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**BYLAWS
OF THE
NATIONAL HISPANIC CAUCUS OF SCHOOL BOARD MEMBERS**

ARTICLE I NAME AND PURPOSE

Section 1. Name

The name of this organization shall be the National Hispanic Caucus of School Board Members and shall be referred to as the National Hispanic Caucus. Pursuant to Article XVI of the Constitution and Bylaws of the National School Boards Association, the National Hispanic Caucus of School Board Members has been established as a Council, effective July 1, 2002.

Section 2. Mission

The mission of the National Hispanic Caucus of School Board Members is to promote the goals and vision of the National School Boards Association (NSBA) and to provide leadership and a foundation to school board members for student educational opportunities through collaboration with key stakeholders to foster excellence and equity in public education.

The primary purposes of this organization are to:

- (a) Promote and advance equal educational opportunities for Hispanic children by Caucus members becoming actively engaged in national dialogue on educational problems, issues and concerns in conjunction with the National School Boards Association and other national organizations committed to the continued growth and development of minority children.
- (b) Provide education, educational seminars and information to members and/or interested parties on unique challenges and opportunities faced by school board members through out the country;

- 1. In journal articles, bulletins, meetings and workshops.

1
2 (c) Provide leadership by encouraging the most desirable and effective
3 communication between school board members, their local school board,
4 communities, national and state boards associations relating to Hispanic
5 students;

6
7 (d) Study the development, academic achievement of the Hispanic youth
8 within public schools.
9

10 **ARTICLE II: MEMBERSHIP**

11
12 **Section 1. Regular Membership**

13
14 Regular voting membership shall be open to and held only by an elected or
15 appointed member of any local school district Board of Trustees, Board of
16 Education or State Board of Education within the fifty states, the District of
17 Columbia, or the U.S. Virgin Islands and any other United States territory.
18 Regular member is entitled to a vote on all matters before the Hispanic Caucus
19 and the right to hold any office or committee position. Must be a member of
20 your state association
21

22 **Section 2. Associate Membership**

23
24 Associate membership shall be open to any educator, school administrator, or
25 other individual interested in and supportive of the purposes and goals of the
26 Hispanic Caucus. Associate member shall not be entitled to vote nor hold an
27 office in the Caucus, but may serve on committees.
28

29 **Section 3. Honorary Membership**

30
31 Honorary membership shall be open, upon request, to any Past Chair of the
32 Hispanic Caucus who no longer holds office on a local school board. The Board
33 of Directors of the Hispanic Caucus may elect additional honorary members, as
34 it deems appropriate. Honorary members shall pay no dues. Honorary
35 member shall not be entitled to vote nor hold an office in the Caucus, but may
36 serve on committees.
37

38 **Section 4. Corporate Membership**

39
40 Corporate membership shall be open to any corporation or business
41 organization interested in and supportive of the purposes and goals of the
42 Hispanic Caucus. Corporate members shall not be entitled to vote, nor hold an
43 office in the Caucus, but may serve on committees, and must be subject to
44 approval by the Board of Directors.
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Section 5. Revocation of Membership

- (a) Membership in the Hispanic Caucus, for any category of membership except regular voting membership, may be revoked for good cause by a majority vote of the Board of Directors of the Hispanic Caucus.
- (b) Regular voting membership may be revoked for good cause only by a majority vote of the general membership present, with due notice and opportunity to be heard being given to the affected member at the Annual Business Meeting.
- (c) Dues shall be forfeited upon removal of membership.

Section 6. Dues Payment and Fiscal Year

- (a) The fiscal year of the Hispanic Caucus shall be from July 1 of each year through June 30 of the following year.
- (b) A dues schedule for the various categories of membership in the Hispanic Caucus shall be established by action of the Board of Directors by vote of the general voting membership. Dues for Regular membership shall be seventy-five dollars (\$75.00) per year and dues for Associate membership shall be fifty dollars (\$50.00). Honorary membership shall not pay dues. The Corporate membership dues shall be one-thousand dollars (\$1,000) per year, per corporation.
- (c) Incentive Membership Dues – Board of three is \$175; five is \$300; seven is \$375; and nine is \$525.
- (d) Dues are payable on/or by the beginning of the fiscal year. No school board member whose dues are delinquent shall be entitled to vote.
- (e) Cash, checks, money order, credit card, and purchase orders will be accepted. At the Annual Conference, those submitting purchase orders will not be allowed to vote.

Section 7. Meetings and Elections

- (a) The annual business meeting of the Hispanic Caucus general membership shall be convened during the annual conference of the National School Boards Association. The date and time of the annual

1 business meeting shall be determined by the Board of Directors of the
2 Hispanic Caucus.

3
4 (b) At the annual business meeting of the Hispanic Caucus general
5 membership, neither proxy voting nor absentee voting shall be permitted.

6
7 (c) National officers and regional directors shall be elected by the general
8 membership at the annual business meeting of the Hispanic Caucus.
9 Officers shall take office immediately upon election.

10
11 (d) In addition to the annual business meeting, the Board of Directors shall
12 hold at least three as outlined in Article III, Section 7.

13
14 (e) Any Directors or officers who have two unexcused absences in a year
15 may be subject to removal from office upon majority vote of the Board of
16 Directors.

17
18 **ARTICLE III: OFFICERS, DUTIES, BOARD OF DIRECTORS**

19
20 **Section 1. Titles and Term of Office**

21
22 (a) There shall be six (6) National Officers, five (5) Regional Directors, and
23 two *ex officio* members of the Hispanic Caucus. The officers of the
24 Hispanic Caucus shall be the Chair, Chair-Elect, Vice Chair, Secretary,
25 Treasurer, and Immediate Past Chair and includes the NSBA Executive
26 Director and NSBA President serving as *ex-officio* non-voting members.

27
28 (b) The term of a National Officer shall be two (2) years. Each officer shall
29 serve until the selection and installation of his or her successor is
30 fulfilled during the annual business meeting, or until removal.

31
32 (c) The position of Chair-Elect will automatically ascend to the position of
33 Chair at the conclusion of all the Hispanic Caucus activities during the
34 NSBA Annual Conference and Exposition.

35
36 **Section 2. Executive Committee/Board of Directors**

37
38 (a) Executive Committee is comprised of the six national officers of the
39 Hispanic Caucus and two *ex officio* members, the NSBA President and
40 Executive Director.

41
42 (b) Board of Directors is comprised of the Executive Committee and the five
43 regional directors of the Hispanic Caucus.

44
45 **Section 3. Regional Directors**

1
2 (a) There shall be five (5) Regional Directors of the Hispanic Caucus to be
3 representative of five geographical regions established by the Board of
4 Directors.

5 Such geographical regions shall be consistent with the NSBA designation
6 of geographical regions as follows:
7

8 **Central Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota,
9 Missouri, Ohio, and Wisconsin.

10 **Northeast Region:** Connecticut, Delaware, District of Columbia, Maine,
11 Maryland, Massachusetts, New Hampshire, New Jersey, New York,
12 Pennsylvania, Rhode Island, Vermont, and Virgin Islands.

13 **Pacific Region:** Alaska, Arizona, California, Hawaii, Idaho, Oregon,
14 Utah, and Washington.

15 **Southern Region:** Alabama, Arkansas, Florida, Georgia, Louisiana,
16 Mississippi, North Carolina, South Carolina, Tennessee, Texas, and
17 Virginia.

18 **Western Region:** Colorado, Kansas, Montana, Nebraska, New Mexico,
19 North Dakota, South Dakota, Oklahoma, and Wyoming.
20

21 (b) Regional Directors shall serve a two-year term and their regular election
22 cycle shall be staggered as follows:

- 23 • Central, Northeast, Western – even numbered years
- 24 • Pacific and Southern – odd numbered years

25
26 (c) Regional Directors shall promote and encourage participation in the
27 activities and annual conference of the Hispanic Caucus, and in activities
28 of the National School Boards Association.
29

30 (d) Regional Directors shall act as spokespersons of the Hispanic Caucus in
31 their region when requested to do so by the Chair or the Executive
32 Committee.
33

34 (e) Regional Directors shall serve as members of the Membership
35 Committee. Additional duties shall be determined and assigned by the
36 Committee Chair or the Caucus Chair.
37

38 **Section 4. Eligibility**

39
40 Each officer and Regional Director shall be a duly elected or appointed member
41 of a school district governing board, or State Board of Education, in the United
42 States.
43

44 **Section 5. Term Limits**

- 1 (a) A Regional Director shall be elected to serve no more than two
2 consecutive terms.
3
4 (b) An elected Officer shall be elected to serve no more than one two-year
5 term in the same office.
6

7 **Section 6. Duties and Powers**
8

9 The duties and powers of the Officers shall be as follows:
10

11 **Chair**
12

- 13 (a) The Chair shall preside at all meetings of the Hispanic Caucus and of the
14 Executive Committee and Board of Directors. The Chair shall appoint all
15 members of any standing or special committees of the Hispanic Caucus
16 and shall be deemed a member of all such committees, except that the
17 Chair shall not be a member of the Nominating Committee.
18
19 (b) The Chair shall perform any other duties as may be prescribed by the
20 general membership.
21
22 (c) The Chair shall be the chief spokesperson for the Hispanic Caucus.
23

24 **Chair-Elect**
25

- 26 (a) The Chair-Elect shall perform the duties of the Chair in the event the
27 Chair is disabled and unable to act, is removed, or abandons the office.
28 The Chair-Elect shall have primary responsibility for the organization
29 and implementation of the Hispanic Caucus annual seminar/clinic at the
30 NSBA Annual Conference. The Chair-Elect shall act as the Chair of the
31 Hispanic Caucus Scholarship Committee. Additional duties shall be
32 determined and assigned by the Chair.
33
34 (b) The Chair-Elect shall perform any other duties as prescribed by the
35 general membership.
36

37 **Vice Chair**
38

- 39 (a) The Vice Chair shall become conversant with the bylaws of the Hispanic
40 Caucus and of NSBA. The Vice Chair shall serve as the Chair of the
41 Bylaws Committee and Parliamentarian at meetings of the Hispanic
42 Caucus.
43
44 (b) The Vice Chair shall serve as chairperson of the Membership Committee,
45 and shall direct the efforts of the Regional Directors in such endeavors.

1
2 **Secretary**

- 3
4 (a) The Secretary shall keep the minutes of all meetings of the Hispanic
5 Caucus and of the Executive Committee and Board of Directors. The
6 Secretary shall also keep a membership roster, updated at least once per
7 year; shall preserve the records of the Hispanic Caucus; and shall give all
8 required notices and announcements of meetings. Additional duties
9 shall be determined and assigned by the Chair.
10
11 (b) The Secretary shall perform any other duties as prescribed by the general
12 membership.
13

14 **Treasurer**

- 15
16 (a) The Treasurer shall prepare a written annual financial report, receive
17 and deposit all monies belonging to the Hispanic Caucus, through the
18 NSBA Caucus Liaison and make such report available to the general
19 membership at the NSBA Annual Conference. The Treasurer shall report
20 upon the financial condition as called upon by the Executive Committee
21 and Board of Directors. Additional duties shall be determined and
22 assigned by the Chair.
23
24 (b) The Treasurer shall perform any other duties as prescribed by the
25 general membership.
26

27 **Immediate Past Chair**

- 28
29 (a) The Immediate Past Chair shall serve as the chair of the Nominating
30 Committee and as a member of the Policies and Resolutions Committee.
31

32 **Section 7. Duties of the Executive Committee**

- 33
34 (a) The Executive Committee shall act on behalf of the Hispanic Caucus
35 between meetings of the general membership. The Executive Committee
36 shall perform the duties assigned to it by the general membership.
37
38 (b) The Executive Committee shall supervise and implement the day-to-day
39 operations of the Hispanic Caucus. The Executive Committee shall
40 arrange for a periodic audit of the financial condition of the Hispanic
41 Caucus and shall report the results of such audit to the general
42 membership.
43
44 (c) The Executive Committee shall meet upon the call of the Chair, or upon
45 the call in writing of any three (3) members of the Executive Committee.

1
2 **Section 8. Duties of the Board of Directors**
3

- 4 (a) The Board of Directors shall act on behalf of the Hispanic Caucus
5 between meetings of the general membership. The Board of Directors
6 shall perform the duties assigned to it by the general membership.
7
8 (b) The Board of Directors shall meet upon the call of the Chair, or upon the
9 call in writing of any five (5) members of the Board of the Directors.
10
11 (c) In addition to the Annual Meeting, the Board of Directors shall hold at
12 least three meetings a year to include the fall retreat.
13

14 **ARTICLE IV: STANDING COMMITTEES**
15

16 **Section 1. Nominating Committee**
17

- 18 (a) The Immediate Past Chair, or the designee of the Chair in the absence of
19 the Immediate Past Chair, shall serve as Chairperson of this Committee.
20
21 (b) Nominations for Board of Director positions must be submitted by
22 Caucus members to the Nominating Committee chair a minimum of sixty
23 days (60) prior to the election of officers.
24
25 (c) The Nominating Committee shall submit a slate of recommended
26 candidates for each position at the annual business meeting of the
27 Hispanic Caucus. The Nominating Committee may submit one or more
28 names for each position.
29
30 (d) The Nominating Committee shall consist of the Immediate Past Chair
31 (committee chair) and two regular voting members of the Caucus.
32
33 (e) The Nominating Committee shall conduct itself and shall discharge its
34 duties according to the standing rules duly adopted by the general
35 membership.
36
37 (f) Nominations may also be accepted from the floor at the annual business
38 meeting of the Hispanic Caucus.
39

40 **Section 2. Scholarship Committee**
41

- 42 (a) The Chair-Elect, or the designee of the Chair in the absence of the Chair-
43 Elect, shall serve as Chairperson of this Committee.
44
45 (b) The Scholarship Committee shall include the five (5) regional directors.

1
2 (c) The Scholarship Committee shall make the selection of the recipient(s).

3
4 **Section 3. Bylaws Committee**

5
6 (a) Vice Chair, or the designee of the Chair in the absence of the Vice Chair,
7 shall serve as Chairperson of this Committee.

8
9 (b) The Bylaws Committee shall include the Secretary, Treasurer, and two
10 (2) Regional Directors, to be selected by the Chair of the Committee.

11
12 (c) The Bylaws Committee shall present recommendations for approval by
13 the Board of Directors for presentation to the general membership.

14
15 **Section 4. Policies and Resolution Committee**

16
17 (a) The Chair shall serve as Chairperson of this Committee.

18
19 (b) The Policies and Resolutions Committee shall include Chair, Immediate
20 Past Chair, and others as appointed by the Chair.

21
22 (c) The Policies and Resolutions Committee shall present recommendations
23 for approval by the Board of Directors prior to submission to the NSBA
24 Policies and Resolution Committee.

25
26 **Section 5. Membership Committee**

27
28 (a) Vice Chair, or the designee of the Chair in the absence of the Vice Chair,
29 shall serve as Chairperson of this Committee.

30
31 (b) The Membership Committee shall include the five (5) regional directors.

32
33 (c) The Membership Committee shall make recommendations on strategies
34 for maintaining and increasing membership.

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37 **ARTICLE V: REMOVAL OF OFFICERS AND VACANCIES**

38
39 **Section 1. Removal of Officers**

40
41 Any Officer who has not represented the best interests of the Hispanic Caucus
42 or compliance with Article II, Section 7, letter e. shall be removed from office,
43 for good cause, by majority vote of the general membership. Such removal and
44 vote shall be taken only at a duly convened meeting of the general membership,

1 with due notice and opportunity to be heard being given to the affected
2 member.

3
4 **Section 2. Vacancies**

5
6 (a) Vacancies occurring in any office, except for the office of Chair or Chair-
7 Elect, shall be filled by appointment of the Chair, with the consent and
8 confirmation of the Board of Directors. Such appointee shall serve the
9 unexpired term of that office.

10
11 (b) If there is a vacancy for any reason in the office of Chair, the Chair-Elect
12 shall succeed to the office immediately and shall have all the powers and
13 perform all the duties of the office. The Chair-Elect shall serve a full
14 term as Chair upon completing the remainder of the term caused by the
15 vacancy.

16
17 (c) If there is a vacancy for any reason in any office which cannot be filled by
18 these provisions for succession to office, the Board of Directors shall
19 appoint from its own membership an officer *pro tempore* to perform the
20 duties of the vacated office until the office is filled by an election by the
21 general membership at the annual business meeting of the Hispanic
22 Caucus.

23
24 **ARTICLE VI: PARLIAMENTARY AUTHORITY**

25
26 **Section 1.**

27
28 The most recent edition of Robert's Rules of Order shall be the official
29 parliamentary authority for the Hispanic Caucus when not in conflict with
30 these bylaws.

31
32 **ARTICLE VII: AMENDMENTS**

33
34 **Section 1.**

35
36 These bylaws may be amended only by regular vote of the general membership.
37 A two-thirds (2/3) vote of those present and voting shall be required to approve
38 amendments to these bylaws before submitting to the NSBA Board of Directors
39 for final approval.

40
41 **ARTICLE VIII - QUORUM**

42
43 (a) A quorum shall consist of one-half of the full voting membership of the
44 Board of Directors or Executive Committee.

1 (b) During the annual business meeting, a quorum considered for voting is
2 members present.

3
4 Policy History:

5 First draft presented at the 1975 NSBA Convention, Miami Beach, Florida, following the
6 establishment of the Hispanic Caucus in Houston, Texas, April 6, 1974

7 Approved March 26, 1977, Houston, Texas

8 Reviewed and reaffirmed March 31, 1984, Houston, Texas

9 Reviewed and adopted April 27, 1992.

10 Amended and adopted April 10, 1994.

11 The revised and edited copy was published June 18, 1994.

12 Amended and adopted April 6, 1998.

13 Revised and edited copy published 9/15/99 and 11/2/99

14 Amended and adopted April 3, 2000, Orlando, Florida

15 Amended and adopted April 6, 2002 New Orleans, LA

16 Amended and adopted April 5, 2003 San Francisco, CA

17 Reviewed by Caucus Board of Directors October 23, 2004, Alexandria, Virginia

18 Amended and adopted April 17, 2005 San Diego, CA

19 Amended and Adopted April 9, 2006 in Chicago, IL

20 Reviewed and Approved by NSBA BOD June 10, 2006 in Alexandria, Virginia

21 Reviewed February 26, 2007

22 Reviewed and Approved at the NHC Annual Business Meeting April 15, 2007, San Francisco,
23 California

24 Reviewed and Approved by NSBA Board of Directors June 8, 2007, in Alexandria, Virginia

25 Amended and Adopted at the NHC Annual Business Meeting March 30, 2008, Orlando, Florida

26 Reviewed and Approved by NSBA Board of Directors June 6, 2008, in Alexandria, Virginia

27
28 N:/FMS/CAUCUSES/BYLAWS/Reviewed for Revision February 2007

29 Last Updated: April 24, 2008

30 LMS