

Alaska Black Caucus Constitution and Bylaws

Article I – Name and Objective

Section I – Name: The full and legal name of this organization shall be the Alaska Black Caucus.

Section II – Jurisdiction: The jurisdiction of the Alaska Black Caucus shall consist of the state of Alaska.

Section III – Purpose: The purpose of the Alaska Black Caucus shall be to assert the Constitutional Rights of the Black people, (1) by involvement in the decision making processes of the community and state by becoming a contributing part of those duly authorized and representative bodies affecting the lives and livelihoods of Black people, (2) by actively supporting and working in areas which help to advance the educational, cultural, political, and economic well-being of the Black community, (3) by acting as a liaison and coordinating entity for the various minority interests within the community and State, (4) by making available accurate and timely information on relevant issues and areas of concern to minority people, (5) by recreating awareness that the struggle to achieve total equality has not yet been achieved and, (6) by emphasizing the ever-increasing need for Blacks and minorities to make renewed attempts toward attaining these goals.

Section IV – Pledge: The caucus pledges to work toward eliminating all forms of racial prejudice; to keep the public aware of the adverse effects of racial, educational, political, and economic discrimination, and to resolve to take all affirmative and necessary action to secure and insure the elimination of all forms of prejudice. We hold this decree to be consistent with the goals of the Alaska Black Caucus and in conformity with its Constitution and Bylaws.

Article II – Membership

Section I – Membership Prerequisite: Any person who follows the principles and policies of the Alaska Black Caucus may become a member of the Alaska Black Caucus by accepting the Constitution and Bylaws of the Alaska Black Caucus and by paying annually, in advance, the requisite membership fee(s) as prescribed by the Board of Directors.

Article III – Elected Officers

The elective officers of the Alaska Black Caucus shall be the President, Vice-President, 2nd Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.

Article IV – Duties of Elected Officers

Section I – President: The duties of the President shall be:

- A. To act as chief executive officer of the Alaska Black Caucus.
- B. To preside over the meetings of the Alaska Black Caucus.
- C. To act as Chairperson of the Executive Committee.
- D. To appoint the Chairperson and members of all committees.
- E. To exercise general executive authority on behalf of the Alaska Black Caucus.
- F. To perform other functions and duties as may be delegated by the Alaska Black Caucus or Executive Committee.
- G. To serve on all committees, and to coordinate and integrate the efforts of all of those committees.

Section II – Vice President: The duties of the Vice President shall be to collaborate with the President to effectuate the purpose of the Alaska Black Caucus. Furthermore, the Vice President shall perform all of the duties of the President in his or her absence or disability. If the President becomes unable to fulfill his or her duties for more than 30 days, the Vice-President shall assume the Presidency.

Section III – 2nd Vice President: The duties of the 2nd Vice President shall be to collaborate with the President to effectuate the purpose of the Alaska Black Caucus. Furthermore, the 2nd Vice President shall perform all of the duties of the Vice President in his or her absence or disability. If the Vice President

becomes unable to fulfill his or her duties for more than 30 days, the 2nd Vice-President shall assume the Vice Presidency.

Section IV – Secretary: The duties of the Secretary shall be:

- A. To act as the Secretary of the Alaska Black Caucus and the Executive Committee.
- B. To give notice of all meetings of the Alaska Black Caucus and the Executive Committee.
- C. To keep full and accurate records of the proceedings of the Alaska Black Caucus and of the Executive Committee, and to record the same.
- D. To keep a written record of all members and their dues.
- E. To issue receipts for all membership fees received and to transmit such fees to the Treasurer.
- F. To cosign reimbursements.

Section V – Assistant Secretary: The duties of the Assistant Secretary shall be to collaborate with the Secretary to effectuate his or her responsibilities to the Alaska Black Caucus. Furthermore, the Assistant Secretary shall perform all of the duties of the Secretary in his or her absence or disability. If the Secretary becomes unable to fulfill his or her duties for more than 30 days, the Assistant Secretary shall assume the position of Secretary.

Section VI – Treasurer: The duties of the Treasurer shall be:

- A. To receive all monies of the Alaska Black Caucus and promptly deposit them in the name of the Alaska Black Caucus in a designated account in a responsible bank.
- B. To act as chief financial officer of the Alaska Black Caucus.
- C. To make disbursements upon vote of the Executive Committee.
- D. To submit reports to the Executive Committee at regular meetings.

- E. To submit an annual report of the finances of the Alaska Black Caucus at the annual meeting.

Section VII – Assistant Treasurer: The duties of the Assistant Treasurer shall be to collaborate with the Treasurer to effectuate his or her responsibilities to the Alaska Black Caucus. Furthermore, the Assistant Treasurer shall perform all of the duties of the Treasurer in his or her absence or disability. If the Treasurer becomes unable to fulfill his or her duties for more than 30 days, the Assistant Treasurer shall assume the position of Treasurer.

Article V: Committees

The Alaska Black Caucus shall maintain committees to carry out the goals and objectives of the organization. Such committees shall include an Executive Committee and various Standing Committees. Also, as needed, other general committees shall be established by the President. Any general committees shall have clearly outlined charges and predetermined periods of expiration.

Article VI: Executive Committee

Section I -- Composition of Executive Committee: The Executive Committee shall consist of the President, Vice-President, 2nd Vice President, Secretary, Assistant Secretary, and Treasurer.

Section II – Duties of Executive Committee: The duties of the Executive Committee shall be:

- A. To have general control of the affairs and programs of the organization.
- B. To collaborate to plan events and programs that effectuate the purpose of the Alaska Black Caucus.
- C. To render reports about committees as requested by the President.
- D. To fill interim vacancies among officer positions.
- E. To approve expenditures and reimbursements consistent with the purpose of the Alaska Black Caucus.

Section III – Quorum: The quorum of the Executive Committee shall not be less than 51% of the Executive Committee membership.

Section IV – Conflicts of Interests: Whenever an elected officer has a financial or personal interest in any matter coming before the Executive Committee, the affected person shall fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the Alaska Black Caucus to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Article VII: Standing Committees

Section I – Composition of Standing Committees: Each of the Standing Committees of the Alaska Black Caucus shall be led by a chairperson who is selected by the President. Furthermore, in collaboration with the chairperson of each committee, the President shall also appoint various members to the standing committees to assist with their operations.

Section II – Duties of Standing Committees: The duties of the Standing Committees shall be established by the President in collaboration with the chairperson of each committee.

Section III – Standing Committees: The Standing Committees of the Alaska Black Caucus shall be:

- A. The Education Committee
- B. The Health Committee
- C. The Political Concerns Committee
- D. The Economic Committee
- E. The Justice Committee
- F. The Youth Committee

G. The Finance Committee

H. The Bylaws Committee

Article VIII: Election of Officers

Section I – Eligible Voters: All members of the Alaska Black Caucus shall be entitled to vote for the officers of the organization. To be eligible, members must be in compliance with Article IX, Section II.

Section II – Eligible Officer Holders: All members of the Alaska Black Caucus shall be eligible to serve as officers of the organization. To be eligible, members must be in compliance with Article IX, Section II.

Section III – Terms of Offices: The term of office of those officers elected during the initial formation of the Alaska Black Caucus shall be continuous until the first regular election of the organization. Otherwise, officers shall hold office for two years or until their successors are elected.

Section IV – Timing of Election of Officers: In February of odd numbered years, officers shall be elected at a special meeting of the Alaska Black Caucus. The Secretary shall provide notice of this election meeting to all members at least six weeks before the election. Furthermore, and also at least six weeks before the election, the Secretary shall request nominations from all members.

Section V – Nomination of Officer Candidates: Any member of the Alaska Black Caucus may nominate either another member or themselves as a candidate for an officer position. All nominations must be submitted to the Secretary at least five weeks before the election. Then, at least four weeks before the election, the Secretary must verify with nominees that they wish to pursue an officer position. Members may only pursue one officer position per election; a member may not run for multiple positions at the same time.

Section VI – Election Chair: After the nomination process ends, but at least three weeks before the election, the President shall designate an Election Chair to oversee the election. The Election Chair may not be a nominee for an officer position.

Section VI – Oversight and Organization of Election: The Election Chair shall oversee the election of officers. This includes announcing all officer candidates to all members at least two weeks before the election, supervising the election, creating appropriate election procedures, establishing ballot control measures, determining election winners, and announcing election winners.

Section VII – Confidentiality: All officers shall be elected by secret ballot.

Section VIII – Establishing Election Winners: Regardless of how many nominees there are for an officer position, the winner of an election shall be the person who received the most votes at the election.

Section IX – In Cases of a Tie: If there is a tie in who received the most votes, and if there were more than two nominees, the Election Chair may conduct a runoff featuring only the nominees who tied with the most votes. If there is a tie in who received the most votes, but there were only two nominees, the winner shall be determined by a coin flip.

Section X – Installation of Officers: Elected officers shall be installed at the next regular meeting of the Alaska Black Caucus following the election.

Article IX – Membership Fees and Eligibility

Section I – Membership Fees: Annual membership fees for the Alaska Black Caucus shall be determined by the Executive Committee.

Section II – Voting Eligibility: Only those members who are current on their membership fees as determined by the Secretary shall be eligible to vote on caucus matters and serve as officers.

Article X – Meetings

Section I – Regular Meetings: A regular meeting of the Alaska Black Caucus shall be held at least every month. The President may call for regular meetings to occur at a different frequency.

Section II – Annual Meetings: In July of each year, the Alaska Black Caucus shall hold an annual meeting to receive and act on reports from officers, and to set goals and strategy for the coming year.

Section III – Special Election Meetings: In February of odd numbered years, officers shall be elected at a special meeting of the Alaska Black Caucus.

Section IV – Special Meetings of the Membership: Special meetings of the membership may be called when deemed necessary by the President or by any three members of the Executive Committee. Notices of such special meetings must state the specific purpose for which the meeting is called, and only such stated items may be placed on the agenda. Notices must be issued to all members at least three days before such a meeting.

Section V – Executive Committee Meetings: The Executive Committee shall meet at least once every two months.

Section VI – Special Meetings of the Executive Committee: Special meetings of the Executive Committee may be called by any two members of the Executive Committee. Notices of such special meetings must state the specific purpose for which the meeting is called, and only such stated items may be placed on the agenda. Notices must be issued to all officers at least three days before such a meeting.

Section VII – Standing Committee Meetings: Meetings of the Standing Committees shall be called as necessary by the chairpersons of the various committees.

Section VIII – Meeting Exceptions: If a Quorum is not present at any regular or special meeting of the Alaska Black Caucus, then those present at the time and place announced for said meeting may adjourn the meeting and proceed at another time thereupon agreed upon by majority vote and announced to all present. If there is a Quorum present at the subsequent meeting, then any matters agreed upon at that subsequent meeting shall be legitimate under these bylaws.

Section IX – Quorum: The number of members necessary to constitute a Quorum at all regular membership meetings shall be at least 25% of the eligible voting membership of the Alaska Black Caucus.

Section X – Order of Business: Unless altered or suspended at any meeting by a majority of the members present, the following shall be the order of business at meetings of the Alaska Black Caucus:

- A. Call to order
- B. Acknowledgment of members present
- C. Roll call of officers
- D. Reading of minutes of previous meeting
- E. Report of officers
- F. Report of committees
- G. Old business
- H. New business
- I. Discussion for the good and welfare of the Caucus
- J. Adjournment

Article XI – Amendment and Adoption

Section I – Amendment: This Constitution and Bylaws may be amended by a two-thirds vote of eligible membership of the Alaska Black Caucus at Special Meetings called for that purpose.

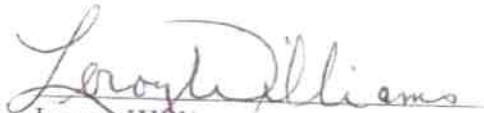
Section II – Adoption: This Constitution and Bylaws was adopted on this 14th day of September, 2020.

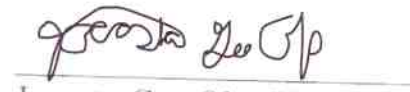


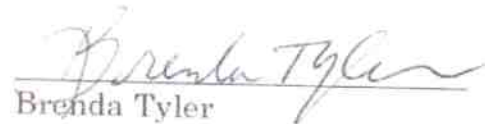
Celeste Hodge Growden
President/CEO

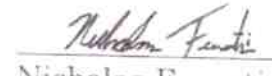


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