



# **NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS**

## **RESOURCE GUIDE REGIONAL REPRESENTATIVES AFFILIATE PRESIDENTS**

**National Alliance of Black School Educators  
Dr. Bernard Hamilton, President  
Mrs. Marietta English, President Elect**

**Organized by Dr. Betty Howell Gray  
Founder/NABSE's Affiliates**

# **Resource Guide**

## **Regional Representatives & Affiliate Presidents**

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## **A Check List for Affiliate Presidents**

- 1. Maintain an active up-to-date roster of your Affiliate Membership and indicate if they are financial with local and national. See Attached Sample of Membership Roster.**
- 2. Send in your Annual Affiliate Report to your regional representative and the NABSE Office by July 1 & no later than August 1 each year. See Attached Sample and list your scholarships awarded for the year.**
- 3. Payment of your Annual Affiliate Dues of \$100 due to the NABSE Office by July 1 and inform your regional representative and the NABSE Office.**
- 4. Make sure that NABSE has accurate up-to-date affiliate information of your affiliate. Use form provided.**
- 5. Report all affiliate news by email to your local members, regional representative, The NABSE Office and Board Members.**
- 6. NABSE Operating Policies and Procedures for NABSE Affiliates**
- 7. Responsibilities of NABSE Affiliate Regional Representatives**
- 8. NABSE Dues Procedures**
- 9. NABSE Affiliate Dues Payment Form --- Affiliates Leadership Summit**
- 10. For your affiliate events, extend an invitation to your Regional Representatives, NABSE President, President Elect, Executive Director or Board Members.**
- 11. When using the Litany of Commitment used for your local programs, use author's name. Written by: Shirley Ison-Newsome**
- 12. Be familiar with NABSE Code of Conduct, Ethics Policy and Conflict of Interest**
- 13. Services to Local Affiliates**
- 14. Develop a Brochure of your affiliate. Use attached Sample of Seattle ABSE for**
- 15. NABSE Membership Application Form for encouraging members to join NABSE**
- 16. Affiliate MAP by Regions**
- 17.. How to form a New Affiliate – (Step-by-step Guideline)**

**SPECIAL NOTE: PLEASE KEEP YOUR REGIONAL REPRESENTATIVES AND NABSE BOARD MEMBERS INFORMED OF YOUR AFFILIATE EVENTS THROUGHOUT THE YEAR & SUBMIT ARTICLES TO NABSE.**

## **RESPONSIBILITIES OF NABSE**

### **AFFILIATE REGIONAL REPRESENTATIVES**

Responsibilities for holding office for regional representatives is as follows:

- ❑ Assume Leadership in sending "affiliate news" to the national office for publication in the NewsBriefs
- ❑ Publish regional NABSE newsletters, at least twice a year
- ❑ Term of office - Regional reps will be elected in even-numbered years and serve a two-year term.
- ❑ Serve as communication link among the Affiliate Presidents, the Affiliate Council Chairperson, and NABSE
- ❑ Assist in organizing new Affiliates
- ❑ Serve as a resource in leadership development, organizational development and educational consultation
- ❑ Submit a written report of regional affiliate news to the national office for publication
- ❑ Assume Leadership
- ❑ Participate actively in commission activities/programs



## NABSE OPERATING POLICIES AND PROCEDURES FOR NABSE AFFILIATES

### NOMINATIONS, ELECTIONS/APPOINTMENTS AND TERMS OF OFFICE

The Council of Affiliates Presidents shall by majority vote, elect a chairperson, vice chairperson, secretary, and other officers or representatives as required by the By-Laws.

Such officers will serve terms that are concurrent with the terms of the general officers of NABSE. The council shall elect such other representatives or officers as are deemed necessary.

Because it is impossible to determine if the chair-elect will be a president of an affiliate at the time of taking office, the position will be termed vice chair. Reference: Constitution and By-Laws, Article III, Section VI, Policy Number 1251

### LOCAL AFFILIATES

NABSE recognizes Local Affiliates and authorizes the provision of various services as outlined in the regulation in support of this policy. Reference: Constitution and By-Laws Article III, Section 5, Policy Number 6022

### USE OF LOGO AND LETTERHEAD

Only Officers and Board of Directors members, Foundation Officers, and NABSE staff are authorized to use the NABSE Logo and NABSE Letterhead and only when carrying out NABSE business.

Committees, Affiliates, and members of committees, including committee chairpersons may be authorized to use NABSE Logo and NABSE Letterhead and only when carrying out NABSE business and with the express approval of the Executive Director of his/her designee. Policy Number 6034

### DESIGNATION

In order to implement its goals and objectives, NABSE encourages and supports the establishment of local groups of educators and all levels who wish to affiliate with NABSE to further enhance the attainment of the goals and objectives of NABSE, a council composed of the presidents of all local affiliates of good standing shall be established and maintained. Policy Number 6501

### CERTIFICATION OF A LOCAL AFFILIATE

An annual fee of \$100.00 shall be cause the local affiliate to be placed on an inactive list and all benefits that NABSE provides to the affiliates will be suspended until the certification status and confirmation that the affiliate is in good standing with NABSE.

Failure to pay the annual fee shall cause the local affiliate to be placed on an inactive list and all benefits that NABSE provides to the affiliates will be suspended until the certification fee is paid. Additionally, all officers of a local affiliate must be in good standing with NABSE to retain certification.

Each local affiliate in good standing with NABSE shall be recognized at the Annual Conference and shall have a voice and voting rights on matters before the Delegate Assembly. Policy Number 6503

### DUTIES OF THE LOCAL AFFILIATE

- Communicate the goals and positions of NABSE to NABSE members in their region and state.
- Serve as an ambassador for NABSE in times of bereavement and crisis of other NABSE members in the region or state.
- Keep NABSE informed of the concerns and interest in the region and state that requires action by NABSE. Additionally, keep NABSE informed of instances where an acknowledgement is warranted for an achievement by a member in the region or state.
- Provide in-service opportunities for new teachers of African American learners in local school districts in the region or state. Policy Number 6504

### SERVICES TO LOCAL AFFILIATES

Certified Local Affiliates are recognized by NABSE and may be provided with various services as outlined in the regulation in support of this policy.

#### SERVICES:

Upon request of the Affiliate Council President, the Board of Directors may authorize the availability of the following services to local affiliate in good standing with NABSE:

a. Cooperative Purchasing

Cooperative bulk purchasing of office supplies shall be made available by contracting NABSE.

b. Mailing Service

The Executive Director is authorized to provide local affiliates with mailing labels.

c. Master Calendar

A copy of the NABSE Master Calendar and subsequent update shall be sent to each local affiliate at regular intervals.

d. Publications

One copy of each periodical, handbook, published position paper, and regular publication developed and published by NABSE shall be sent to each local affiliate.

e. Speakers

The Executive Director of NABSE or staff may serve as meeting speakers with the approval of the President. Members of the Board of Directors, may serve as meeting speakers with the approval of the Board of Directors.

f. Surveys-General Mailings

Copies of survey and general mailings sent to the board and members shall be sent to the Presidents of local affiliate also for informational purposes. Copies of approved minutes of meetings of the Board of Directors shall be made available to local affiliates upon request.

g. Use of facilities

NABSE facilities may be made available to local affiliates at the discretion of the Executive Director without fee.

h. Other services

NABSE's President and the Executive Director and his/her designee may also make other services available upon request.

### LEGISLATIVE SUPPORT

a. State and Federal Relations Network (FRN)

Local affiliates, engaged in lobbying their state legislators can request assistance from NABSE, in preparing proposals which are consistent with positions already adopted by NABSE Board of Directors or the Delegate Assembly. In return, the local affiliates are encouraged to send representatives to Washington, as needed to assist NABSE's lobbying efforts regarding federal issues affecting the education of black students.

### FINANCE (EXPENSES)

a. Conferences

One registration fee for the annual conference shall be waived for the president of a hosting affiliate. Policy Number 6505/6505R

## NABSE DUES PROCEDURES

The following information is intended to inform Affiliates of the best way to send payment for dues to the National office. Included in this section is a brief description of the NABSE dues process. This may help Affiliates determine how to best meet the needs of their local members who are also members of the National organization.

### Forwarding checks from members of the Affiliate

If your Affiliate prefers to submit the checks of individual members of the Affiliate to NABSE be sure to include:

- ✓ The checks made payable to NABSE for the amount of the membership
- ✓ Names and addresses of each person submitting a check
- ✓ Renewal date (if known)

Please indicate the Name of the Affiliate and the contact person. Use of Affiliate Letterhead is encouraged.

### Affiliate pays NABSE membership for local members

In the event that your affiliate decides to send one check payable to NABSE from the Affiliate account, please include the following information:

- ✓ Names and Addresses of each person the amount covers
- ✓ Type of membership and dollar amount
- ✓ Renewal date (if known)

Please indicate the Name of the Affiliate and the contact person. Use of Affiliate Letterhead is encouraged.

### A Note about New members

NABSE prefers that all individuals submitting an application to NABSE for the first time complete a NABSE membership application. Affiliates are encourage to contact the NABSE office to have the application faxed or mailed in the event that they run out.

### What not to send

NABSE Affiliates should not send payment for their local dues with payment for National dues. This only complicates matters and makes it harder for affiliates to have membership dues returned to them.

## NABSE's Membership Process

All NABSE members are invoiced two months prior to their renewal date for the first time. If membership is not received within the two month period, a second notice is mailed. A third notice is mailed 30 days after the due date if membership is still not received. Members are then placed in an inactive file if the membership is not renewed 60 days after the renewal date. The Membership Invoice Chart on the following page outlines the process used to invoice NABSE members.

#### Notification of Renewal/New Membership

Membership letters and cards for new and renewing members are normally processed within the first two weeks of each month. It can take as long as six weeks to process a membership since memberships are received daily and generating reports occurs monthly.

Receivables are processed immediately as they are received at our bank or in the NABSE office. However, actual input of data in the membership database takes longer. Therefore, there is a lapse of time between when a check or credit card is processed and when the membership renewal is updated in the membership database.

Over 50% of NABSE members renew between the months of September and November—normally along with conference registration. As you can imagine, processing of memberships can take much longer during this time. Memberships sent in by affiliates during this time or any time during the year are processed as they are received—just as others are processed. Please keep this in mind when sending in significant numbers of renewals at one time.

**MEMBERSHIP APPLICATION**

☐ **Renewal** ☐ **New**

Please Provide Complete Information

**PERSONAL INFORMATION**

Name: Prefix (ex. Dr./Mr./Ms./Mrs.) First MI Last

Home Address

City State Zip

Home: Phone Fax Email

School District/Company

Position

Office Address

City State Zip

Office: Phone Fax Email

Name of Affiliate of which you are a member

☐ Male ☐ Female

**Age Level (Optional)**

- ☐ 18 - 24 ☐ 25 - 34  
☐ 35 - 44 ☐ 45 - 54  
☐ 55 - 64 ☐ 65 - Above

**NABSE Commissions (Check One Only)**

- ☐ Parents  
☐ Administration  
☐ Governance in Education  
☐ Higher Education  
☐ Instruction and Instructional Support  
☐ Special Projects, Research & Evaluation  
☐ Retired Educators  
☐ Superintendents

If not currently a member of an Affiliate, would you like to be contacted for membership by the Affiliate in your local area? ☐ Yes ☐ No

Send NABSE correspondence to: ☐ Home ☐ Business

**EDUCATION**

☐ Degree \_\_\_\_\_ Field \_\_\_\_\_ Year Received \_\_\_\_\_

☐ Degree \_\_\_\_\_ Field \_\_\_\_\_ Year Received \_\_\_\_\_

☐ Degree \_\_\_\_\_ Field \_\_\_\_\_ Year Received \_\_\_\_\_

Are you currently a student? \_\_\_\_\_ If yes, what major? \_\_\_\_\_ College/University \_\_\_\_\_ Graduation Date \_\_\_\_\_

**MEMBERSHIP TYPE (PLEASE CHECK AS APPROPRIATE)**

<input type="checkbox"/> Corporate	\$2,000	<input type="checkbox"/> NABSE Foundation Participation
<input type="checkbox"/> Institutional	\$1,000	<input type="checkbox"/> Diamond
<input type="checkbox"/> Life	\$900	<input type="checkbox"/> Founders
<input type="checkbox"/> Subscribing Life	\$150 (6 consecutive years)	<input type="checkbox"/> Platinum
<input type="checkbox"/> Individual	\$100	<input type="checkbox"/> Gold
<input type="checkbox"/> Retired	\$50	<input type="checkbox"/> Silver
<input type="checkbox"/> Student	\$20	<input type="checkbox"/> Bronze

**PAYMENT INFORMATION**

**Make Payable to NABSE**

MEMBERSHIP \$ \_\_\_\_\_ + FOUNDATION \$ \_\_\_\_\_ = TOTAL ENCLOSED \$ \_\_\_\_\_

Enclosed is a: ☐ Check ☐ Money Order ☐ Purchase Order # \_\_\_\_\_

Please Charge My Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Send Completed Application To:

**National Alliance of Black School Educators**

310 Pennsylvania Avenue, S.E.

Washington, D.C. 20003

Phone (202) 608-6310 ♥ (800) 221-2654 ♥ Fax (202) 608-6319

# WORKSHOP PROPOSAL

(Criteria)

## *Affiliates Leadership Summit*

### National Alliance of Black School Educators

Proposals will be judged on content, clarity, interest and reflection of the recommended topics below. Time allotted for each workshop is 60 minutes (individual or panel).

Deadline dates will be determine and all Affiliates will be notified.

The following are topics recommended for workshop sessions.

- ☐ Best Practices
- ☐ Leadership Qualities (Affiliate criteria for election to office, power of vision)
- ☐ Financial Management (accounting procedures, procurement of funds)
- ☐ State of Education – Attracting people to careers in education, mentorship programs for all levels of education, entry levels, mid management, top administrative, implementation of policies in Human Resources, departments to support efforts of mentorship programs
- ☐ Comprehension of testing programs (professionals)
- ☐ Constitutional Issues
- ☐ Membership recruitment and maintenance
- ☐ Other topics

### HOW TO SUBMIT A PROPOSAL

Please include the following information along with the title and description of workshop (50-75 words):

- ☐ Name of Leader Presenter
- ☐ Name of Co-presenters (if applicable)
- ☐ Institution
- ☐ Address, phone and fax
- ☐ Email address

Submit information to NABSE, 310 Pennsylvania Avenue, SE, Washington, DC 20003, Attention, Membership Department.

## LITANY OF COMMITMENT

**PRESIDER:** *We dedicate this meeting to the qualitative improvement of education for African American students and to the collaborative support of African American educators.*

*We rejoice that African American educators and supporters are assembled under the banner of the National Alliance of Black School Educators. We ask God's guidance as we deliberate concerning the issues affecting the education of African American students and the role and importance of African American Educators.*

*To the honor of the Black community and to all of those who share a responsibility in the education of African American youth;*

*To the administrators, teachers, parents, and community leaders who are responsible for the quality of education for African American children-*

**MEMBERS:** *We dedicate this meeting.*

**PRESIDER:** *To overcome the low levels of performance for the masses of our children, the loss of African American educators, and the serious questions about the content of education (traditional, academic, and cultural)-*

**MEMBERS:** *We raise our collective voices in an urgent demand for equality and excellence in education.*

**PRESIDER:** *To the call for new and extended independent African American initiatives in education.*

*To the need to redress prior deprivations caused by slavery, segregation, racism, and poverty-*

**MEMBERS:** *We pledge our commitment to do what is necessary for ourselves, as we understand that some things we must do for ourselves.*

**UNISON:** *We, the benefactors of many who shed blood and life years to bring us to this point, are grateful for our heritage and this opportunity to go forward with the unfinished legacy. We dedicate ourselves to the education and service of African American children and educators throughout the nation.*

*Written by,  
Shirley Ison-Newsome*

**The National Alliance of Black School Educators**  
**310 Pennsylvania Avenue SE**  
**Washington, DC 20003**  
[www.nabse.org](http://www.nabse.org)

### **AFFILIATE REGIONS**

#### **NORTHEAST**

Connecticut, Delaware, District of Columbia, Maryland, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont

#### **SOUTHEAST**

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia

#### **MIDWEST**

Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, Wisconsin, North Dakota, South Dakota, and Nebraska

#### **SOUTHWEST**

Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas

#### **WEST**

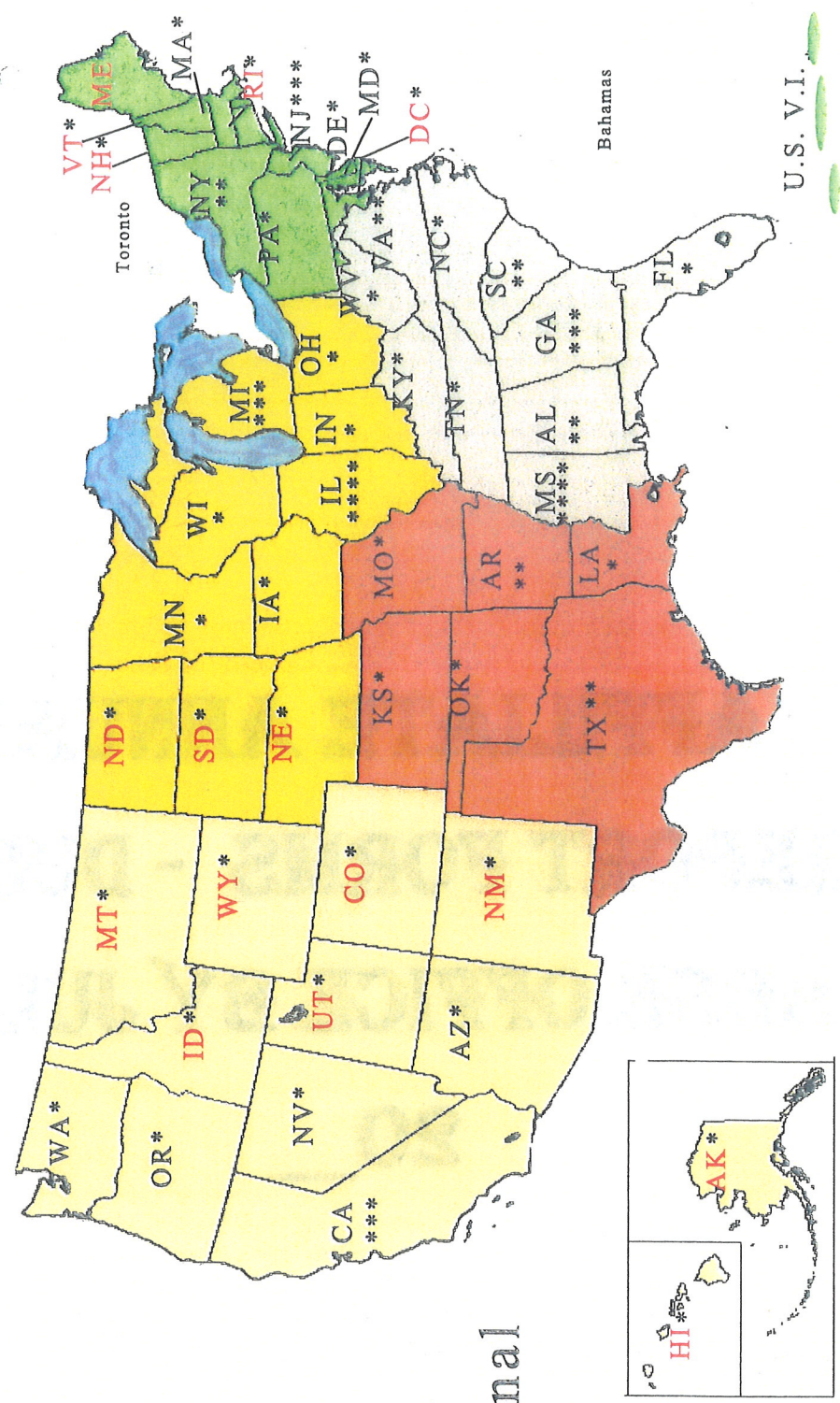
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming

#### **INTERNATIONAL**

Canada, (Nova Scotia, Toronto), Bermuda, and Bahamas Islands



# NABSE



\*\* Note State Names in Red DO NOT have ACTIVE AFFILIATES

**AFFILIATE ANNUAL  
REPORT FORMS - DUE IN  
NABSE OFFICE BY JULY 1,  
20\_\_**



National Alliance of Black School Educators

310 Pennsylvania Avenue, SE

Washington, DC 20003

202-608-6310 \* 202-608-6319 fax

800-221-2654

**AFFILIATE UPDATE INFORMATION SHEET**

July 1, 20\_\_ - June 30, 20\_\_

Please fill out this form completely as possible. This is one way in which we ensure that Affiliates receive updated, relevant materials and information on new programs in a timely manner. Thank you.

**Affiliate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Please send correspondence to the President's Home Address \_\_\_\_\_ the Affiliate Address \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

☐ Additional Officer/Committee information is listed on a separate sheet.

**Elections are held** \_\_\_\_\_

**This Affiliate serves the following areas (specify cities, etc):** \_\_\_\_\_

**Events Planned for 20\_\_-20\_\_ (use separate sheet if necessary):** \_\_\_\_\_

**Number of Members:** Local \_\_\_\_\_ National \_\_\_\_\_ Please enclose membership roster of National members.



**NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS**  
**ANNUAL AFFILIATE DUES PAYMENT FORM**

**July 1, 20\_\_ - June 30, 20\_\_**

\_\_\_\_\_  
**Name of Affiliate**

\_\_\_\_\_  
**P.O. Box/Street                      City/State                      Zip Code (+4)**

\_\_\_\_\_  
**Name of President**

\_\_\_\_\_  
**Home Address (Street)**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Work Phone                      Home Phone                      Fax/Phone**

**Please submit \$100.00 payable to NABSE (due by October 1<sup>st</sup>) :**

\_\_\_\_\_  
**Signature (Treasurer or President)                      Date**

<b>For NABSE Office Use Only</b>	
<b>Date Payment Received:</b> _____	<b>Processed By:</b> _____

**Send payments to: NABSE, 310 Pennsylvania Avenue, SE, Washington, DC 20003**

**Please make a copy for your records.**

## ANNUAL AFFILIATE REPORT

**Affiliate Name:**

**Affiliate Address:**

**Phone Number(s):**

**Email Address**

**Affiliate President:**

### Affiliate Activities

### Highlighted Activity

**Total Number of Current Members:** National \_\_\_\_\_ Local \_\_\_\_\_

**Scheduled Meeting Dates:** \_\_\_\_\_

**Number of Scholarships Awarded** \_\_\_\_\_

**Total Value of All Awarded Scholarships** \_\_\_\_\_

SAMPLE

SABSE  
PO Box 22035  
Seattle, WA 98122-0035

FOUNDER  
Betty Howell Gray, Ed.D.

**EXECUTIVE OFFICERS**

PRESIDENT  
Donald Felder, Ed.D.

PRESIDENT ELECT  
Joanne Hill

SECRETARY  
Eunice Belefard

TREASURER  
Doris B. Hickman

COMMISSION CHAIRPERSON  
Ina G. Howell

PARENT COMMISSION  
Jacqueline Moore

RETIREE COMMISSION  
Marie Floyd

PARLIAMENTARIAN  
Floyd May

SCHOLARSHIP  
Yvonne Ervin-Carr

HISTORIAN  
Open

MEMBERSHIP  
Iva (Fat) Tolliver  
Clarence Montgomery

PUBLIC RELATIONS  
Colleen Walls  
Robert Gary, Ed. D.

WEBSITE  
Tony Evans

**COMMITTEES**

Membership  
Scholarship  
Recognition Program for Students & Retirees  
Instruction & Instructional Support  
Parents and Family Engagement  
Business and Community Partnerships

SAMPLE

**SEATTLE  
ALLIANCE  
OF  
BLACK  
SCHOOL  
EDUCATORS**

Post Office Box 22035  
Seattle, Washington 98122-0035  
[www.sabsenet.org](http://www.sabsenet.org)

An Affiliate of the National Alliance of  
Black School Educators  
(NABSE)



### MISSION

The purpose of SABSE is to enhance and facilitate the education and social development of all students, especially students of African descent, throughout the Seattle and Puget Sound school districts.

### OUR PURPOSE

SABSE is a coalition of educators from diverse fields committed to providing professional support to African American educators; to identify and develop teachers and other professionals of African descent who will assume leadership positions in education to influence public policy. We offer a variety of activities, events and projects designed to involve African American youth, parents, teachers and the community in all phases of African American life within the public school program.

### ALLIANCE ACTIVITIES

- Monthly Meetings with Guest Speakers
- Newsletter
- Partnerships with Seattle School District and Community
- Scholarship Fundraisers
- Educational Workshops (SSD)
- Networking Opportunities  
National Urban Directors
- Student/Retirement Recognition Program
- Mentoring Teachers & Aspiring Administrators

### MEETINGS

We meet the 3<sup>rd</sup> Tuesday of each month in the parlor of Mt. Zion Baptist Church. Please join us!

### OUR FUNCTIONS

*ADDRESS* educational needs unique to African American youth.

*PROMOTE* academic and creative development of African American youth.

*SERVE* as an advocate for African American youth, parents, teachers, and the community to address educational concerns.

*EFFECT* positive change in educational policies which have an adverse effect on the educational welfare of African American youth.

*DECREASE* the number of African American youth suspended, staffed out, and/or placed in Special Education classes.

*EXAMINE* the dropout rate of African American youth and develop preventative methods and programs to combat the problem.

*PROVIDE* professional development for African American educators in all phases of the educational system.

*INFLUENCE* and impact the policies of large professional organizations and policy makers regarding educational concerns of African American youth, educators and community.

Note: Dues may also be mailed to Post Office Box 22035  
Seattle, WA 98122-0035 - SABSE

### OUR CHILDREN

Our academic and educational commitment to our children shall be unyielding, without compromise and filled with caring, nurturing and love.

### MEMBERSHIP APPLICATION

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
School \_\_\_\_\_  
School District \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Membership is open to EVERYONE.**

### MEMBERSHIP OPTIONS & FEES

SABSE      \$20 - Student/Retiree  
              \$40 - Annual/Regular  
NABSE  
              \$100 - Annual/Regular

### COMBINED

Student or Retiree:      \$120  
\*\* Local & NABSE:      \$140

Make checks payable to:  
SABSE

PO Box 22035  
Seattle, WA 98122-0035  
Payable on line at [www.sabsenet.org](http://www.sabsenet.org)

Future Events:

Parent Training Workshops  
Professional Staff Development Events  
2010 National AA Parent Day  
6/8/10 Student/Retiree Awards Program

AFFILIATE NAME

## MEMBERSHIP ROSTER

**REGION:**

YEAR

[illegible]



# **National Alliance of Black School Educators**

National Alliance of Black School Educators

310 Pennsylvania Avenue, S.E.

Washington, DC 2003

## **HOW TO FORM A LOCAL AFFILIATE**

### **PURPOSE AND FUNCTIONS OF NABSE**

#### **I. AFFILIATE PURPOSE AND FUNCTIONS**

The purpose and functions of an Affiliate must be in concert with those of the National Alliance of Black School Educators.

##### **A. The Planning Group**

You should begin your efforts to organize an affiliate with a small group of interested educators.

Recommend that you harness the collective resources of a variety of individuals in your school community. These individuals should have knowledge of NABSE, be respected in your community, explain the purpose and goals of the NABSE and who have talents which will aid you in organizing the affiliate.

Represented in the small group whenever possible should be school board members, the superintendent, district administrators, Department of Education personnel, local school administrators college administrators, professors, school-based support personnel, teachers, college students and educational materials vendors.

It is extremely important that the members of the planning committee have a common vision.

##### **B. The First Meeting (8 to 12 educators)**

The first meeting should be an orientation to NABSE. Share copies of NABSE's Constitution and bylaws and provide all participants with application forms for membership in the national organization. Members of this group who join the National before the next meeting should be considered Founding Members.

## Organizing an Affiliate

1. Elect a chairperson and secretary. Although this is only a planning meeting a chairperson needs to take charge. It is also important for a secretary to document the groups effort for historical purposes.
2. Discuss how NABSE can benefit African-American students.
3. Discuss how your affiliate can contribute to the national organization.
4. Discuss methods for involving other interested individuals in the organization.
5. Assign a committee to draft a skeletal constitution.
6. Identify other individuals who should be invited to the next planning meeting. Assign someone to invite them.
7. Schedule the next meeting.

### C. The Second Meeting (10 to 20 educators)

1. Welcome new members to the group.
2. Review the skeletal constitution.
3. Discuss tentative goals.
4. Determine the target population for membership.

### D. The Third Meeting (should include the individuals who attended the second meeting).

1. Nominate officers.
2. Elect officers.
3. Set dues structure that includes national and local memberships.
4. Develop final goals and purpose.
5. Review final *Constitution* and bylaws.
6. Ratify the Constitution and bylaws.
7. Appoint standing committee chairpersons.
8. Develop and set a meeting schedule.

Develop a local membership application. The application should include an inventory of talents. On application, ask individual to select the committee on which they would like to serve.

## Organizing an Affiliate

### II. THE DEBUT MEETING

This is the *coming out* meeting. It is important that this meeting is impressive and makes a statement to potential members.

#### A. Planning Is Important

1. **Social context.** This is important in setting the tone for everything that is to take place.
2. **Meeting site.** Select a site which is easily accessible, comfortable and will accommodate the number of attendees.
3. **Time and date.** Select a time and date which is conducive to attendees. Avoid dates when the school board, PTA and other major school-related organizations meet.
4. **Publicity.** Use local print and electronic media and communication channels of your school district to generate interest.

#### B. The Meeting

1. **Plan media coverage of the meeting.** Interviews with the local president and the representative of NABSE are appropriate.
2. **Give a historical overview of NABSE and the purpose and functions of the national.** *This may be done by a representative of NABSE, e.g. Affiliate Council Chairperson, President, NABSE Executive Board Member, Executive Director.*
3. **Review the purpose and functions of the Affiliate.** Select a dynamic individual who can articulate areas of local *interest*, which mirror the national purpose and functions.
4. **Review organizational structure of the Affiliate.**
5. **Provide an opportunity for attendees to join the national and local organizations.** All individuals who join at or before this meeting should be considered Charter Members.
6. **Propose meeting dates and time. Set a meeting schedule.**
7. **Charge attendees to recruit at least one new member by the next meeting.** An appropriate goal would be to have at least two members from each school in your district or Affiliate service area.

### V. FORMAL ORGANIZATION

#### A. Prepare the application for Affiliate status.

### **Organizing an Affiliate**

1. Include a roster of officers and members.
2. Copy of Affiliate's Constitution and bylaws.
3. National dues for each member on the roster.
4. Mailto:

Ed Potillo, Membership Coordinator  
National Alliance of Black School Educators  
310 Pennsylvania Avenue, S.E.  
Washington, DC 20003

### **B. Schedule Executive Committee Meeting**

1. Invite Membership, Projects, Budget and Program Committee chairpersons.
2. Discuss incorporating as a not-for-profit organization. This is where the services of an attorney becomes valuable.
3. Plan next meeting. All meetings should offer the membership meaningful learning opportunities (speakers, workshops, etc.) which parallel the purpose and functions of NABSE.
4. Plan projects. Projects recommended by NABSE are Youth Motivation, In-Service for Membership, Community Education, Membership Outreach, and Presentations to School Boards, the legislature, etc.
5. Prepare skeletal annual budget.
6. Set meeting dates for the next 12 months.

## **VI. NETWORKING**

### **A. Communicating and working with other organizations**

1. Identify organizations to work with, e.g. fraternities, sororities, the NAACP, parent groups, religious groups, school-community groups and other NABSE Affiliate in the region or state.
2. Develop collaborative efforts with these groups. Such collaborative efforts enhance the prominence and respect of the affiliate and the partnership organization. Often you will find that purposes and functions of these organizations are similar to those of NABSE.

## VII. FINISHING TOUCHES

### A. Program

1. Develop year-long program agenda. Select topics and presenters. Announce and distribute written descriptions of programs to members.
2. Plan fundraisers.
3. Plan projects. Projects recommended by NABSE are Youth Motivation, In-Service for Membership, Community Education, Membership Outreach, and Presentations to School Boards, legislature, etc.

### B. Growing Together

3. Membership Outreach is key. Attendance at meetings, outreach to non-certificate personnel and others associated with any phase of educational work.
4. Expand membership of standing committees.
5. Apply for tax-exempt status once incorporated. This is especially important to reduce cost of functions and purchases made by the Affiliate.
6. Establish a permanent address for the Affiliate. A post office box is preferable.
7. Use the resources of art teachers or computer professionals to design a logo and letterhead for the Affiliate's stationary.
8. Develop a single sheet brochure explaining the purpose and functions of the Affiliate. Such a brochure should be informative and visually appealing.
9. Establish a scholarship fund and/or fund to provide grants to teachers for exemplary projects.
10. Establish a regular meeting schedule with the school district's superintendent.
11. Develop and publish a newsletter on a regular basis.
12. Request payroll deductions for Affiliate dues through your school district.

## **Organizing an**

13. **Get to know state and local legislators and politicians. Take a proactive stand on legislation, ordinances and laws, which impact the education of African American students, professionals and education in general.**
14. **Keep the national office and the Affiliate Council Chairperson apprized of your activities**
15. **Submit articles and black-and-white photographs of activities sponsored by the Affiliate to NABSE for publication in the national newsletter, *NewsBriefs***
16. **Encourage members to participate in Regional and National meetings and conferences.**