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2
3 APPENDIX
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5 COUNCILS AND CAUCUSES
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7 THE NATIONAL HISPANIC COUNCIL OF SCHOOL BOARD MEMBERS BYLAWS
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9 ARTICLE I: NAME AND PURPOSE
10

11 **Section 1. Name**
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13 The name of this organization shall be the National Hispanic Council of School Board
14 Members and shall be referred to as the National Hispanic Council (NHC). Pursuant to Article
15 XVI of the Constitution and Bylaws of the National School Boards Association, the National
16 Hispanic Council of School Board Members has been established as a Council, effective July
17 1, 2002.
18

19 **Section 2. Mission**
20

21 The mission of the National Hispanic Council of School Board Members is to promote the
22 goals and vision of the National School Boards Association (NSBA) and to provide leadership
23 and a foundation to school board members for student educational opportunities through
24 collaboration with key stakeholders to foster excellence and equity in public education.
25

26 The primary purposes of this organization are to:
27

- 28 (a) Promote and advance equal educational opportunities for Hispanic children by
29 Council members becoming actively engaged in national dialogue on educational
30 problems, issues and concerns in conjunction with the National School Boards
31 Association and other national organizations committed to the continued growth and
32 development of minority children.
33
34 (b) Improve collaboration among all NHC school board members, their communities,
35 political leaders, state school board associations, tribal education communities, and
36 NSBA.
37

- 38 (c) Provide education, educational seminars and information to members and/or
39 interested parties on unique challenges and opportunities faced by students
40 throughout the country.
41
- 42 (d) Provide leadership by encouraging the most desirable and effective communication
43 between school board members, their local school board, communities, national and
44 state boards associations relating to Hispanic students.
45
- 46 (e) Promote school district, LEA, county, state, and national legislation to improve the
47 educational opportunities and reduce racial disparities of Hispanic students in public
48 schools.
49
- 50 (f) Study the development schools and academic achievement of Hispanic youth within
51 public schools.
52

53 **ARTICLE II: MEMBERSHIP**

54
55 All members shall support the purpose of the Council as set forth in Article I.
56

57 **Section 1. Regular Membership**

- 58
- 59 (a) Regular voting membership shall be open to and held only by an elected or appointed
60 member of any local school district Board of Trustees, Board of Education or State
61 Board of Education within the fifty states, the District of Columbia, or the U.S. Virgin
62 Islands and any other United States territory, who is a member of his/her State
63 Association.
64
- 65 (b) Regular members in good standing shall have the right to:
- 66 i. vote on all action items presented before the National Hispanic Council at any
67 National Hispanic Council General Membership.
68 ii. hold any office or committee position upon due election or appointment.
69

70 **Section 2. Associate Membership**

- 71
- 72 (a) Associate membership shall be open to any educator, school administrator, or other
73 individual interested in and supportive of the purposes and goals of the National
74 Hispanic Council.
75
- 76 (b) Associate members shall:
- 77 i. not be entitled to vote nor hold an office in the National Hispanic Council.
78 ii. have the right to serve on National Hispanic Council committees as provided
79 in these bylaws.
80

81 **Section 3. Honorary Membership**

82

83 (a) The Board of Directors of the Hispanic Council may elect additional honorary
84 members, as it deems appropriate. Honorary membership shall also be open, upon
85 request, to any Past Chair of the Hispanic Council who no longer holds office on a local
86 school board.

87

88 (b) Honorary members shall:

89 i. pay no dues.

90 ii. not be entitled to vote nor hold an office in the Council.

91 iii. have the right to serve on National Hispanic Council committees as provided
92 in these bylaws.

93

94 **Section 4. Revocation of Membership**

95

96 (a) Membership in the National Hispanic Council, for any category of membership except
97 regular voting membership, may be revoked for good cause by a majority vote of the
98 Board of Directors of the National Hispanic Council.

99

100 (b) Regular voting membership may be revoked for good cause only by a majority vote of
101 the general membership present, with due notice and opportunity to be heard being
102 given to the affected member at the Annual Business Meeting.

103

104 (c) Dues shall be forfeited upon removal of membership.

105

106 **Section 5. Dues Payment**

107

108 (a) In order to be in good standing, a member's dues must be paid in full.

109

110 (b) No member whose dues are delinquent shall be entitled to vote. In order to vote
111 at the NSBA Annual Conference membership dues must be paid in full by March 1.

112

113 (c) Dues schedule, including amount and timing of payment shall be established by
114 NSBA.

115

116 **Section 6. Fiscal Year**

117

118 The fiscal year of the Hispanic Council shall be from January 1 through December 31 of each
119 year.

120

121 **Section 7. Voting Rights**

122

- 123 (a) Each regular member in good standing shall be entitled to one (1) vote at all meetings
124 of the council in all matters properly presented and discussed before the
125 membership.
126
- 127 (b) Voting by proxy is not permitted.
128
- 129 (c) Decisions by the Council shall be by majority of those present except for bylaw
130 changes, **which will be made in accordance with the provisions of** Article VII.
131

132 **Section 8. Meetings and Elections**
133

- 134 (a) The annual business meeting of the National Hispanic Council general membership
135 shall be convened during the annual conference of the National School Boards
136 Association.
137
- 138 (b) The date and time of the annual business meeting shall be determined by the Board
139 of Directors of the National Hispanic Council in conjunction with NSBA staff.
140
- 141 (c) Voting by proxy or absentee voting shall not be permitted at any National Hispanic
142 Council meeting.
143
- 144 (d) National officers and regional directors shall be elected by the general membership at
145 the annual business meeting of the Hispanic Council. Officers shall take office
146 immediately upon election.
147
- 148 (e) In addition to the annual business meeting, the Board of Directors shall hold at least
149 three meetings per year. Meetings may be held via conference call or other electronic
150 means, provided that all members of the board are notified at least 72 hours prior to
151 the meeting of the date, time, and purpose thereof.
152
- 153 (f) All Hispanic Council Board Members are expected to attend all scheduled Hispanic
154 Council conference calls and meetings. In the event of two or more absences in a fiscal
155 year, excused or unexcused, which, in the judgment of the Board of Directors, limit a
156 member's effectiveness, the Board of Directors reserves the right to declare the seat
157 vacated by a majority vote. Prior to such action, the Board of Directors shall notify the
158 member via certified mail that because of his/her attendance record further absences
159 may result in such action.
160

161 **ARTICLE III: GOVERNANCE**
162

163 **Section 1. Board of Directors**
164

- 165 (a) The Board of Directors of the National Hispanic Council shall consist of four (4) officers
166 and five (5) regional directors.

- 167 i. The term of office for each board member shall be two (2) years.
168 ii. Each member shall serve until the selection and installation of his or her
169 successor is fulfilled during the annual business meeting, or until removal.
170 iii. The NSBA Executive Director and NSBA President shall serve as *ex-officio*, non-
171 voting members of the Board of Directors.
172

173 **Section 2. Executive Committee**

174

- 175 (a) The officers of the National Hispanic Council shall be the Chair, Chair-Elect, Secretary,
176 and Immediate Past Chair, who shall comprise the Executive Committee of the Board
177 of Directors.
178
179 (b) The Chair-Elect will automatically ascend to the position of Chair at the conclusion of
180 the annual business meeting of the National Hispanic Council at the NSBA Annual
181 Conference.
182
183 (c) The NSBA Executive Director and NSBA President shall serve as *ex-officio*, nonvoting
184 members of the Executive Committee.
185

186 **Section 3. Regional Directors**

187

- 188 (a) The five (5) Regional Directors of the National Hispanic Council shall be representative
189 of the five geographical regions as follows:
190
191 i. **Central Region:** Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota,
192 Missouri, Ohio, and Wisconsin.
193 ii. **Northeast Region:** Connecticut, Delaware, District of Columbia, Maine,
194 Maryland, Massachusetts, New Hampshire, New Jersey, New York,
195 Pennsylvania, Rhode Island, Vermont, and Virgin Islands.
196 iii. **Pacific Region:** Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon,
197 Utah, and Washington.
198 iv. **Southern Region:** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi,
199 North Carolina, South Carolina, Tennessee, Texas, Virginia, and West Virginia.
200 v. **Western Region:** Colorado, Kansas, Montana, Nebraska, New Mexico, North
201 Dakota, South Dakota, Oklahoma, and Wyoming.
202
203 (b) Regional Directors shall serve a two-year term and their regular election cycle shall be
204 staggered as follows:
205 • Central, Northeast, Western
206 • Pacific and Southern
207 (c) Regional Directors shall:
208 i. participate in matters before the National Hispanic Council Board of Directors.

- 209 ii. promote and encourage participation in the activities and annual conference
210 of the National Hispanic Council, and in activities of the National School
211 Boards Association.
212 iii. act as spokespersons of the Hispanic Council in their region when requested
213 to do so by the Chair of the Executive Committee.
214 iv. serve as members of the Membership Committee.
215 v. perform other such additional duties as determined and assigned by the
216 National Hispanic Council Chair.

217

218 **Section 4. Duties and Powers**

219

220 Where appropriate, the duties of the Officers shall be carried out with the assistance of NSBA
221 staff.

222

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

224

225 Chair

226

227 (a) The Chair shall preside at all meetings of the National Hispanic Council and of the
228 Executive Committee and Board of Directors.

229

230 (b) The Chair shall appoint all members of any standing or special committees of the
231 National Hispanic Council and shall be deemed a member of all such committees,
232 except that the Chair shall not be a member of the Nominating Committee.

233

234 (c) The Chair shall perform any other duties as may be prescribed by the general
235 membership.

236

237 (d) The Chair shall be the primary spokesperson for the Hispanic Council.

238

239 Chair-Elect

240

241 (a) The Chair-Elect shall perform the duties of the Chair in the event the Chair is unable
242 to act, is removed, or abandons the office.

243

244 (b) The Chair-Elect shall have primary responsibility for the organization and
245 implementation of the National Hispanic Council programming at the NSBA Annual
246 Conference.

247

248 (c) Additional duties shall be determined and assigned by the Chair.

249

250

251

252 Secretary

253

254 (a) The Secretary shall work with the NSBA Equity Staff to coordinate, prepare and keep
255 all minutes of the Council and sees that all required notices and announcements of
256 meetings are duly given in accordance with the provisions of these bylaws.

257

258 (b) The Secretary shall be the custodian of the records of the National Hispanic Council.

259

260 (c) Additional duties may be determined and assigned by the Chair or the Board of
261 Directors.

262

263 Immediate Past Chair

264

265 (a) The Immediate Past Chair shall serve as the chair of the Nominating Committee and
266 as a member of the Policies and Resolutions Committee.

267

268 (b) The Immediate Past Chair shall serve as Parliamentarian.

269

270 (c) Additional duties shall be determined and assigned by the Chair.

271

272 **Section 5. Duties of the Executive Committee**

273

274 (a) The Executive Committee shall act on behalf of the National Hispanic Council between
275 meetings of the Board of Directors.

276

277 (b) The Executive Committee shall meet upon the call of the Chair, or upon the call in
278 writing of any three (3) members of the Executive Committee.

279

280 (c) The Executive Committee may meet via conference call or other electronic means.

281

282 (d) All actions of the Executive Committee are subject to ratification by the Board of
283 Directors at the next Board of Directors meeting.

284

285 **Section 6. Duties of the Board of Directors**

286

287 (a) The Board of Directors shall act on behalf of the National Hispanic Council between
288 meetings of the general membership.

289

290 (b) The Board of Directors shall meet upon the call of the Chair, or upon the call in writing
291 of any five (5) members of the Board of the Directors.

292

293 (c) The Board of Directors shall hold at least three meetings a year. In addition to the
294 Annual Business meeting, the Board may meet via teleconference or other electronic
295 means.

296

297 **Section 7. Eligibility**

298

299 In order to serve on the NHC Board of Directors, an officer or regional director shall meet the
300 following qualifications:

301

302 (a) A regular member of NHC, with all dues paid in full.

303

304 (b) Each officer and regional director with the exception of the Immediate Past President
305 shall be a duly elected or appointed member of a school district board of trustees,
306 board of education, or state board of education.

307

308 (c) A school board member in a district that is a member in good standing of the state
309 school boards association.

310 i. This requirement must be met prior to each term by submitting a letter of
311 recommendation from his/her state association.

312

313 (d) A member of the state Hispanic caucus (if applicable).

314

315 (e) If any of these conditions are violated while the board member is in office, the position
316 will be considered vacant.

317

318 **Section 8. Term Limits**

319

320 (a) A Regional Director shall be elected to serve no more than two consecutive terms.

321

322 (b) An elected Officer shall be elected to serve no more than one two-year term in the
323 same office.

324

325 **ARTICLE IV: STANDING COMMITTEES**

326

327 **Section 1. Nominating Committee**

328

329 (a) The Immediate Past Chair shall serve as Chairperson of this Committee. When the
330 position of the Immediate Past Chair is vacant or the Immediate Past Chair is unable
331 to serve, the Nominating Committee will be chaired by a member of the Executive
332 Committee designated by the Chair.

333

334 (b) Nominations for Board of Director positions must be submitted to NSBA for action by
335 the Nominating Committee a minimum of sixty (60) calendar days prior to the election
336 of officers.

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- (c) The Nominating Committee shall submit a slate of recommended candidates for each position at the annual business meeting of the National Hispanic Council.
- (d) If a candidate is not selected by the Nominating Committee, they may run from the floor by submitting an application with supporting documents informing NSBA staff and submitting endorsements from five NHC members in at least two states outside of the candidate’s own state no later than thirty (30) calendar days before the general election.
- (e) The Nominating Committee shall consist of the Immediate Past Chair and two regular voting members of the Council, appointed by the Chair.
- (f) The Nominating Committee shall conduct itself and shall discharge its duties according to the standing rules duly adopted by the general membership.

Section 2. Bylaws Committee

- (a) The designee of the Chair shall serve as Chairperson of this Committee.
- (b) The Bylaws Committee shall include the Secretary, and two (2) Regional Directors, to be selected by the Chair of the Committee.
- (c) The Bylaws Committee shall present recommendations for approval by the Board of Directors for presentation to the general membership.

Section 3. Policies and Resolution Committee

- (a) The Chair shall serve as Chairperson of this Committee.
- (b) The Policies and Resolutions Committee shall include Chair, Immediate Past Chair, and up to two other Hispanic Council members as appointed by the Chair.
- (c) The Policies and Resolutions Committee shall present recommendations for approval by the Board of Directors prior to submission to the NSBA Policies and Resolution Committee.

Section 4. Membership Committee

- (a) The designee of the Chair shall serve as Chairperson of this Committee.
- (b) The Membership Committee shall include the five (5) regional directors.

- 380 (c) The Membership Committee shall make recommendations on strategies for
381 maintaining and increasing membership.
382

383 **Section 5. Elections Supervisory Committee**
384

- 385 (a) The President shall appoint a committee to supervise the election of officers and
386 directors.
387

- 388 (b) The committee shall be comprised of five (5) members, one from each region, but
389 shall not include officers, directors, or candidates for Council office.
390

391 ARTICLE V: REMOVAL OF BOARD OF DIRECTORS MEMBERS
392

393 **Section 1. Removal**
394

395 Any Officer who has not represented the best interests of the National Hispanic Council
396 shall be removed from office, for good cause, by majority vote of the general membership
397 present or the NSBA Board of Directors. Such removal and vote shall be taken only at a duly
398 convened meeting of the general membership or the NSBA Board of Directors, with due
399 notice and opportunity to be heard being given to the affected member. If a member is
400 removed from the Board, that member shall not be eligible to run for the board for at least
401 two years.
402

403 ARTICLE VI: VACANCIES
404

405 **Section 1. Vacancies**
406

- 407 (a) The Chair, with the consent and confirmation of the Board of Directors, shall fill
408 vacancies occurring in any office, except for the office of Chair or Chair-Elect. Such
409 appointee shall serve the unexpired term of that office.
410

- 411 (b) If there is a vacancy for any reason in the office of Chair, the Chair-Elect shall succeed
412 to the office immediately and shall have all the powers and perform all the duties of
413 the office. The Chair-Elect shall serve a full term as Chair upon completing the
414 remainder of the term caused by the vacancy. However, a person filling an unexpired
415 said Chair's term may hold that respective seat on the NSBA Board of Directors until
416 the end of the next Delegate Assembly meeting of NSBA in addition to his/her own
417 two-year term.
418

- 419 (c) If there is a vacancy for any reason in any office which cannot be filled by these
420 provisions for succession to office, the Board of Directors shall appoint from its own
421 membership an officer *pro tempore* to perform the duties of the vacated office until
422 the office is filled by an election by the general membership at the annual business
423 meeting of the National Hispanic Council.

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(d) Any **Director** appointed to fill a vacancy shall be eligible to serve two full terms as **director** upon completing the remainder of the term caused by the vacancy.

ARTICLE VI: PARLIAMENTARY AUTHORITY

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

ARTICLE VII: AMENDMENTS

Section 1. Amendments

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

These bylaws are intended to permit the Council to carry out duties in its advisory capacity to NSBA consistent with the emphasis on Hispanic students. These bylaws may be amended at any time by the super majority vote of the members who are present at a duly held meeting, provided that written notice of the meeting and of the proposed amendment shall be given to each member not less than ten (10) calendar days nor more than thirty (30) calendar days before any meeting of the council at which an amendment to the bylaws is to be adopted.

Section 2. Adoption

These bylaws of the National Hispanic Council of School Board Members of the NSBA shall become effective upon the signature of the President of both the Council and NSBA.

Section 3. Review

These bylaws shall be reviewed and revised accordingly at least every three years.

ARTICLE VIII: QUORUM

A quorum shall consist of:

- (a) Fifty (50) percent of the full voting membership of the Board of Directors or Executive Committee.
- (b) Ten (10) percent of the full voting membership of the National Hispanic Council.

466 ARTICLE IX. DISSOLUTION OF THE HISPANIC COUNCIL

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468 **Section 1. Dissolution**

469

470 Should this organization be dissolved or terminated in any manner, all real and personal
471 property shall be held for use of its successor organization. In no case shall any real or
472 personal property, or proceeds from the sale thereof, be retained to the pecuniary benefit of
473 any member of the Council. In case of any eventuality not covered in this document, the
474 Executive Committee of the Council is empowered to dispose of such assets in the best
475 interests of the Council.

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479 Policy History:

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

483 Approved March 26, 1977, Houston, Texas

484 Reviewed and reaffirmed March 31, 1984, Houston, Texas Reviewed
485 and adopted April 27, 1992.

486 Amended and adopted April 10, 1994.

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

488 Amended and adopted April 6, 1998.

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

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

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

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

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

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

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

496 Reviewed and Approved by the NSBA Board June 10, 2006 in Alexandria, Virginia Reviewed
497 February 26, 2007

498 Reviewed and Approved at the NHC Annual Business Meeting April 15, 2007

499 Amended and Adopted by the NSBA Board June 8, 2007 in Alexandria, Virginia

500 Reviewed and Approved by the NSBA Board June 6, 2008 in Alexandria, Virginia

501 Reviewed and Approved at the NHC Annual Business Meeting April 5, 2014

502 Reviewed and Approved by the NSBA Board June 6, 2014 in Alexandria, Virginia

503 Reviewed and Approved at the NHC Annual Business Meeting March 21, 2015

504 Reviewed and Approved by the NSBA Board June 13, 2015 in Tulsa, Oklahoma

505 Reviewed and Approved at the NHC Annual Business Meeting March 25, 2017

506 Reviewed and Approved by the NSBA Board December 5, 2017 in Atlantic City, New Jersey

Reviewed and Approved by the NSBA Board October 5, 2019 in Columbia, South Carolina