

**National Council for Black Studies  
Bylaws**

**ARTICLE I**

Power and Authority

The Bylaws shall be subject to the Constitution of the National Council for Black Studies, Inc.

**ARTICLE II**

Executive Board

**Section 1.** The members of the Executive Board shall be comprised of the Officers and student Representatives.

**Section 2.** Election of Board Members  
President, Vice-President, Secretary and Treasurer are elected by the membership of the Council. (See NCBS Constitution Article III)

**Section 3.** General Board Members  
General Membership of the Board of Directors shall not exceed twenty-five members.

**Section 4.** Student representatives  
The Board shall appoint five student representatives. They shall come from different Geographical regions.

**Section 5.** Vacancies on the Board by reason of death or resignation or removal for cause shall be filled at the next Board meeting.

**Section 6.** Terms of office end June 30<sup>th</sup> and begin July 1<sup>st</sup>.

**ARTICLE III**

Duties of Executive Board

**Section 1.** The duties of the Executive Board are limited to those delegated to it by the Constitution. Bylaws and/ or by formal actions of a meeting of NCBS.

**Section 2.** It shall be the duty of the Executive Board to:

A) Develop policy and procedures to carry-out objectives of the organization;

B) Authorize the acquisition and disposition of equipment and other properties;

C) Determine the dues of the membership of the Council.

**ARTICLE IV**

Duties of the Officers of the Board

**Section 1.** The President shall:

- A) Convene the Executive Board, preside over all meetings, and perform such other duties deemed necessary to carry out the expresses wishes of the NCBS Council;
- B) Appoint the committees deemed necessary to execute the business of the board, with the approval of Executive Board;
- C) Submit annual progress reports to the Executive Board regarding the Council viability.

**Section 2.** The Vice-President shall:

- A) Conduct meetings at the Executive Board in the absence of the President and perform such duties as may be designated by the President;
- B) Chair and coordinate the annual conference committee,
- C) Submit progress reports on the status of the conference planning committee to the Executive board;

**Section 3.** The Secretary Shall:

- A) Provide notification of the Board meeting and all relevant materials necessary for that meeting to all members of the Board prior to Board meetings;
- B) Be responsible for approving all minutes of the Board.
- C) Ensure that minutes be distribute to each member of the Board within 30 days of the conclusion of the meeting.

**Section 4.** The Treasurer shall:

- A) Keep accounts of all monies of NCBS received or disbursed.
- B) Ensure that all the monies in the name of and to the credit of NCBS are deposited in such banks and depositories, as the

- Executive Board shall designate, subject to withdrawal in the manner to be determined by the Executive Board.
- C) Ensured that NCBS records are reconciled with monthly bank statements, with reports prepared quarterly or upon special request to the Executive Board.
  - D) File appropriate year-end reports.
  - E) Keep financial records up-to-date and available for inspection by the Executive Board upon request.
  - F) Taxes form—File income tax returns each year a designated for non-profits.

**ARTICLE V**

Removal of officers for Cause

**Section 1.** Officers of the Board may be removed for cause. Cause will be defined failure to perform the duties described in the Bylaws and/or failure to adhere to policies and procedure established by the Board.

**ARTICLE VI**

Committees of the Board

**Section 1.** All members appointed to the Board of Directors must serve as a chairperson or vice chairperson of a committee.

**Section 2.** The NCBS President shall make appointments to all standing committees at the annual mid- year of the Executive Board, with the consent of the Board. The president should ensure that adequate regional representation occurs on all committees.

**Section 3.** The standing committees of the Board shall include, but are not limited the following:

- A) Executive
- B) Program Review & Accreditation Commission
- C) Awards
- D) Budget
- E) Conference
- F) Constitution and Bylaws
- G) Curriculum
- H) Election
- I) Ethics

- J) International
- K) Membership
- L) Professional Advocacy
- M) Publication
- N) Public Policy
- O) Students
- P) Honor Society Committee

**Section 4.** Ad Hoc Committees shall be established as necessary to carry out the goals of NCBS.

**ARTICLE VII**

Executive Director

**Section 1.** The Executive Director shall:

- A) Be appointed by the Executive Board and shall be responsible to the Executive Board
- B) The Executive Director shall appoint the staff of the National office with the consent of the Executive Board.
- C) Make an annual report to the Board.
- D) In case of a temporary vacancy in the office of Executive Director an Acting Executive Director may be appointed to serve until the Board appoints a new Executive Director.

**ARTICLE VIII**

Membership

**Section 1.** Membership shall consist of paid members for the fiscal year July 1<sup>st</sup> to June 30<sup>th</sup>.

**ARTICLE IX**

Amendments

**Section 1.** These Bylaws may be amended by a simple majority vote of the Executive Board and subject to NCBS Constitution and the Charter of Corporation.