ty G Jones	Governance Commission
Eric D.Kemp	Administration Commission
Dr. Sylvia Hill	Higher Education Commission
Shawn J. McKay	Instruction and Instructional Support Commission
Zona W.Jefferson	Retired Educators Commission

Dr. Emma Epps	NABSE Foundation
Warren Salmon	Corporate Representative
Dr. Patricia A. Ackerman	Strategic Initiatives
Dr. J.R. Geen	Legislative Liaison
Wesley Boykin	Director of NABSE Research & Development

## **1010 BOARD OF DIRECTORS — MEMBERSHIP**

The Board of Directors consists of the elected officers of NABSE (President, President-Elect, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Immediate Past President [one year after term], six Regional Representatives), the chair of each established commission, and the chair of the NABSE Foundation. The Corporate Member is a voting board member appointed by the President.

Appointed members (ex officio, non-voting) include the Parliamentarian, Chaplain, Historian, Legislative Representative, and Strategic Initiatives member. The Executive Director and Director of the Research Institute serve as ex officio non-voting members.

The Board represents the membership and is empowered to make decisions regarding educational policies and legislative positions.

Reference: Constitution and Bylaws IV

Adopted: November 1998; updated December 2025 (current officers)

## **1020 DUTIES OF THE BOARD OF DIRECTORS**

The Board's duties include, but are not limited to:

1. The Board of Directors shall meet every two months. Special meetings of the Board may be called by the President or by at least four Board Members, with ten (10) days notice.

2. A quorum shall consist of a majority of the members of the Board.
3. Each member of the Board of Directors shall have one vote, and any official action shall require a majority vote.
4. Excluding the office of President, when any officer is unable to complete their term of office, the Board shall appoint a member of NABSE who fits the criteria for the office to complete the unexpired term. In the case of a vacancy of a Commission Chair, the NABSE Board shall by majority vote select a member of NABSE who fits the criteria for the office to fill the unexpired term.
5. An Executive Committee of the Board of Directors shall be composed of the President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary and two members of the Board of Directors elected by the Board. The Executive Committee may act on issues assigned by the Board in the interim between Board meetings.
6. The Board of Directors shall determine the time and place of the NABSE Annual Conference, which shall serve as the Annual Meeting.
7. The Board of Directors shall be responsible for the employment and termination of an Executive Director and shall execute a contract that shall include duties and responsibilities, salary and benefits, length of contract, and a procedure for an annual review of performance.
8. The Board of Directors shall prepare an annual report for the membership. The annual report shall include the status of the resolutions.
9. The Board shall adopt a priority theme and focus on it annually as it addresses all students and particularly students of African descent.
10. All Board meetings are open to financial members of NABSE, in good standing, except when personnel and legal matters are discussed, or a motion to meet in Executive Session is adopted.
11. The Operating Policy and Procedures manual shall serve to provide operational guidance for NABSE, and shall not conflict with the NABSE Bylaws, or add stipulations that do not exist in the NABSE Bylaws.

Board-adopted policies shall be consistent with Delegate Assembly resolutions. In the absence of a specific Delegate Assembly policy, the Board may take positions consistent with existing Delegate Assembly policies.

Reference: Constitution and Bylaws, Article III

Adopted: November 1998 Updated: January 2026

### **1023 OATH OF OFFICE**

The National Alliance of Black School Educators  
Induction Ceremony

#### **President**

I, \_\_\_\_\_, having been duly elected as the President of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties of the presidency to the best of my ability; to uphold the Constitution and By-laws; to provide exemplary leadership in program development; and advance the organization by carrying out the mission and goals of this organization, throughout my tenure as President.

#### **President-Elect**

I, \_\_\_\_\_, having been duly elected as the President-Elect of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties of the president-elect, as well as the president in his/her absence to the best of my ability; to uphold the Constitution and By-laws; to provide

exemplary leadership in program development; and advance the organization by carrying out the mission and goals of this organization, throughout my tenure as President-elect.

#### **Secretary**

I, \_\_\_\_\_, having been duly elected as the Secretary of the National Alliance of Black School Educators, do solemnly swear to maintain accurate records of all NABSE Board and Delegate Assembly, and distribute the minutes to the membership in a timely fashion; to uphold the Constitution and By-laws; and carry out other duties of the Secretary to the best of my ability, throughout my tenure as Secretary.

#### **Treasurer**

I, \_\_\_\_\_, having been duly elected as the Treasurer of the National Alliance of Black School Educators, do solemnly swear to maintain accurate accounting of all finances of the organization; to uphold the Constitution and By-laws; and carry out other duties of the treasurer to the best of my ability, throughout my tenure as Treasurer.

#### **Board Members**

I, \_\_\_\_\_, having been duly elected as a Member of the Board of Directors as the (State the Title of the Region represented or the Commission) \_\_\_\_\_ of the National Alliance of Black School Educators, do solemnly swear, to carry out the duties to the best of my ability; to uphold the State the Title Constitution and By-laws; to provide exemplar leadership in program development; and to advance the organization by carrying out the mission and goals of this organization throughout my tenure as a Member of the Board of Directors.

### **1026 ETHICS POLICY**

NABSE requires members to exemplify high cultural, intellectual, and moral character and to act with integrity, honesty, and professionalism. The Ethics Policy promotes openness, trust, and integrity in communication, management, and business practices.

#### **Our Values**

- Integrity: Act in good faith, comply with law and policies.
- Inclusiveness: Promote diverse thought and responsible service.
- Dedication: Commit to members and continuous improvement.
- Excellence: Strive for high standards in work and services.
- Sensitivity: Treat members with respect and cooperation.
- Vision: Be proactive, innovative, and willing to take prudent risks.

**1026-A**

### **CODE OF ETHICS**

The summary code of ethics includes the following provisions:

The members of the Board of Directors, Consultants to the Board, Appointed and Elected members of National Alliance of Black School Educators must:

- Be honest and ethical in their conduct, including and disclosure ethical handling of actual or apparent conflicts of interest between personal, business, financial and professional relationships.
- Comply with applicable government laws, rules and regulations.
- Maintain the confidentiality of information entrusted to them by the NABSE except when authorized or otherwise legally obligated to disclose.
- Deal fairly with NABSE members, vendors, competitors, volunteers, and employees.
- Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.
- Proactively promote ethical behavior as a responsible partner among peers in the work environment.
- Protect and ensure the proper use of the organization's assets.
- Prohibit improper or fraudulent influence over the External Auditor.
- To respect and comply with NABSE Constitution, By-Laws, Policies and Procedures and all documents approved by the Board of Directors and as required.

## **Our People**

The National Alliance of Black School Educators are committed to provide a work environment that values respect among its voluntary members and employees. All Human Resource policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including, recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our employees and members. We will provide all of our stakeholders a mechanism to report unethical conduct. We will begin with employee and new board member orientation and regularly communicate all of these expectations to employees and members.

The National Alliance of Black School Educators employees, volunteers, contractors, and members are expected to report any practices or actions believed to be inappropriate to their supervisor, president, governing board or via the NABSE ethics committee.

## **Our Members**

We are dedicated to 100 percent member satisfaction. We are devoted to developing "Member enthusiasm" and are passionate about exceeding member expectations. We dedicate ourselves to anticipating the changing needs of members and creating timely, innovative and superior programs, products, and services.

## **Conflict of Interest**

The underlying principle of “conflict of interest” is that employees and voluntary members should avoid any activity, investment, or interest that might reflect unfavorably on the reputation of the National Alliance of Black School Educator’s organization.

As affiliates of the National Alliance of Black School Educators, employees and voluntary members are obligated to place the interest of NABSE, in any transaction involving NABSE, ahead of any personal interest, personal agenda or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

Employees and voluntary members are expected to seek clarification of and discuss any questions about potential conflict of interest with their supervisor, president, governing board, or use the ethics committee.

### **Organization Property and Information**

Employees and volunteers are expected to protect and maintain confidentiality regarding the NABSE’s property including cash, equipment, records, and employee and Member information.

### **Reporting Ethics Violations**

If you have questions or concerns about compliance with the subjects described in this policy, or are unsure about what is the “right thing” to do, we strongly encourage you to first talk with your affiliate president, regional representative or the president of the governing board. If you are uncomfortable talking to any of these individuals for any reason, refer to the ethics committee to report your concerns. Reporting of ethics violations will be treated as confidential information and can be communicated anonymously.

I have read, understood and agreed to comply with each of the terms of the Code of Conduct as a board member. I have received a signed copy of the agreement and a copy will be maintained at the National Office.

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Signature of Member

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Date

---

Printed Name of Member

## **1027 CONFLICT OF INTEREST POLICY**

### **Purpose**

To ensure decisions are made in the organization's best interest and to protect NABSE when transactions may benefit an Officer or Interested Person. The policy supplements applicable laws.

### **Definitions (selected)**

- **Administrative Officer:** Officers with operational authority (e.g., President, President-Elect, General Counsel, Treasurer, Secretary, Corresponding Secretary, Financial Secretary, Executive Director, Board Member).
- **Business Transaction:** Any sale, purchase, contract, lease, license, settlement, loan, or agreement involving NABSE.
- **Conflict of Interest:** When a person can significantly influence a business transaction in which they or immediate family have an interest (equity >5%, creditor relationships, recent employment/consulting relationships, substantial gifts).
- **Immediate Family:** Spouse, parents, parents-in-law, children, siblings and their spouses.
- **Employee:** Payroll or retained consultants.
- **Organization:** Any trust, corporation, joint venture, partnership, association, or proprietorship.

### **Board members**

Directors must disclose known conflicts and refrain from participating in discussions or votes where a conflict exists. Disclosure must be made to the Board Chair (President) or President-Elect. Failure to disclose may void agreements at NABSE's option.

### **Administrative officers**

Elected Board members must disclose conflicts immediately and avoid participating in related decisions. Failure to disclose may result in discipline, including restitution.

### **Members and staff**

All members and staff shall disclose business transactions that present actual or potential conflicts to the President and the Executive Director. Failure to disclose may be cause for discipline.

### **Consulting and related activities**

Members' outside consulting must not conflict with NABSE responsibilities; primary responsibility is to the organization.

### **Annual statements and periodic reviews**

Directors, officers, and committee members annually sign a disclosure affirming receipt, understanding, and compliance with the policy. The Ethics Committee periodically reviews the policy.

### **Violations**

If reasonable cause exists that an individual failed to disclose a conflict, the Ethics Committee will investigate, provide the individual opportunity to explain, and may recommend disciplinary or corrective action to the Board. Violations can constitute cause for removal or termination.

[See Document](#) also linked below

## **1028 CODE OF CONDUCT (BOARD MEMBERS)**

Board members agree to:

- Devote time and preparation to board duties.
- Support Board-approved goals, objectives, and programs.
- Treat all persons with dignity and respect.
- Base decisions on facts and vote honestly; support majority decisions.
- Maintain confidentiality of privileged information.
- Avoid exploiting the organization or using position for improper gain.
- Maintain high personal conduct and civility.
- Implement Board decisions and not act individually outside Board authority.

Acknowledgment signature block included.

## **1028-A CODE OF ETHICS (BOARD RESPONSIBILITIES)**

Members of NABSE's Educator's Board of Directors shall strive to promote the interest of education and NABSE throughout the nation. To that end Board of Directors will:

- Promote education and NABSE nationally.
- Support quality education for Black students .
- Attend meetings informed and make independent judgments.
- Delegate administration to the Executive Director.
- Communicate constituent reactions to Board policies.
- Encourage systematic communication among Board, commissions, affiliates, and members.
- Be knowledgeable on educational issues affecting Black youth.
- Select qualified staff and require executive evaluations.
- Refrain from circumventing policies and using position for personal gain.
- Disclose conflicts of interest and respect confidentiality.

[\*\*NABSE Conflict of Interest Policy\*\*](#)

[\*\*Record Retention Policy\*\*](#)

[\*\*Reimbursement Policy\*\*](#)

[\*\*Whistleblower Policy\*\*](#)

[\*\*NABSE Internal Controls Document\*\*](#)

[\*\*Code of Conduct\*\*](#)

[\*\*Code of Ethics\*\*](#)

## **1029 BOARD SELF-EVALUATION — INDIVIDUAL BOARD MEMBER SELF-EVALUATION**

### **INDIVIDUAL BOARD MEMBER SELF-EVALUATION**

Use the following questions for individual board member evaluation. For board members answering yes to these questions, they are likely to be fulfilling their responsibilities as board members. This evaluation should be given out the first meeting of each fiscal year so board members can monitor themselves all year long.

		<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
1.	Do I understand and support the mission of NABSE?			
2.	Am I knowledgeable about NABSE's programs and services?			
3.	Do I follow trends and important developments related to these organizations?			
4.	Do I assist with fundraising and/or give a significant annual gift to NABSE?			
5.	Do I read and understand NABSE's financial statements?			
6.	Do I have a good working relationship with the leadership of NABSE?			
7.	Do I recommend individuals for service to the Board?			
8.	Do I prepare for and participate in the Board meetings and committee meetings?			
9.	Do I act as a good-will ambassador to the organization?			
10.	Do I find serving on the Board to be a satisfying and rewarding experience?			

## **1030 EVALUATION OF THE EXECUTIVE DIRECTOR**

The Executive Director is evaluated annually in November by the Board per contract terms, considering individual and organizational performance, NABSE goals, and job description. The Board adopts an evaluation instrument and procedures.

Adopted: November 1998   Updated: January 2026

## **1030-R PROCEDURES ON EVALUATION OF THE EXECUTIVE DIRECTOR**

Annually, each Board member completes the approved evaluation form and submits it to the President or designee before the November board meeting.

The President compiles a summary (majority and minority views) for review in executive session at the Winter meeting to arrive at consensus for each item.

A master form with consensus and comments is submitted to the Executive Director.

By April 30, officers meet with the Executive Director in executive session to discuss the evaluation; the Executive Director may submit written comments.

Adopted: November 1998 Updated: January 2026

### **1040 BOARD CONTRACTED SERVICES**

The Board may employ contractors for specialized services beyond staff capacity. The Executive Director recommends contractors for Board approval. No consultant may serve beyond the appointing President/Board term without reaffirmation. Written proposals must identify objectives, services, reporting methods, and fees. Contractors act in advisory capacity only and report to the Board. Contracts retained at the national office.

Cross-reference: Policy 1040-E

Adopted: November 1998

### **1040-E BOARD CONTRACTOR FORM (SHORT-TERM CONTRACTORS)**

Includes contractor identification, services description, term, costs, travel reimbursement, payment terms, supervision, indemnification, independent contractor status, limit on days and fees, tax reporting, ownership of materials, evaluation, signatures. Contract effective upon President's signature.

### **1045 BOARD CONSULTANTS**

Board-approved consultants provide specialized advisory services. Consultants serve advisory roles, not administrative authority, and are appointed/reaffirmed as described for contractors. Written proposals required before engagement. Reports provided regularly to the Board.

Adopted: November 1998

### **1045-EXHIBIT BOARD CONSULTANT ROSTER (EXAMPLES)**

- Conference planning consultant
- Conference exhibit consultant
- Conference housing consultant
- Governmental relations consultant
- Legal consultant
- Operating policies and procedures consultant
- Grants acquisition consultant
- Investment consultant
- Strategic planning consultant

### **1050 MEETINGS AND QUORUMS**

- The President calls not fewer than two business meetings of the Executive Board each year. Special meetings may be called by at least four Board members.

- A majority of voting members constitutes a quorum. Actions require a majority of the full voting membership.
- Members receive notice of meetings at least three (3) days in advance, except urgent meetings.

Reference: Constitution and Bylaws, Article III, Section IV a & b

Adopted: November 1998

### **1065 INDEMNIFICATION AND DEFENSE**

NABSE shall provide indemnification and defense for Board members and employees in civil actions arising from acts or omissions within the scope of their NABSE duties, provided they acted in good faith and notified NABSE within ten days of service of process. Defense is not required where action is brought by NABSE or where injury resulted from negligence, intentional wrongdoing, or recklessness. Settlements require NABSE approval. NABSE will seek insurance to cover obligations and pay deductibles.

Adopted: November 1998

### **1075 DEVELOPMENT AND ADOPTION OF EDUCATION POLICY AND LEGISLATIVE POSITIONS**

The Board determines NABSE's legislative positions and education policies, consistent with Delegate Assembly resolutions. Proposed items are forwarded by the President to the appropriate committee for recommendation. Adoption of an education policy or legislative position requires an affirmative vote of two-thirds of Board members at two meetings, one of which may be virtual.

Adopted: November 1998

**1080**

**Board of Directors**

### **1080 OPERATING POLICIES AND PROCEDURES DEVELOPMENT**

All operating policies and procedures, proposals and suggested amendments shall be submitted in writing to the Board of Directors, briefly describing the proposal and why it is needed. To assist staff, the Board may designate an Operating Policies and Procedures Committee to conduct independent research, to evaluate the information within the proposal, to maintain a reference file for the Board on all such proposals, and to draft policy proposals.

Proposed new policies and procedures will initially be presented to the Board as an item for discussion only in order to permit time for evaluation and comment. When administrative in nature, the initial presentation will include recommendation by the Executive Director, including a reading of any completed draft, and any reports done by staff or the Committee.

All Board members and Executive Director shall receive a copy of the

policy proposal or amendments from staff or the Committee responsible for drafting such, along with a copy of the original suggestion and all other relevant information and data, at least two days prior to any meeting at which discussion or action is scheduled.

Cross Reference

Adopted: November 1998

### **1081 FORMULATION, ADOPTION, AMENDMENT OF OPERATING POLICIES AND PROCEDURES**

Board policy criteria: consistent with organizational practice and member interests; reflective of Board priorities; within Board authority; compliant with laws; clear and concise; reasonable and administrable. The Board delegates to the Executive Director or a Committee, working with the Executive Director, authority to establish rules, regulations, and procedures to implement policies. To adopt/change/repeal a policy requires a majority vote of the entire Board at the second meeting following the initial presentation. Formal adoption is recorded in Board minutes; only recorded statements are official policy. Policies follow an information → discussion → action sequence unless the Board directs otherwise.

Adopted: November 1998

### **1082 SUSPENSION OF OPERATING POLICIES AND PROCEDURES**

Any Board policy (except those required by law or contract) may be temporarily suspended by majority vote at a regular or special meeting, including virtual meetings.

Adopted: November 1998

### **1083 DISSEMINATION OF OPERATING POLICIES AND PROCEDURES**

The Executive Director shall:

- Maintain an updated policy manual (administrative regulations take precedence over prior manuals).
- Provide each Board member an updated manual for their term.
- Ensure personnel are familiar with applicable policies and require signed acknowledgment.
- Disseminate policies to affiliates, Foundation Board, committee chairs, and consultants.
- Maintain a central copy at the National Office for member access.

Adopted: November 1998

### **1090 GOALS, OBJECTIVES AND STRATEGIES**

The Board shall develop and adopt a strategic plan, consistent with Delegate Assembly actions, that includes aligned objectives and outcomes and present the plan at the Annual

Meeting, The Board will review and update the strategic plan annually and the updated plan will be published in NABSE publications.

Adopted: November 1998 Updated: January 2026

### **1095 SIGNATURES FOR CORRESPONDENCE**

All correspondence in the name of the Board shall be signed by the President.

Administrative correspondence shall be signed by the Executive Director. Correspondence specific to a commission, committee, Affiliate Council, or general officer shall be signed by the appropriate individual(s) and copied to the National Office.

Adopted: November 1998

## **1100 OFFICERS**

### **1110 DESIGNATION**

General officers: President, President-Elect, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Immediate Past President. Officers shall be elected from NABSE membership. No member may hold two general offices, except the President and Treasurer, who serve as voting trustees on the Foundation Board.

Adopted: November 1998

### **1120 DUTIES OF GENERAL OFFICERS**

**President**- shall have all powers and duties incident to the office of President. The President shall preside at all Delegate Assemblies, Annual Meetings, Board of Directors Meetings, Executive Committee Meetings, and special meetings as specified by these By-Laws. The President shall establish and appoint the Chairs of all standing and ad hoc committees and shall establish other Committees as needed. The President shall designate a Parliamentarian to serve at all business meetings. The President is the official spokesperson for NABSE.

**President-Elect:** There shall be a President-Elect whose Commission membership must be different from that of the President. The President-Elect shall assume the office of President upon the expiration of the President's term. 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 serve as the chairperson of the NABSE annual conference and programs.

**Recording Secretary:** The Recording Secretary shall keep minutes of the Executive Committee, Board of Directors and Delegate Assembly meetings and shall perform other appropriate duties and functions as assigned by the President.

**Treasurer:** The Treasurer shall be the Chair of the Budget Committee, which shall study all official audit reports and make recommendations to NABSE and shall serve on the Audit Committee. The Treasurer, in accordance with sound fiscal management procedures and policies as established by the Board of Directors, shall execute those procedures for signing and disbursement of checks.

The Treasurer shall present quarterly reports to the Board of Directors regarding all income including the organization's disbursement of checks, report of expenditures and profits from all national activities by the next annual conference.

**Corresponding Secretary:** The Corresponding Secretary shall read and conduct correspondence as directed by the Executive Board or the President, send a call of the meeting to each applicable member, including a copy of the minutes, and all relevant information, update the calendar and communicate important issues to the membership, and assist the Recording Secretary with maintaining the Membership Roster and fulfill such other duties as may be assigned by the unit, the Executive Board, or the President.

**Financial Secretary:** The Financial Secretary shall verify receive all funds, issue receipts for funds received and maintain a record of all financial transactions, assist the Executive Director in maintaining a record of members in good standing, submit all funds received to the Treasurer within two (2) business days, receive financial reports from Standing and Special committees within thirty (30) days of event/activity including any event/activity receipts and request for reimbursement, and assist the Treasurer with preparation of the annual budget, preparation and filing of tax documents and audit committee review.

Reference: Constitution and Bylaws Article IV. Adopted: November 1998 Updated January 2026

### **1125 DISCLOSURE OF INTEREST**

Officers and Board members shall disclose any private financial or other interest in matters before the Board and shall abstain from voting when financial gain is evident. Such disclosures shall be included in the minutes. The Board will determine if abstention or excusal from discussion is necessary.

Adopted: November 1998

### **1130 NOMINATIONS, ELECTIONS AND TERMS OF OFFICE**

Nominations committee responsibilities and candidate criteria are outlined (membership in good standing, affiliate membership, attendance at three conferences in five years, presence at nomination, prior service). The Nominations Committee should provide at least three candidates per general officer position. If fewer than three candidates are on the slate, nominations from the floor are solicited; if none, the nominations are closed.

Terms of Office for President, President-Elect and Past President shall not exceed five years of total service (President 2 years, President-Elect 2 years, and 1 year as Past President). The recording Secretary, corresponding secretary, financial secretary and treasurer shall serve one three-year term. The term of office for all other board members shall not exceed 3 years.

Election: Members with current dues may vote. The candidate receiving a simple majority of votes cast wins. Ballots are forwarded to the Executive Director or designee and stored for twelve months. Election results are announced digitally after the candidates have been notified.

Installation: Newly elected officers are installed at the Annual Meeting following election.

Reference: Bylaws, Article VII; Elections Committee Policy 1323; Nominations Committee Policy 1322. Adopted: November 1998 Updated: January 2026

### **1140 VACANCIES**

If there is a vacancy for any reason in the office of President, Recording Secretary, Correspondence Secretary, Financial Secretary, or Treasurer, the Board of Directors can select from the Board of Directors, an officer pro tempore to perform the duties of the vacated office until the office is filled for the remaining term. A special election shall be held.

Or if it is determined by the Board of Directors that the President-Elect is the logical person to complete the unexpired term of the President, the time he/she serves in that office will not affect the full term to which the President-Elect has been duly elected.

In the event that a vacancy occurs in the office of President-Elect, there shall be nominations at the next Annual Meeting and voting will take place by ballot. The Board of Directors may make a temporary appointment until the next Annual Meeting.

Reference: Bylaws, Article IV. Adopted: November 1998

### **1150 BOARD CONFIDENTIALITY** *(To Be Determined)*

### **1160 REMOVAL FROM OFFICE**

Any person holding an elected or appointed office of NABSE may be removed for good cause by a two-third vote of the Board of Directors whenever, in its judgment, the best interest of the organization shall be served. An appeal of such action can be considered by the Appeals Committee.

The Board of Directors may also remove one of its members when he or she has failed to attend and/or participate in three Board meetings, in person or virtual meetings. The recording secretary will notify the Executive Director of any members who have missed three Board meetings. The Executive Director will add the item to the Board Agenda.

An appeal of such action can be considered by the Appeals Committee.

Reference: Appeals Committee Policy 1320-D. Adopted: November 1998 Updated: January 2026

## **1170 USE OF ALLIANCE RESOURCES FOR CAMPAIGN PURPOSES**

No candidate for a general office may use NABSE staff, facilities, equipment, stationery, telephones, or any other Alliance assets for campaigning or charge NABSE for campaign expenses. During elections, the Nominating Committee with the Executive Director will prepare a ballot with candidate names and a 50-word qualification statement. Upon request, a digital copy of membership will be provided to each candidate and sent to the candidate's provided email address.

Adopted: November 1998

## **1175 TRANSITION OF OFFICERS**

To ensure an orderly transition of the Board of Directors, this policy shall include the transfer of information and documents related to the vacated office. The following policy has been designed to facilitate this process:

### **Notice of New Member Orientation**

Prior to the annual conference, incumbents and newly elected Board of Directors members shall be advised in writing of the requirement to participate in a formal orientation session. The written correspondence shall include the date, time and location. The orientation session shall be held prior to the first board meeting.

### **An overview of Functions**

The initial phase of the orientation will provide newly elected board members with a general overview of their roles and responsibilities, and shall be conducted by the President-Elect or their designee, along with the remaining members of the board.

### **Briefing by Outgoing Board Members**

Outgoing Board Members shall provide new members with specific information regarding their duties and responsibilities, including an explanation of the most current comprehensive plan and strategic plan commitments in effect during the tenure of the new member.

### **Transfer of Materials and Documents**

Within sixty days, all materials and documents within the possession of the outgoing Board of Directors member shall be transferred to the newly elected Board of Directors member. This includes digital files, NABSE purchased electronics, & inventoried supplies at NABSE's expense.

### **Proof of Transfer**

Documents should be dated and inventoried by the sender. A signed inventory form shall be delivered along with the documents.

The recipient shall confirm receipt by signing the inventory form accompanying the transferred documents. The inventory form shall be mailed to NABSE and recorded in the minutes of the next Board meeting.

Adopted: November 1998 Updated January 2026

### **1175-EXHIBIT TRANSITION OF OFFICERS — INVENTORY FORM**

Inventory form fields: date, signatures (outgoing and incoming), title of office/commission, comprehensive and strategic plan copies, minutes, budget, membership roster.

### **1176 NEW MEMBERS ORIENTATION**

The Board of Directors and staff shall assist each new board member in understanding the Board of Directors' functions, policies and procedures. Each new member shall be invited to meet with the President, one or more additional members, and the Executive Director to discuss pertinent material and information. Each new member shall be provided with appropriate orientation materials prior to the first regular meeting in which he/she sits as a member of the Board of Directors. This orientation package shall include a copy of the following documents:

1. The Operating Policies and Procedures Manual
2. Rules of engagement
3. Minutes from the prior year
4. Copy of the latest Conference Program
5. Copy of the Constitution and Bylaws
6. Copy of most recent NABSE NewsBriefs
7. An annual report
8. List of committees with a description of purpose
9. Annual budget
10. Most recent audit reports
11. Roster of the Board of Directors members
12. NABSE organizational chart
13. Staff organizational chart and job descriptions
14. Commission Membership Roster
15. List of Affiliates

## NABSE COMMISSIONS AND COUNCIL OF AFFILIATE PRESIDENTS

### **1210 COMMISSION DESIGNATIONS**

NABSE is composed of commissions organized to provide dialogue and member participation on special education issues. Commissions include:

- Administration Commission
- Governance in Education Commission
- Instruction and Instructional Support Commission
- Higher Education Commission
- Superintendents' Commission
- Retired Educators Commission
- Parents Commission

Reference: Constitution and Bylaws, Article III, Section II

Adopted: November 1998; updated January 2026

### **1211 DUTIES OF COMMISSIONS**

Each commission is led by a chairperson who:

- Represents the commission on the Board of Directors
- Conducts meetings and coordinates commission activities
- Performs duties prescribed by the Board

The chair-elect serves in the chairperson's absence.

The National Commissions shall adhere to the following organizational and operational requirements:

#### **1. Research Representation**

Each National Commission shall designate one representative to serve on the NABSE R&D Institute.

#### **2. Meetings**

Each National Commission shall conduct at least four meetings annually, held quarterly.

#### **3. Communications**

Each National Commission shall publish a monthly or quarterly newsletter to communicate updates, initiatives, and resources to members and stakeholders.

#### **4. Annual Event**

Each National Commission shall host one annual event outside of the NABSE Annual Conference to advance its mission and engage the broader community.

All National Commissions shall operate within the following framework:

- Leadership Development Activity
- Professional Development Activity
- Community Engagement Activity
- Annual Recognition Activity

Each Commission will prepare and present every two years a statement of beliefs, goals and action plans that are consistent with the philosophy and strategic plan of NABSE.

Cross-reference: Constitution and Bylaws, Article III, Section II

Adopted: November 1998 Updated January 2026

## **1211-R DUTIES OF COMMISSION — REGULATIONS**

Wording for Commission duties was taken from the current Constitution and Bylaws of NABSE

### **1. Administration Commission**

The function of this Commission shall be directly related to the administration and governance of school districts, the management of local schools, and the exploration of innovative practices related to school operation.

### **2. 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 to ensure the most advantageous policies regarding the welfare of Black students and staff are effective. Where analyses of existing statutes, regulations and/or policies suggest that modifications are required, it shall be the responsibility of this Commission to develop a proposed new policy, regulation or legislation.

### **3. Instruction and Instructional Support Commission**

The function of this Commission shall be directly related to instructional strategies and programs and those supportive services delivered in a classroom setting.

### **4. Higher Education Commission**

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

### **5. Superintendents' Commission**

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

### **6. Retired Educators' Commission**

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

### **7. Parent Commission**

This Commission shall be composed of members who are parents, caregivers of children, court-recognized advocates, or educators who do parent engagement work. The function of this Commission shall be directly related to the motivation and collaboration of parents who support the NABSE mission.

## **1212 NOMINATIONS**

Commission nomination criteria include:

- NABSE membership in good standing
- At least three years' commission membership and meeting attendance as evidenced by attendance logs

- Presence at time of nomination

Nominations schedule: odd/even year rotation per commission; commissions submit nominations to the Nominations Committee for presentation to the Delegate Assembly.

Cross-reference: Policies 1213, 1213-E

Adopted: November 1998

### **1213 ELECTIONS AND TERMS OF OFFICE**

Commissions elect chair, chair-elect, secretary, and other officers by majority vote. Officers serve three-year staggered terms aligned with NABSE officer terms. Vacancies and succession follow the Bylaws. Elections shall take place by electronic ballot by March 31st of the following year.

Commission Current & Future Terms

11/23 - 11/26 : Governance, Higher Education, and Instruction & Instructional Support

11/24 - 11/27 : Superintendent & Parent

11/25 - 11/28 : AdministrationRetired Educators

Adopted: November 1998, Updated January 2026

### **1214 CHAIR-ELECT VACANCY**

Where there is a vacancy in the position of Chair-Elect, the term of office of the sitting commission chair should be extended through the term of the Chair-Elect. In the event the sitting chair declines to continue to serve, the succession would be based on the By-Laws, Article IV, Section IV.

During the conference where a Chair-Elect fails to ascend to the position of chair, the commission must hold nominations for a new Chair-Elect and other appropriate officers as if the Chair-Elect had moved into the position of Chair.

### **1215 COMMISSION MEETING ATTENDANCE**

Commission member attendance is taken at each meeting. The [attendance logs](#) are submitted by the Commission's Secretary to the National Office. [Logs](#) verify eligibility for commission office nominations.

Adopted: November 1998 Updated January 2026

### **1215-EXHIBIT COMMISSION MEETING FORM**

[Commission Meeting Attendance Log](#)

### **1216 USE OF ALLIANCE RESOURCES FOR CAMPAIGN PURPOSES (COMMISSIONS)**

No candidate for a commission office may use NABSE staff, facilities, equipment, stationery, telephones, or charge NABSE for campaign expenses.

Adopted: November 1998

## **1251 REGIONAL COUNCIL OF AFFILIATE PRESIDENTS — DESIGNATION, STRUCTURE, AND GOVERNANCE**

A Council of Affiliate Presidents is established, composed of all affiliate presidents in good standing. The Council operates through Regional Councils of Affiliate Presidents, each led by the Regional Representative.

Purpose and functions of Regional Councils

- Facilitate communication and collaboration among affiliate presidents
- Identify regional priorities and best practices
- Support peer leadership development and problem-solving
- Elevate regional recommendations to the international level
- Ensure alignment with NABSE's mission and strategic plan

Meetings: regional councils meet at least quarterly (virtual or in person)

Updated January 2026

## **1250 INTERNATIONAL COUNCIL OF AFFILIATE PRESIDENTS**

Consists of all affiliate presidents convened at national/international level. The Council is chaired by a Regional Representative who is elected by the Council.

**Purpose:** serve as unified voice of affiliate leadership, provide strategic input to the Board, promote alignment with NABSE priorities

**Meetings:** at least annually; additional meetings as necessary

**Biennial Planning:** prepare and present a statement of beliefs, goals, and action plans each two-year term

**Staff Support:** a designated NABSE staff position, Director of Regional and Affiliate Affairs will support the Council's work (operational and administrative support)

### **Nominations, elections/appointments and terms**

The Council elects chair, vice chair, secretary, and other officers by majority vote; officers serve concurrent terms with general officers (no more than two consecutive two-year terms)

Reference: Constitution and Bylaws, Article III, Section VI

Adopted: November 1998 Updated January 2026

## **1270 YOUTH SYMPOSIUM**

### **Youth Symposium Vision & Purpose**

The Youth Symposium, held annually through the Instruction and Instructional Support Commission, is a cornerstone initiative of the NABSE Conference. This program is intentionally designed to cultivate healthy leadership, provide intentional guidance and academic support, and

create meaningful networking opportunities that prepare our young ladies and young men for college and career readiness.

Through structured learning experiences, mentorship, and exposure to professional pathways, the Youth Symposium empowers students to set high academic goals, strengthen their sense of purpose, and build confidence in their leadership potential. Equally important, the symposium affirms cultural identity and historical awareness, ensuring participants develop a strong understanding of their legacy while preparing to shape the future.

Grounded in the principle that “iron sharpens iron,” the Youth Symposium fosters an environment of collective growth, accountability, and excellence—where students learn from one another, are inspired by positive role models, and are equipped with the skills and mindset necessary to thrive as future leaders.

**1300**  
**NABSE EXECUTIVE BOARD COMMITTEES**

**1310 EXECUTIVE COMMITTEE**

- An Executive Committee of the Board of Directors shall be composed of the President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Financial Secretary and two members of the Board of Directors elected by the Board.
- Executes duties per Bylaws, Article III, Section IV-e
- May act on interim issues, administer NABSE affairs consistent with Board policy, ensure surety bonds/insurance for Treasurer and Executive Director, select meeting sites and oversee programs, audit and direct payment of claims, consider legislative matters
- Day-to-day responsibilities delegated to the Executive Director; payment of claims delegated to President and Executive Director (Treasurer acts in their absence)

Reference: Constitution and Bylaws, Article III, Section IV-e

Adopted: November 1998

The Board of Directors consists of the elected officers of NABSE Immediate Past President [one year after term], six Regional Representatives, the chair of each established commission, and the chair of the NABSE Foundation. The Corporate Member is a voting board member appointed by the President.

**1320 STANDING COMMITTEES NABSE R&D**

Standing committees as set by the Constitution and Bylaws; committee members nominated by respective commissions and Affiliate Council. Standing committees include:

- Budget Committee (Treasurer & Executive Director)
- Audit Committee (Treasurer & Executive Director)
- Membership Committee (Financial Secretary; Retired Educators Commission)
- Resolutions Committee
- Legislative Committee
- Appeals Committee (Parliamentarian; includes Past Presidents Council members)

- Nominating Committee
- Elections Committee (Parliamentarian)
- Constitution and Bylaws Committee (Executive Director and Parliamentarian)
- Communications (Corresponding Secretary)
- Strategic Planning Committee (one member from each commission)
- National Conference Committee (President-Elect)
- Ethics (Executive Director)
- Professional Development (one member from each commission)
- Information Management/Technology (Historian and Corresponding Secretary)
- Research and Development Institute (NABSE R&D)

### **1320-R STANDING COMMITTEES REGULATION**

Duties of standing committees summarized; additional duties and rosters maintained in regulations.

#### NABSE Audit Committee

- Reviews audit bid specifications and bids
- Recommends auditing firm to the Board
- Meets with auditor and Executive Director to set timetable
- Reviews draft audit and makes recommendations to Board
- Presents recommendations to the Board and attends Delegate Assembly when audit presented

### **1321 RESOLUTIONS COMMITTEE — STATEMENT OF PURPOSE**

- Receives, considers, and recommends action on resolutions from Board, commissions, affiliates, or members
- Membership: one representative from each commission and one from the Affiliate Council, appointed annually by the President (alternate members appointed)
- Members serve one-year terms (ordinarily not exceeding three consecutive years)
- Performs duties per Constitution and Bylaws, Article VI

Adopted: November 1998

### **1321-R RESOLUTIONS PROCEDURES**

- Deadlines for resolutions and Bylaw amendments are announced and materials distributed in advance
- Committee meets after deadline to categorize and prepare recommendations
- Resolutions may be recommended, not recommended, or deemed continuing policy
- Committee compositions and recommendations are distributed to membership with opportunities for amendments and rebuttals per established deadlines

### **1322 NOMINATIONS COMMITTEE**

- Responsible for selecting two to three persons for each general officer
- Duties per Constitution and Bylaws, Article VII, Section II

Adopted: November 1998

### **1323 ELECTIONS COMMITTEE**

- Publishes procedures and conducts NABSE elections; announces results at annual conference and in the newsletter

## Elections and Voting Procedures

### **Section 1. Time of Elections.**

General Officers of the organization shall be elected six months after the annual meeting at which they were nominated. Newly elected officers shall be installed at the annual meeting following their election.

### **Section 2. Nominations.**

The Nominations Committee shall be appointed biennially by the President and approved by the Board of Directors at its first meeting after installation. It shall be comprised of one representative from each Commission, and an equal number of Affiliate representatives. The members of this Committee shall not be current National Officers. The Nominating Committee shall present qualified nominees for each office at the Annual Meeting. Additional may be made from the floor by members in good standing at the Delegate Assembly.

### **Section 3. Criteria**

Members in good standing running for elective office must meet the following criteria:

- 1) Three years active membership and service to NABSE.
  - Life or Subscribing Life Membership status.
  - Attended a minimum of three of the last five National Conferences
  - Active in local or state NABSE Affiliate and/or NABSE Commission.
  - Anyone seeking the office of President-Elect must have at least one (1) degree in education.

The Nominations Committee shall present a slate of at least two (2) nominees for each office at Delegate Assembly I during the Annual Meeting. Additional nominations may be made from the floor by members in good standing at Delegate Assembly I.

**Section 4.** The Elections Committee shall be comprised of the Immediate Past President, the Nominating Committee Chair, and a Chair appointed by the NABSE president, and approved by a majority vote, at the first Executive Board meeting convened following installation of the new officers. The Elections Committee Chair shall collaborate with each Regional Representative to recruit one member from each NABSE region to serve on the committee.

### **Responsibilities:**

#### **a. General**

- The Elections Committee shall convene after its establishment to review responsibilities and propose a tentative schedule of elections, consistent with the bylaws, as well as related activities for the year.
- Working in conjunction with the Nominating Committee, Commission Chairs, and Regional Representatives, a schedule of elections should be proposed, consistent with the bylaws.

- The proposed dates and times of elections that occur during the annual NABSE conference within designated commission meetings, and meetings of regional representatives and affiliate presidents, shall be submitted to and approved by the NABSE Executive Committee.
- The proposed date(s) for the election of NABSE officers between annual conferences should be submitted and approved by the Executive Committee.

b. Pre-Conference

- The approved schedule of elections to be conducted at the annual conference, and between annual conferences, shall be communicated to the NABSE membership at least 60 days in advance of each annual conference.
- The NABSE website, newsletter, email and annual conference registration information should be utilized to communicate NABSE elections information.

c. At the NABSE Conference

- The schedule of elections to occur during the NABSE conference shall be announced at Delegate Assembly 1 and be included in electronic conference program information.
- Results of elections conducted during the NABSE conference shall be reported to the Delegate Assembly by the Elections Committee Chair at Delegate Assembly 2.

d. Between NABSE Conferences

- The election of NABSE officers occurs biennially between NABSE conferences.
- The Elections Committee chair should announce the approved date and time to the membership at Delegate Assembly 1 and 2, as well as via the NABSE website, newsletters, and email.
- Results of the election conducted electronically should be reported by the Elections Committee chair via email, the NABSE website and newsletters.

e. Due Diligence

- Prior to, and after, every election, the Elections committee should monitor and assess the quality of all procedures, processes and products associated with NABSE's elections.
- The Elections Committee should assess the efficiency and effectiveness of elections software in current use by NABSE.
- The Elections Committee should be responsible for researching and making recommendations of elections software that is suitable, user-friendly and cost-efficient for utilization by NABSE.
- The Elections Committee shall propose policies and procedures to address election disputes.

**Section 5. Voting.**

- All members in good standing shall be eligible to vote.
- Voting may be conducted by either mail-in ballot to an accounting firm or electronically using an electronic election system approved by the NABSE Board of Directors.
- The election results shall be decided by a plurality of votes cast. In the event of a tie, there shall be a run-off election held by mail-in ballots or electronically.

- All mail in ballots shall be forwarded to the National Office to be held for twelve months following the election.
- Membership shall be notified of the results of the election within thirty days following the tallying of ballots.

Reference: Constitution and Bylaws, Article VII, Section III

Adopted: November 1998   Updated January 2026

## **1323-A GENERAL ELECTION PROCEDURES**

(Procedures must comply with NABSE Constitution and Bylaws; detailed procedures maintained in committee regulations.)

## **1324 NATIONAL AND AD HOC COMMITTEES**

There shall be such committees as the Board of Directors determine are necessary to study specific issues or topics and report to the Board of Directors at such times and at such places as the Board of Directors determines.

The members of all National and Ad Hoc Committees shall be appointed by the president at the first annual meeting of the Board of Directors. The President shall select the committee chair and the Board liaison who will serve on the committee. These appointments shall be subject to confirmation by the Board of Directors, and such committees shall report to the Board of Directors.

The role of the chair is to preside over the meetings and work of the committee and perform the usual and ordinary duties of a chair and, along with the other members, to discuss issues, offer resolutions and vote on resolutions to be presented to the Board of Directors.

Alternate members of ad hoc committees may also be appointed by the President, subject to confirmation by the Board of Directors.

The role of the Board liaison is to observe the meetings and the work of the committee, to discuss questions as appropriate and to report back to the Board on the progress of the committee.

Adopted: November 1998

## **1330 NATIONAL COMMITTEES REGULATION**

(Registry and regulations maintained by the Operating Policies and Procedures Committee.)

## **1331 PERSONNEL COMMITTEE**

There shall be a Personnel Committee of the Board of Directors, consisting of the elected officers of NABSE and the Immediate Past President.

The Committee shall be responsible for developing performance goals in conjunction with the Executive Director. These goals will be submitted to the Board for approval. The Committee shall provide input to the Board on the evaluation of the Executive Director

The Committee shall study recommendations made by the Executive Director concerning the hiring, termination, salaries and any changes in employee benefits, and shall make recommendations to the Board regarding such matters. The Committee also shall review the staff manual, annually, to ensure consistency and shall make necessary recommendations to the Executive Director and the Board of Directors.

A report from the Personnel Committee shall be provided to the Board of Directors at the Spring meeting.

Adopted: November 1998 Updated: January 2026

### **1332 ADVISORY COUNCIL OF PAST PRESIDENTS**

There shall be an Advisory Council consisting of Past Presidents of the National Alliance of Black School Educators.

The Council will be responsible for recommending ways to involve this body in key activities of NABSE. Involvement of members of the Council will include input into publications, serving as presenters, taking part in affiliate activities and the national conference, identifying policy issues at the national level, developing position papers, working on major committees and other items as deemed appropriate by the Board of Directors.

Adopted: November 1998

### **1333 OPERATING POLICIES AND PROCEDURES COMMITTEE**

The Operating Policies and Procedures Committee shall be responsible for developing and recommending to the Board of Directors policies and organizational guidelines as set forth by the Constitution and By-Laws.

In an effort to keep its written policies updated so that they may be used as a reliable basis for Board actions and administrative decisions, the Board of Directors shall direct the Operating Policies and Procedures Committee to establish procedures to ensure that policies are reviewed for accuracy on a periodic and continuing basis.

After the Committee reviews and evaluates operating policies and procedures, it shall be responsible for preparing a written report to the Board identifying policies that should be added, revised, or deleted.

The Committee shall work jointly with the Executive Director to ensure that administrative procedures and regulations are developed when needed to support a particular operating policy or procedure.

## **2000 MEETINGS**

### **2005 NOTICE AND CONDUCT OF BOARD AND COMMITTEE MEETINGS**

#### **Method of Operation**

The Board of Directors believes that the Board, as well as its committees and those of NABSE, are ultimately accountable to NABSE's members. In order to conduct Alliance business in the most open and accountable manner possible, while ensuring confidentiality when appropriate, the Board hereby adopts the following procedures by which notice and conduct of meetings shall take place, both for the Board and its committees.

For the purpose of this policy, "meeting" is defined as: the official convening of the Board of Directors or a committee of the Board or NABSE for the purpose of conducting Alliance business.

#### **Notice**

Notice of the time and place of meetings shall be published and shared with the membership. Members may find meeting dates and times on the national webpage. All Board of Directors members are expected to attend meetings of the board.

#### **Meetings**

All motions shall be voted upon in open session.

All meetings shall be open for observation to any NABSE member in good standing who desires to attend.

Any other individuals who desire to attend must provide notice in advance so that the Board of Directors will be able to accommodate them.

Minutes shall reflect all action taken and be available upon request to members within fifteen (15) days of approval of the Board.

Adopted: November 1998 Updated: January 2026

## **2006 ANNUAL MEETING (PURPOSE AND QUORUM)**

The Annual Meeting of the membership shall be held at such time and place as the Board of Directors will determine. The time of the Annual Meeting should facilitate maximum participation of the membership. Members shall be notified of said meeting not less than ninety days prior to the date thereof. Unless altered or suspended at any meeting by a majority vote of the members present, the established order of business at meetings of the organization will be followed.

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

### **a. Delegate Assembly Meetings**

- There shall be at least 2 meetings of the Delegate Assembly to conduct the official business of the organization. No other activities should be scheduled which conflicts with Delegate Assembly meetings. A quorum shall consist of members present. During the Delegate Assembly Meeting, policies, amendments to the By-Laws and Constitution, or resolutions may be submitted for action by the Delegate Assembly. Such policies, amendments to By-Laws and Constitution, or resolutions from the resolutions committee remain in effect until its goals are accomplished or it is rescinded or replaced by subsequent action of the Delegate Assembly (refer to Article XII)

### **b. Commission Meetings**

There shall be at least two meetings of each Commission in order to address pertinent pedagogical topics and concerns as they relate to the purpose of the organization and to conduct official commission business. To conduct official business, a quorum shall consist of not less than 25 registered Commission members for the conference.

In addition, the following meetings may occur:

### **c. General Assembly Meetings**

General Assembly meetings may be held to promote the goals and purposes of NABSE and to acquaint the host community with the organization's activities. Such meetings will be open to the public.

### **d. Plenary Meetings**

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

### **e. Caucus Meetings**

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

## **2007 ANNUAL MEETING — ORDER OF BUSINESS**

The President and Board of Directors shall establish an agenda for the Annual Meeting. Recommendations and/or suggestions should be received on or before July 1. The following shall be the order of business for the Annual Meeting:

- A. Roll Call and Establishment of Quorum
- B. Adoption Of the Agenda
- C. Approval of Minutes
- D. Report of Officers
- E. Report of Regional Directors
- F. Report of Commission Chairs
- G. Report of Standing Committees
- H. Report of Special Committees
- I. Report of Nominating Committee
- J. Report of Elections Committees
- K. Report of the Foundation
- L. Unfinished business
- M. New Business
- N. Good & Welfare
- O. Adjournment

Reference: Constitution and Bylaws, Article XI. Updated January 2026

## **2008 SPECIAL MEETINGS**

Special meetings of the National Alliance of Black School Educators (NABSE) may be called by a majority vote of the Board of Directors or upon written request submitted to the President by at least one-third of the general membership in good standing.

Notice of a special meeting shall be provided to the membership no fewer than thirty (30) days prior to the meeting date. Notice may be delivered electronically and/or by other official communication methods approved by the Board and shall include the date, time, location (or virtual platform), and purpose of the meeting.

Special meetings may be conducted in person, virtually, or in a hybrid format, as determined by the Board of Directors.

Notice shall also be provided to each member no fewer than fourteen (14) days prior to the meeting. Business conducted at a special meeting shall be limited solely to the agenda items listed in the meeting notice.

Cross reference: Article VIII, Section 2 Adopted: January 2026

## **2009 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.

The Committee Chairperson shall schedule a committee meeting in sufficient time to obtain written authority from the President for holding the meeting.

Meetings of Alliance Committees shall be scheduled as single day meetings unless otherwise approved by the Board of Directors.

Adopted: November 1998

## **2010 PARLIAMENTARY AUTHORITY**

At all meetings of NABSE or of any committee, the rules contained in the current edition of Robert's Rules of Order shall govern in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or any other special rules of order NABSE may adopt.

Reference: constitution and by-laws; article XI

Adopted: November 1998

## **2011 MINUTES**

### **I. Purpose**

- A.** Minutes shall be taken at each meeting of the Board of Directors and of the Executive Committee. Such minutes shall include an accurate record or summary of all motions, proposals, resolutions and any other matter formally voted and the vote. The provisions of this policy also shall apply when meetings are held in executive session.

### **II. Recording of the Minutes**

- A.** The Recording Secretary shall keep the minutes of the Board of Directors, Executive Committee and Delegate Assembly meetings. The Executive Director shall provide assistance to the Recording Secretary in keeping the minutes in order to ensure that a complete record of business conducted at the meeting is captured. This assistance may be in the form of taping the meeting proceedings, especially in the absence of the Recording Secretary.

In the absence of the Recording Secretary and the Executive Director, the President shall designate a member of the Board of Directors to keep the minutes.

- B.** Items that should be included are:

1. The date and location of the meeting
2. The times beginning, recessing and adjourning the meeting
3. The names of members present or absent, including attendance at part of the meeting
4. The names and positions of all others attending the meeting, including partial attendance
5. A list or correspondence received, the nature of its content and the action taken.
6. The text of any motion or resolution presented, including the names of the individuals who moves and seconded, and its disposition, including those that fail for lack of a second.
7. Votes shall be recorded as Carried Unanimously, or Carried or Defeated with the minority votes recorded by name.
  - a)** In tie votes, all names on both sides shall be listed.
8. A brief record of reports on non-action items.

- C.** Statements and Documents.

1. Brief oral statements explaining a member's position on a vote may be entered in the minutes, if requested.
2. Written statements offered for the minutes must be approved by the Board. Those not approved shall be placed in an appropriate file.
3. Comments and questions will not be recorded. Requests for service or information shall be made in motion form.
4. Items raised for possible Board action or new items shall be summarized.
5. Documents attached to the permanent minutes, as well as those kept in appropriate topic file, shall include:
  - a) NABSE budget
  - b) Annual Program Statement
  - c) Annual Program Evaluation
  - d) Executive Director's Reports
  - e) Committee Minutes and Reports
  - f) Advisory Council Reports
  - g) Contracts
  - h) Position Papers
  - i) Others: As Designated by the Board

### III. Production

1. The first draft shall be sent to all members of the Board, dated within twenty (20) working days after the meeting. The Board shall respond by date designated.
2. If a second meeting is scheduled within a 20-day period, the draft shall be sent in five (5) working days and response due by the designated date.
3. Suggested corrections will be included with materials for the next Board meeting to be used with the first draft.
4. When the corrections have been accepted they will be incorporated in the draft, after which the revised statement becomes the approved record of the meeting. A report of correction will be recorded in the minutes of the meeting at which approval took place.

### IV. Approval and Distribution

- A. Minutes shall be approved at the next following meeting, including any necessary corrections, and date of acceptance which will be recorded in the minutes of that meeting.
- B. No changes shall be made in approved minutes without the further consideration and approval by the Board.
- C. Minutes of the Executive Committee shall be voted upon by members of the Board of Directors at the next scheduled meeting of the board following the committee meeting.
- D. Copies of the approved minutes shall be distributed to each member of the Board of Directors, Local Affiliates who request to be put on the mailing list, and others designated by the Board.
- E. Minutes entered in the permanent record shall be signed by the Recording Secretary.
- F. Material deemed confidential or otherwise inappropriate, as determined by the Board, may not be distributed to the membership.

### V. Authority Unless specified above, Roberts Rules of Order, Newly Revised, shall prevail

Adopted: November 1998   Updated January 2026

## 2012 CONVENTION SITE

The Board may commit NABSE to a convention site up to five years in advance to secure annual convention time and place.

Cross-reference: Policy 3001   Adopted: November 1998

## **2013 NATIONAL EDUCATION POLICY INSTITUTE**

An annual legislative conference shall be held in Washington, D.C., Maryland, Virginia (DMV) Metroplex. The Executive Director plans the conference in consultation with the Legislative Liaison and Regional Senators. Affiliate representatives communicate priorities to Regional Senators.

Regional Senators serve three-year terms and are elected by their region.

Adopted: November 1998; updated January 2026

## **3000 ANNUAL CONFERENCE**

### **3000 CONFERENCE**

NABSE shall sponsor an annual national conference with a priority theme addressing academic needs of all students, particularly students of African descent.

Reference: Constitution and Bylaws, Article III, Section IV

### **3001 ROLE OF THE NATIONAL CONFERENCE PLANNING COMMITTEE**

The national office has overall responsibility for implementing conference plans. The President-Elect serves as national chair.

Adopted: Board of Directors, November 1997 Updated: January 2026

### **3002 CONFERENCE SITE CONTRACTS**

All conference contracts are negotiated by the Executive Director with programmatic input from the President and Treasurer. Contracts must be reviewed and approved by legal counsel before finalization. Copies of signed contracts remain in NABSE archives.

### **3003 CONFERENCE REGISTRATION**

NABSE offers comprehensive registration (all activities and meal functions), pre-conference, and single-day registration. Past national presidents, founding members, current Board members, and NABSE staff receive complimentary comprehensive registration.

### **3005 CONFERENCE FISCAL CONTROLS**

The Executive Director controls conference costs in consultation with the President and Treasurer. A conference budget is developed and distributed to the Board. The Annual conference revenue and expenditures will be audited each year.

### **3006 CONFERENCE PROGRAM**

During the annual conference the following meetings shall occur:

- a. Delegate Assembly – at least two meetings of the membership to conduct the business. No other activities shall be scheduled at the same

time.

- b. Commission Meeting – at least two meetings to address pertinent topics and concerns
- c. Affiliate Council Meetings – regional representatives will have at least two meetings with affiliate Presidents.

In addition, general assembly meetings, Planning meetings, and Caucus meetings may occur. The national planning committee will select speakers, presenters, and conference activities and content, with approval by the Board of Director to address the yearly theme.

Reference: Constitution and Bylaws, Article IX, Section I Updated: January 2026

### **3007 CONFERENCE AWARDS**

Each year NABSE will recognize distinguished individuals who have made national and international contributions to the education of African American educators and learners. These individuals should share and exemplify the vision and mission of NABSE. Each year at the annual conference the following awards will be presented at various events and the annual banquet.

- A. President's Award
- B. Marcus Foster Distinguished Educator Award
- C. School Support Award
- D. W.E.B. Dubois Higher Educators Award
- E. Mary McLeod Bethune Outstanding Teacher Award
- F. Principal of the Year Award
- G. District Administrator Award
- H. Joseph E. Hill Superintendent of the Year Award
- I. Ida B. Wells Risk Taker Award
- J. Living Legend Award
- K. Lifetime Achievement Award
- L. Charles Mitchell
- M. Governance Award
- N. School Board Member of the Year

The Board of Directors will approve the criteria for all awards and the general instruction for nomination.

Updated January 2026

### **3009 CONFERENCE EXHIBITS**

The Annual NABSE Conference offers exhibitors an opportunity to share information about their organization, product and/or services.

There are three types of exhibition opportunities:

- a. Educational – These exhibitors will be devoted to sharing innovative and state of the art educational products and services to the attention of educators.
- b. Retail - Exhibitors selling goods and possibly services that attendees may

purchase

c. Non Profit Institutions – This area is to be composed of organizations (school systems, government agencies, grassroots organizations) with job opportunities seeking qualified job applicants or seeking to extend their message of volunteerism and/or activism for the benefit of education.

Updated: January 2026

**4000  
FINANCES**

**4010 FISCAL YEAR**

NABSE's fiscal year is January 1–December 31.

Adopted: November 1998

**4020 BUDGET PREPARATION**

The Board of Directors shall, at its Fall meeting, adopt a budget for the following year.

Adopted: November 1998

**4020-R BUDGET PREPARATION REGULATIONS (TIMELINE)**

The budget process is an ongoing process. The following represents the timetable in which the annual budget will be developed and Adopted: November 1998.

Month(s)	Activity	Responsibility
January-February	Prepare first draft of a proposed budget for the next year	Executive Director, Treasurer and Budget Committee
February	Present proposed budget to the Executive Board for recommendations and approval.	Treasurer and Executive Director
February - June	Review proposed budget	Budget Committee
Summer	Presents final draft of budget to the Board of Directors for approval.	Treasurer and Executive Director
July/August	Perform a final review of the budget	Treasurer, Executive Director and Budget Committee
Fall	Complete Final budget	Treasurer, Executive Director, and Budget Committee
Annual Meeting	Presents budget to Delegate	Treasurer

## **4030 FINANCIAL REPORT**

The financial records of NABSE for the fiscal year ending each December 31, shall be audited by an independent auditor and a complete report shall be made, by the independent auditor, to the Board of Directors and thereafter presented to the Delegate Assembly at the Annual Meeting.

This report will be published in the first issue of the NABSE NewsBriefs or NABSE Newsletter following the Annual Meeting.

Adopted: November 1998

## **4040 DUES AND MEMBERSHIP RENEWAL**

Upon consideration of a proposal to be presented by the Board of Directors, the amount of dues shall be determined by the Delegate Assembly.

Annual membership dues shall be payable no later than August 31 of each year. Individuals and institutional members will be notified in advance of their renewal date. Failure to remit dues by the established deadline may result in suspension of access to the online membership account.

Reference: Bylaws, Article X. Adopted: November 1998 Updated: January 2026

### **4040-R DUES RENEWAL PROCEDURES**

The membership renewal processing procedures shall be as follows:

#### **TWO (2) MONTHS PRIOR TO MEMBERSHIP RENEWAL DATE**

Two (2) months prior to membership renewal date an electronic notification of dues should be sent to the member.

#### **IN THE MEMBERSHIP RENEWAL MONTH**

In the membership renewal month a second notice will be sent to the member.

#### **THIRTY (30) DAYS OVERDUE**

If a membership is not paid within 30 days of the due date, another notification titled A FINAL NOTICE will be sent with a final letter. The correspondence should explain that the member will be dropped from the membership roll if dues are not received within 60 days.

#### **THREE (3) MONTHS OVERDUE**

If the member is ninety (90) days overdue, Members are inactive if dues are not paid by the expiration date. The member should receive a correspondence expressing NABSE's

thanks for his or her prior participation, and hopes that he or she will reconsider and join the organization at a future date. Membership services should not be provided to members whose memberships have expired.

Updated: January 2026

### **4050 AUTHORIZED SIGNATURES**

All checks require dual signatures of the President and Executive Director. The Treasurer provides a signature if the President or Executive Director is unavailable. Monthly bank reconciliations reviewed by the Treasurer.

Adopted: November 1998

### **4075 SECURITY OF ASSETS**

Executive Director authorized to lease a safe deposit box for legal and financial records. The President, Treasurer, and Executive Director have access and conduct an annual inventory. Executive Director ensures security of computer hardware, software, systems, and databases.

Adopted: November 1998

### **4076 ALLIANCE AUTHORIZED EXPENSES (TRAVEL AND REIMBURSEMENT)**

- Airfare must be booked using NABSE corporate airline accounts (Southwest, Delta, United, Air Canada); no reimbursement for outside bookings.
- Mileage reimbursed per IRS rates; cannot exceed coach airfare cost; tolls and parking reimbursed with receipts.
- Train/bus fares reimbursed with receipt.
- Rideshares, limousines, parking reimbursed; unusual expenses explained.
- Hotel room single occupancy; one night assumed for one-day meetings unless approved.
- Personal expenses (pay TV, alcoholic beverages, entertainment) not reimbursable unless approved.
- Gratuities reimbursed per 4100-R guidelines.
- Legislative activities and other appropriate expenses may be covered when approved by the President and Executive Director.

Adopted: November 1998 Updated: January 2026

### **4101 AUTHORIZATION OF EXPENSES — BOARD OF DIRECTORS**

NABSE may cover the usual and necessary Board expenses (transportation, hotel, meals) when representing NABSE formally or attending NABSE-sponsored events. Board members must obtain approval from the President and Executive Director before expending budgeted funds for external conferences.

### **4102 AUTHORIZATION OF EXPENSES — PAST PRESIDENTS**

Past presidents receive waiver of registration fees for NABSE programs; transportation and lodging not covered unless specified.

Adopted: November 1998

### **4103 AUTHORIZATION OF EXPENSES — SPOUSES**

Spouses may be invited to activities; their expenses are not NABSE charges unless attendance is at Board request. Spouses receive the same amenities at non-meeting meals and social functions.

Adopted: November 1998

#### **4104 AUTHORIZATION OF EXPENSES — CONSULTANTS AND COMMITTEE/TASK FORCE MEMBERS**

Travel expense guidelines extend to board-authorized consultants and national committee members traveling on approved NABSE business.

Adopted: November 1998

#### **4105 AUTHORIZATION OF EXPENSES — STAFF**

Travel expense guidelines extend to staff traveling on NABSE business.

Adopted: November 1998

#### **4110 AUTHORIZATION OF EXPENSES — PROGRAM PARTICIPANTS**

NABSE does not normally assume expenses of program participants; modest honoraria may be offered for specialized workshops if not reimbursed elsewhere. Students normally attend at their own expense; registration fees waived if participation is requested by NABSE. Executive Director authorized to negotiate speaker contracts per budget.

Adopted: November 1998

#### **4200 INVESTMENTS**

Investment objectives: minimize risk, ensure maturity aligns with cash needs, and obtain competitive return. Treasurer and Executive Director implement strategy; President, Treasurer, and Executive Director jointly authorized to invest in money market funds, CDs, commercial paper, federal obligations, and certain mutual funds. Other investments require Executive Committee approval. Annual investment review provided with auditor's report. Cross-ref: 4050, 4030

Adopted: November 1998

#### **4240 PROVISION OF CREDIT CARDS**

President, President-Elect, Treasurer, and Executive Director authorized to have NABSE credit cards for Alliance business. Receipts submitted within 30 days with documentation. Cards revoked for misuse; cardholders must reimburse inadvertent unauthorized charges. Adopted: November 1998

#### **4250 MANAGEMENT OF NABSE PROPERTY**

The board appoints representatives for property management. The Executive Director manages real property, offices, furniture, and equipment. Executive Director, with Treasurer approval, may incur debt or lease equipment; President and Executive Director may collateralize property with Board approval. Annual property review provided with auditor's report.

Cross-ref: 4030

Adopted: November 1998

#### **4275 DISPOSAL OF NABSE PROPERTY**

The Executive Director identifies obsolete/surplus items annually. Disposal via bids or other methods with Board approval; list with suggested values provided prior to disposal.

Adopted: November 1998

#### **4300 CONTRACTS FOR NABSE WORK (BIDDING)**

Competitive bidding required for purchases over \$5,000 with at least three bids. Exceptions include specified legal provisions or emergency waivers by Executive Director in consultation with President. Executive Director to maintain bidding procedures and documentation. Contracts reviewed by legal counsel before execution.

Adopted: November 1998

**5000  
SERVICES**

**5001 LEGAL SERVICES**

NABSE retains counsel to provide legal advice to NABSE, its officers, Board, Executive Director, staff, consultants, and committees; assist in defense; and represent NABSE on legal matters to the media, as directed.

Adopted: November 1998 Updated: January 2026

**5002 PARTICIPATION AS AMICUS CURIAE**

NABSE may file amicus curiae briefs in cases of nation-wide interest to its membership either upon its own initiative or when requested to do so by a member or Affiliate. NABSE may seek amicus curiae status in cases where the Executive Director and Counsel believe that such status is desirable and where the Executive Committee, in consultation with the Executive Director and Counsel deemed appropriate by the Executive Director, conclude that such action is desirable.

Adopted: November 1998

**5003 INSTITUTION OF LEGAL ACTIONS OR PROCEEDINGS**

NABSE may institute litigation on matters of statewide importance upon recommendation of Executive Director and Counsel and approval of the Executive Committee. The Executive Director may authorize collection actions for fees owed.

Adopted: November 1998

**5011 CONTACT LIST POLICY**

Board members entitled to a member list upon request. Commission chairs receive lists of commission members in good standing. Names/addresses of member board employees not provided to commercial organizations. Mailings at Board members' request processed at NABSE expense; other member/affiliate mailings processed at requester's expense.

Adopted: November 1998

**5021 DISTRIBUTION OF PUBLICATIONS**

NABSE distributes periodicals, position papers, promotional publications, workshop materials, and complimentary copies per policy. Position papers distributed digitally to members; distribution to others as deemed beneficial by the Executive Director. Fees set for publications to non-members.

Adopted: November 1998 Updated: January 2026

**5041 ADVERTISING**

Advertising accepted for NABSE publications if consistent with objectives; NABSE reserves the right to reject ads.

Adopted: November 1998

**6000 RELATIONSHIPS**

## **6000 ACCEPTANCE OF GIFTS**

NABSE may accept gifts/grants consistent with law and Executive Director approval. Gifts under \$100 excluded. Board reviews gift terms (subject, purpose, beneficiaries, conditions) and will not accept gifts benefiting named individuals. Rejected gifts returned within 120 days. The Board directs the Executive Director to account separately for gift assets and report annually.

Reference: Not-for-Profit Corporation Law. Adopted: November 1998

## **6005 PROCEDURE FOR HANDLING GRANTS**

- Program director, accountant, and Executive Director sign acknowledgment of grant terms before project work begins; statement kept in project file.
- Appoint a project director.
- Complete cash request prior to drawing funds.
- Require electronic approvals (accountant, project director, Executive Director) for cash requests.
- Include transactions in quarterly financial statements to the Treasurer /Board.
- Report expenditure status to the Board.

## **6010 COOPERATION**

NABSE will continue cooperation with agencies and organizations dedicated to improving public education, particularly for Black children.

Adopted: November 1998

## **6015 PARTNERSHIP AND SPONSORSHIPS**

Defines partner (non-monetary collaboration) and sponsor (financial contributor). NABSE enters partnerships/sponsorships compatible with its mission and approves them by Board action. Written agreements specify mutual benefits. Executive Director performs due diligence; Board assesses fiscal, personnel, legal, operational, and membership implications.

Adopted: November 1998

## **6034 USE OF LOGO AND LETTERHEAD**

The NABSE logo has received trademark approval by the federal government; which gives NABSE exclusive rights to its use. The logo and official letterhead may only be used by the Board of Directors, affiliates in good financial standing, and the National Office only when carrying out NABSE business.

Only Officers and Board of Directors members, and NABSE staff are authorized to make use of NABSE logo and NABSE letterhead and Other uses of the NABSE logo and NABSE letterhead by committee chairs and members of committees, may be authorized to use NABSE logo and NABSE letterhead only when carrying out NABSE business and with the express approval of the Executive Director or his/her designee.

Adopted: November 1998

## **6500 AFFILIATES**

### **6510 LOCAL AFFILIATES — FORMATION AND FUNCTIONS (SUMMARY)**

Guidance for forming local, state, and/or international affiliates, including but not limited to provinces, countries, and parishes. Planning group, first/second/third meetings, inaugural meeting, formal organization steps (roster, constitution, minimum members), publicity, programs, fundraising, and networking. Affiliates are encouraged to seek incorporation and tax-exempt status as appropriate. Affiliates should maintain communication with the National Office and Regional Representative.

## **6512 CERTIFICATION OF AFFILIATES**

Annual fee of \$150 for each affiliate certification; failure to pay moves affiliate to inactive list and suspends affiliate benefits. All affiliate officers must be NABSE members in good standing.

Local affiliates regulation — services and legislative support

Services available on request: cooperative purchasing, master calendar, publications, speakers, surveys, use of facilities (per Executive Director), and other services. One registration waived for affiliate president or designee at annual conference. Affiliates may request NABSE assistance with state lobbying; affiliates are encouraged to send representatives to Washington when needed.

Adopted: November 1998

Regional representatives — duties and nominations

Regional Representatives represent regions on the Board, conduct regional meetings, coordinate affiliate activities, maintain contact with affiliates (January update, monthly outreach, post-board meeting follow-ups), provide annual affiliate updates in June, support affiliate participation in national initiatives, and remind affiliates of deadlines. Nominations: candidate must be NABSE member in good standing, a sitting affiliate president, present at nomination, with nominations occurring in March. Regional representatives serve two-year terms.

**7000**

## **NABSE FOUNDATION**

The NABSE Foundation is a separate 501(c)(3) supporting NABSE programs by receiving and administering funds, donations, and grants to support educational, scientific, and charitable purposes.

**8000**

## **PERSONNEL**

### **8001 TABLE OF ORGANIZATION**

The Executive Director establishes and maintains a staff position table; Board approves. (Insert organization chart as exhibit.)

### **8002 EQUAL OPPORTUNITY**

NABSE provides equal employment opportunities and bases recruitment, hiring, and advancement on merit. With the exception of the Executive Director, employees serve at the Executive Director's pleasure and are at-will employees.

### **8010 JOB DESCRIPTIONS**

Current job descriptions maintained for all staff categories; supervisors review job descriptions during annual evaluations. Board reviews job descriptions. Adopted: November 1998

### **8011 EXECUTIVE DIRECTOR EMERITUS**

Criteria for conferring title: minimum three years' service, exemplary evaluations, retirement or resignation (not termination), and significant contribution. Cross-ref: 4107. Adopted: November 1998

### **8020 EMPLOYEE MANUAL**

Executive Director develops an Employee Manual consistent with Board policy; manual provided to employees and reviewed annually. Informational, not an employment contract. Adopted: November 1998

## **8040 DISTRIBUTION OF MINUTES TO STAFF**

Within ten days after Board meetings, the Executive Director meets with staff to update them on outcomes.

Adopted: November 1998

## **8050 Emergency Closing**

Executive Director may close offices or alter hours for severe weather or emergencies and shall advise the President. Adopted: November 1998 Updated: January 2026

## **8100 STAFF TRAVEL EXPENSES**

Travel expense guidelines developed by the Executive Director and appended to the Employee Manual. Adopted: November 1998

## **8110 HEALTH AND DENTAL INSURANCE**

Policy text indicates staff do not receive employee benefits such as health, life, retirement, sick leave, or vacation per document; confirm current practice with National Office. Adopted: November 1998

## **8120 STAFF LEAVES AND ABSENCES**

Executive Director may grant leaves of absence without pay to full-time employees. Adopted: November 1998

## **8200 STAFF RECRUITMENT AND HIRING**

Executive Director recruits qualified candidates consistent with equal opportunity; staff (except Executive Director) hired by the Executive Director with Selection Committee approval and Board ratification. Adopted: November 1998

## **8220 NON-NABSE EMPLOYMENT**

Full-time staff may engage in outside employment if no conflict of interest and performance are not diluted; consulting must be approved by the Executive Director. Adopted: November 1998

## **8230 PROFESSIONAL RESEARCH AND PUBLISHING**

Work produced by employees as part of duties is works-for-hire and property of NABSE unless Board relinquishes rights. Adopted: November 1998

## **8235 STAFF EVALUATIONS**

Executive Director establishes evaluation procedures; evaluations at employment anniversary; marginal performance evaluated more frequently. Adopted: November 1998

## **8300 STAFF COMPLAINTS, GRIEVANCES, AND TERMINATIONS**

Employees may request review of involuntary terminations in writing within three business days. The Executive Director establishes grievance procedures. Reprimands recorded in personnel files with an opportunity for rebuttal. Adopted: November 1998

## **8340 DISCIPLINE OF STAFF**

The Executive Director may reprimand, demote, or dismiss employees for cause; reprimands are written and placed in personnel files. Adopted: November 1998

## **8350 SEVERANCE OF SERVICE**

Resignations require two weeks' written notice; termination notices and severance depend on length of service and circumstances; details provided in policy. Adopted: November 1998