

# **Constitution of the North Carolina Association of Educators National Board Certified Teachers Caucus Network**

## **Article I. Name and Location**

*Section 1.* The name of this association shall be North Carolina Association of Educators National Board Certified Teachers Caucus Network, hereinafter known as NCAE NBCT Caucus Network.

*Section 2.* Headquarters for NCAE NBCT Caucus Network will be maintained in the NCAE Center, located in Raleigh, Wake County, North Carolina.

## **Article II. Purposes**

*Section 1.* To promote teachers as advocates for the teaching profession and leaders in the effort to elevate its stature.

*Section 2.* To develop leadership roles for NBCTs.

*Section 3.* To develop and offer initial, advanced and renewal support to NCAE members.

*Section 4.* To ensure that National Board Certification remains a priority in legislation.

*Section 5.* To recruit candidates for National Board certification.

*Section 6.* To encourage positive public relations through speakers and editorials.

## **Article III. Membership**

*Section 1.* Membership in NCAE NBCT Caucus Network shall be open to any North Carolina educator who is an active member of NCAE or other NCAE members who support the National Board certification process.

*Section 2.* Voting members of NCAE NBCT Caucus Network will consist of NCAE members who are national board certified and who are in good standing with the NCAE NBCT Caucus Network. Non-voting members will consist of Caucus Network members who are not national board certified teachers.

*Section 3.* The membership year shall be from September 1 – August 31.

*Section 4.* Membership will never be denied on the basis of race, color, national origin, creed, gender, sexual orientation, age, handicap, marital status, or economic status, nor shall any organization which so denies membership be affiliated with the Association.

## **Article IV. Leadership**

*Section 1.* The officers of NCAE NBCT Caucus Network shall be responsible to the membership in all matters concerning the discharge of their duties.

*Section 2.* The officers of NCAE NBCT Caucus Network shall be as follows: Chair, Vice-Chair, Secretary, Treasurer, Membership Chair, and Member-At-Large. Additionally, the officers shall appoint Regional Representatives from each of the NCAE designated regions in order to guarantee equal representation. All leaders shall be NBCTs.

*Section 3.* Officers shall be elected at the annual NCAE Representative Assembly. Regional Representatives shall be appointed by the officers after an application process. Should there be no Representative Assembly, the current NCAE NBCT Caucus Network Executive Committee shall decide upon a just and democratic method in which to elect officers. This method must include a quorum of at least fifty percent plus 1 involvement of members present at a meeting or called upon to vote through other means, such as mail or electronic ballot. Members must be informed of any meeting called or any request for votes at least three weeks before said meeting or ballot count.

*Section 4.* Any officer who does not fulfill his or her duties may be replaced, first being discharged by majority vote of the NCAE NBCT Caucus Network Executive Committee and then replaced in as fair a way as possible, but no less than majority vote of the new officer by the NCAE NBCT Caucus Network Executive Committee.

## **Article V. Organization**

*Section 1.* The NCAE NBCT Caucus Network leadership structure shall consist of an Executive Committee (officers) and a larger Caucus Network Board (officers and regional representatives).

*Section 2.* There shall be at least one caucus meeting per year; this meeting should be held in the spring in order for new officers to be elected. All efforts must be made to ensure that every member is invited and available to attend the meeting.

## **Article VI. Affiliation**

*Section 1.* The NCAE NBCT Caucus Network shall be affiliated with the North Carolina Association of Educators, hereinafter referred to NCAE.

*Section 2.* The NCAE NBCT Caucus Network shall not affiliate with any local, state, or national group, union, or association that competes for membership with NCAE.

## **Article VII. Amendment Process**

*Section 1.* This constitution may be amended at any regular meeting of the NCAE NBCT Caucus Network Executive Committee.

*Section 2.* A two-thirds vote by the NCAE NBCT Caucus Network Executive Committee or a majority vote by members at the Representative Assembly is needed for an amendment.

*Section 3.* With the exception of emergencies, legal issues, or conflicts with NCAE, proposed amendments that directly affect the members must be delivered in an apropos manner to the members, at least three weeks prior to the proposed date of voting.

*Section 4.* Any amendment to this Constitution shall become effective immediately upon the vote.

## **Article VIII. Suspension of Rules**

*Section 1.* Any section of any article of this Constitution may be suspended by a two-thirds vote of the NCAE NBCT Caucus Network Executive Committee, provided that any request for suspension must be accompanied by a statement of purpose for the suspension of rules.

# By-Laws of the North Carolina Association of Educators NBCT Caucus Network

*Adopted 2005, Amended 2019*

## **Article I – MEMBERSHIP AND DUES**

Section 1: Membership dues will be set at \$15.00 for NCAE NBCTs (voting members). Membership dues shall be set at \$10.00 for NCAE members who are Non-NBCTs (non-voting members).

Section 2: Membership dues will be collected annually on a rolling basis, but must be paid no later than the State Representative Assembly in order to be considered a member in good standing and to vote.

Section 3: Membership dues will not be pro-rated.

## **Article II - LEADERSHIP**

Section 1: The Executive Committee of the NCAE NBCT Caucus Network shall be comprised of elected Officers, including a Chair, Vice-Chair, Secretary, Treasurer, Membership Chair and Member-At-Large. The Caucus Network Board shall be comprised of the Officers of the Executive Committee and Regional Representatives appointed by the officers.

Section 2: The CHAIR's duties shall include but not be limited to:

- a. preside at all Executive Committee meetings
- b. convenes Executive Committee meetings as deemed necessary to conduct Caucus Network business
- c. represent the NCAE NBCT Caucus Network as a spokesperson or assign responsibility for such representation
- d. maintain the Caucus Network website and its content

Section 3: The VICE-CHAIR's duties shall include but not be limited to:

- a. perform all assigned duties in the absence of the Chair
- b. shall be the editor of the monthly Caucus Network newsletter

Section 4: The SECRETARY's duties shall include but not be limited to:

- a. shall keep accurate records and files of the proceedings of the Caucus Network Executive Committee meetings and any business meetings
- b. submit reports as needed to the Chair and/or Executive Committee
- c. read the minutes for approval
- d. shall post current news items to social media sites for the Caucus Network

Section 5: The TREASURER's duties shall include but not be limited to:

- a. shall collect dues and create a financial report to be present at each Executive Committee meeting

- b. shall work with the Chair to write an annual budget for the Caucus Network
- c. submit reports as needed to the Chair and/or Executive Committee

Section 6: The MEMBERSHIP CHAIR's duties shall include but not be limited to:

- a. shall maintain membership records
- b. conduct the pinning ceremony and recognition of new Caucus Network members at the annual business meeting
- c. submit reports as needed to the Chair and/or Executive Committee

Section 7: The MEMBER-AT-LARGE duties shall include but not be limited to:

- a. organize the NBCT Caucus Network booth at the annual NCAE Convention
- b. assist the Executive Committee in carrying out Committee duties and responsibilities

Section 8: The REGIONAL REPRESENTATIVE'S duties shall include but not be limited to:

- a. identification and support of NBCT leaders for each NCAE affiliate local in a region
- b. promote leadership opportunities and local networking events for NBCTs in NCAE designated regions
- c. plan and staff candidate support and coaching seminars in each region
- d. submit reports as needed to the Chair and/or Executive Committee

Section 9: The Caucus Network Executive Committee will meet quarterly. A majority of the Committee must be present to take action for the Caucus Network.

Section 10: All Executive Committee meetings and Caucus Network Board meetings are open to the membership.

Section 11: The governing body of the Caucus Network is the membership, which shall meet annually at the NCAE Representative Assembly.

## **Article III – ELECTIONS**

Section 1: Elections shall be held at the annual meeting and presided over by the chair of the Nominations Committee.

Section 2: All officers must be National Board Certified Teachers.

Section 3: The term of office for all Executive Committee positions shall be two years, subject to re-elections.

Section 4: Officers can serve no more than two consecutive terms in the same office.

Section 5: In the event of resignation, the Caucus Network Chair will appoint an interim person to serve until the next annual meeting/election.

## **Article IV – COMMITTEES**

Section 1: The POLICIES AND PROCEDURES COMMITTEE shall update standing operating procedures as NCAE, NEA and NBCT concerns mandate. The Chairperson of this committee will be the Parliamentarian for the Caucus Network.

Section 2: The NOMINATING COMMITTEE shall present a slate of officers for the Caucus' consideration and will oversee the election process. Members of this committee cannot run for office.

Section 3: The RESOLUTIONS COMMITTEE shall provide written resolutions for presentation at the NCAE Convention or other legislative bodies.

Section 4: The COMMUNICATION COMMITTEE shall oversee management of the Caucus information system (email, webpage, etc.)

Section 5: The MEMBERSHIP COMMITTEE shall manage the membership process, including providing forms and materials, collecting dues and recruiting members. The Treasurer will serve as a member of this committee.

## **Article V- CONVENTION DELEGATES**

Section 1: The Chair and Vice-Chair at a minimum will attend the annual NCAE Convention as delegates.

Section 2: In the event the Chair and Vice-Chair are not funded delegates, the Caucus Network will provide transportation, lodging and substitute pay for the annual Convention.

Section 3: The Chair and Vice-Chair must provide a written report and expense accounting to be presented at the next Executive Committee meeting.