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# BYLAWS OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

(Revised and Approved July 11, 2015)

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## ARTICLE I – NAME AND DESCRIPTION

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**Section 1:** The name of the organization shall be the National Black Presbyterian Caucus, Inc. (NBPC).

- 10 • The NBPC is a 501(c)(3) non-profit organization for religious and charitable purposes.
- 11 • The NBPC is the successor organization to the first Black Presbyterian Caucus organized by black clergy in 1856;
- 12 • The existence of the caucus is affirmed in Article 8, Sections 8.2 and 8.3 of the Articles of Agreement, Appendix B of *The Book of Order-PC(USA*, and the Covenant of Understanding Regarding the Role and Relationship of Racial Ethnic Caucuses within the Presbyterian Church, PC(USA) 2014;
- 13 • The NBPC is currently related to the Presbyterian Church (U.S.A.) through the Presbyterian Mission Agency (PMA), it's Office of African American Congregational Support, and the General Assembly (GA) Advocacy Committee for Racial Ethnic Concerns (ACREC).

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## ARTICLE II - MISSION AND PURPOSE

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**Section 1:** The Mission of the National Black Presbyterian Caucus is to serve Jesus Christ, and enrich the black Presbyterian congregations and their communities, through our commitment to congregational enhancement, advocacy, social and racial justice; and challenging the Presbyterian Church (U.S.A.) when it fails to take seriously the needs of the poor, oppressed, and disenfranchised.

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**Section 2:** The Purpose of the National Black Presbyterian Caucus is to Enable-Equip-and Empower people of the African Diaspora, in dealing with current issues that adversely affect or that can enhance their lives in the Presbyterian Church (U.S.A.) and society. *Persons of the African Diaspora are those throughout the world that are descended from the historic movement of peoples from Africa,*

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This purpose includes:

- 40 • *To promote church growth, including strengthening the spiritual life of black Presbyterian congregations, and individual members in the Presbyterian Church (U.S.A.);*

- 45 • *To aggressively combat racism and injustice in the*
- 46 *PC(U.S.A);*
- 47
- 48 • *To monitor, advocate, and act on denominational, political,*
- 49 *social, cultural, and economic issues affecting the NBPC*
- 50 *constituency and the broader community, as appropriate;*
- 51
- 52 • *To achieve full participation of its members in the total*
- 53 *Church and society, with a particular emphasis on*
- 54 *sensitively and creatively discerning the needs of youth,*
- 55 *young adults and the elderly;*
- 56
- 57 • *To vigorously promote the call of black clergywomen to*
- 58 *viable and validated ministries including to serve as solo*
- 59 *pastors; and enhance the awareness of the gifts of black*
- 60 *clergywomen in the PC(USA); and*
- 61
- 62 • *To be intentional in gathering historical data to document*
- 63 *our African descendant / black Presbyterian history.*
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65 **ARTICLE III – ORGANIZATIONAL STRUCTURE**

66 The organizational structure of the NBPC shall include, but not be limited to

67 chapters, regions, regional representatives, board of directors, executive

68 committee, standing committees, and other groups as **determined** appropriate

69 **by the Board of Directors (Board)** for the effective work of NBPC. **The Board of**

70 **Directors shall govern the NBPC and act on its behalf between biennial meeting.**

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72 **Section 1: CHAPTERS** – Chapters shall be the basic programmatic unit of the

73 organization. Chapters serve as a missional expression of the

74 NBPC within certain geographic areas. A chapter shall consist of at

75 least five (5) members. All chapters shall be approved and

76 chartered by the Board of Directors and recognized at the next

77 biennial meeting following their activation.

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79 Every active member of the NBPC shall be a member of a local

80 chapter unless no chapter exists in the member’s geographic area

81 of residence. In such instances, membership may be affiliated with

82 the nearest available chapter.

83

84 **Section 2: REGIONS** – Regions shall be designated by the Board of Directors

85 and shall be the administrative units of the organization. Regions

86 serve as the missional expression of the NBPC in designated

87 geographical areas. Each individual member and every chapter

88 shall be a member of the region of residence.

89

90 Regional boundaries may be revised by the Board of Directors

91 upon concurrence of the majority of chapters involved.

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93 Section 3: **CHAPTER AND REGION MEETINGS** - Chapters and Regions shall  
94 determine their frequency for meeting but are encouraged to meet  
95 at least annually. Chapters and Regions shall also determine the  
96 most effective structure to carry out their assigned responsibilities.  
97

98 **Section 4: NATIONAL** – The NBPC (National) as an organization shall consist  
99 of those persons who are active members (*paid memberships at*  
100 *the chapter, region, and national level*). The rights of the NBPC  
101 membership include, but are not limited to, electing their officers,  
102 approving administrative and programmatic directions for the  
103 Caucus, and amending or revising the NBPC bylaws.  
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105 The membership shall assemble at least biennially for the Biennial  
106 Meeting of the NBPC as prescribed in the bylaws.  
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108 **ARTICLE IV – MEMBERSHIP**

109 Section 1: Membership in the NBPC is open to all Presbyterians of the African  
110 Diaspora and any other Presbyterians who are committed to the  
111 mission and purpose of the NBPC. Active members are entitled to  
112 all the rights and privileges of membership including the right to  
113 vote and hold office. Non-Presbyterians who are employed by the  
114 PC(USA), are also eligible for active membership in NBPC.  
115

116 **Section 2: ACTIVE MEMBERSHIP** - Membership in the NBPC is only initiated  
117 and maintained with payment of applicable annual national dues  
118 which include the chapter, region, and national levels.  
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120 **Section 3: AFFILIATE MEMBERSHIP** – Persons who are not related to the  
121 PC(USA) but affirm the mission and purpose of the NBPC, and  
122 desire to participate in the work of the NBPC, may become Affiliate  
123 Members upon the payment of annual membership dues.  
124

125 An Affiliate Member is entitled to all the rights and privileges of an  
126 active member except the right to vote and hold office.  
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128 **ARTICLE V – MEMBERSHIP DUES**

129 **Section 1: INDIVIDUAL MEMBERSHIP DUES**

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131 a. **INDIVIDUAL MEMBERSHIP** – There shall be membership dues paid  
132 annually. The NBPC membership year is from January through  
133 December. However, dues should be paid between January 1<sup>st</sup> and  
134 March 31<sup>st</sup> of each year to be a member in good standing. Dues  
135 paid after March 31<sup>st</sup> will reinstate lapsed memberships. The dues  
136 shall provide membership in the chapter, region, and national. Any  
137 new member dues received after October 31<sup>st</sup> of the membership  
138 year shall be designated as paid membership for the following  
139 year.  
140

141 b. **PAYMENT OF DUES** - Dues may be paid through the Chapter, the  
142 Region, or directly to the National Office. **WHEN PAID THROUGH THE**  
143 **CHAPTER OR REGION:** Chapters shall be responsible for  
144 **transmitting** the appropriate dues to the region and national  
145 within a sixty (60) day period. Regions shall be responsible for  
146 **transmitting** the appropriate dues to their chapters and national  
147 within a sixty (60) day period. **WHEN PAID DIRECTLY TO NATIONAL:**  
148 The National Office shall be responsible for transmitting the  
149 appropriate rebates to the chapters and regions on at least a  
150 quarterly basis. **Rebates for chapters and regions that have not**  
151 **paid their National dues will be held in reserve by National**  
152 **until dues are paid or other dispositions made.**

**Section 2: LIFETIME MEMBERSHIP DUES**

a. **LIFETIME MEMBERSHIP** – Members of NBPC may choose to become Lifetime Members. Lifetime members are persons who desire to be special supporters of NBPC. Lifetime membership dues are \$1,000.00.

The persons who are Lifetime Members shall be exempt from paying national dues but are expected to pay chapter and region dues. Lifetime Members shall also be encouraged to make an annual contribution to the work of the NBPC.

b. All Lifetime Membership dues shall be deposited into an endowment fund for NBPC.

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154 **Section 3: CHAPTER AND REGION DUES -**

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156 a. **Payment of Dues:** Each NBPC chapter and region shall pay annual  
157 dues to National beginning January 1<sup>st</sup> through March 31<sup>st</sup> of each  
158 year in an amount recommended by the Board of Directors and  
159 approved by the NBPC membership at the biennial meeting.

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161 b. **Declaration of Inactive:** Chapter and Region dues not received by  
162 March 31<sup>st</sup> will require the Board of Directors to designate the  
163 chapter or region as inactive. The Board shall contact (via e-mail,  
164 letter and/or phone call) the chapter or region with the declaration  
165 of inactive and the process of restoration. A chapter or region  
166 shall be reinstated to active status by approval of the Board and  
167 payment of current dues.

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169 c. **Declaration of Revocation:** If by June 30<sup>th</sup> (an additional ninety  
170 days) the chapter or region has not been reinstated, the Board  
171 shall revoke the chapter or region charter. Revocation of chapter  
172 and region charters shall be reported to the appropriate region  
173 and to the NBPC membership in the Board's Annual Report.

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175 After revocation, the charter of a chapter or region shall be  
176 reinstated by approval of the Board with a written request  
177 indicating that it has met the bylaws requirements for a chapter or  
178 region and payment of current dues. Reinstatements shall be  
179 reported to the membership in the Board's Annual Report.

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181 **ARTICLE VI - NBPC MISSION PARTNERS / CONTRIBUTIONS**

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183 **Section 1: INSTITUTIONAL MISSION PARTNERS (IMP)**

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185 a. **Institutional Mission Partners (IMP)** are churches, mid councils,  
186 and other organizations who are supportive of the mission and  
187 purpose of NBPC and desire to be related to the Caucus.  
188  
189 b. The Session of all Presbyterian Churches shall be encouraged to  
190 become annual Institutional Mission Partners of NBPC.  
191  
192 c. A minimum contribution for Institutional Mission Partners shall  
193 be \$100.00. Other councils, entities, and organizations of the  
194 denomination shall also be encouraged to become Institutional  
195 Mission Partners. IMP contributions are divided equally between  
196 the chapter, if one exists, and National. If no chapter exists then  
197 the full IMP contribution goes to National.

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199 **Section 2: NON- MEMBER MISSION PARTNERS (NMP)**

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201 **Presbyterians** who **are** non-NBPC members and other friends of  
202 the NBPC shall be encouraged to become Non-Member Mission  
203 Partners of the NBPC with a minimum contribution of \$100.00.  
204 Non-Member Mission Partner (NMP) contributions are divided  
205 equally between the chapter, if one exists, and National. If no  
206 chapter exists then the full NMP contribution goes to National.

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208 **ARTICLE VII – BOARD OF DIRECTORS (BOARD)**

209 **Section 1:** The Board of Directors is the overall administrative and  
210 programmatic unit of the Caucus. It is representative of the unity  
211 of the chapters, regions, and individual members who are part of  
212 the NBPC. The role and responsibilities of the Board of Directors  
213 include but are not limited to the following:

- 214  
215 a. The Board shall act on behalf of the NBPC between biennial or  
216 special meetings except for the election of officers and  
217 amendments to the bylaws.  
218  
219 b. The NBPC Board shall appoint a voting member to the General  
220 Assembly (PCUSA) Advocacy Committee for Racial Ethnic Concerns  
221 (ACREC); and to the Advisory Committee of the African American  
222 Congregational Support Office of the General Assembly  
223 Presbyterian Mission Agency.

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- c. **Manual of Administrative Operations:** The Board of Directors shall develop and maintain a manual of operations that will specify the form and guide the work of administration and program for the Board and Caucus. The manual shall include detailed position descriptions for Board officers and committees.
- d. **Insurance:** The Board shall provide for appropriate and adequate insurance coverage for the Board of Directors and the activities of the Caucus.
- e. Other special responsibilities may be assigned to the Board by the NBPC.

**Section 2: BOARD MEMBERSHIP -**

- a. The board membership shall include the national officers, regional representatives, Director of Chapter and Region Development, Financial Administrator (or a similar position) , two youth region representatives, elected from designated regions for a two year term, the NBPC representative to the Advocacy Committee for Racial Ethnic Concerns (ACREC), and the Advisory Committee of the African American Congregational Support Office of the General Assembly Presbyterian Mission Agency. The Associate for African American Congregational Support (PMA), or its successor, may also serve as an advisory member without vote.
- b. Youth Region Representatives shall rotate alternately every two years to ensure youth representation from all regions. The NBPC representative to ACREC shall serve a four year term, in accordance with the rules of the General Assembly Nominating Committee and is eligible for one additional term.
- c. Committee chairs, and other persons appointed by the President who are not board members may, by approval of the board, serve as ex-officio Board members, with vote, during the tenure of their responsibility, if needed. Such appointments shall be reported to the membership in the annual report of the Board.
- d. The number and other categories of board membership shall be determined at biennial meetings of the NBPC upon recommendation of the Board of Directors.

**Section 3 OFFICERS AND DUTIES** – The NBPC Board of Directors shall have four (4) elected officers -- President, Vice President, Secretary, and Treasurer. These officers shall be elected by the NBPC membership. Full position descriptions can be found in the Manual of Administrative Operations. Their duties shall be as follows:

- 274 a. **THE PRESIDENT** shall convene regular scheduled Board meetings,  
275 preside, or arrange for other officers to preside at the Board  
276 meeting in the following order: Vice-President, Secretary, and  
277 Treasurer. The President also serves as the Chief Executive Officer  
278 of the organization, as a non-profit entity, and shall carry out  
279 duties as required of that function. The President shall serve as  
280 immediate supervisor of any employed or contract staff, and fulfill  
281 other appropriate responsibilities assigned by the Board.  
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- 283 b. **THE VICE- PRESIDENT** shall, in addition to presiding in the  
284 absence of the President, chair special committees or fulfill other  
285 assignments as designated by the Board or the President.  
286
- 287 c. **THE SECRETARY** shall be responsible for keeping records of Board  
288 actions, including overseeing the taking of minutes at all board  
289 and executive committee meetings, sending out meeting  
290 announcements, distributing copies of minutes and the agenda to  
291 each Board member, assuring that all organizational records and  
292 current membership rosters are maintained, and to conduct the  
293 general correspondence of the organization that is not a function  
294 proper to other offices or committees.  
295
- 296 d. **THE TREASURER** shall maintain an accurate record of all finances,  
297 and make a written report at each Board meeting and at the  
298 Biennial Meeting. The Treasurer shall be an ex-officio member,  
299 without vote, of the Finance Committee. The Treasurer shall assist  
300 the committee in the preparation of the budget, and make  
301 financial information available to Board Members and the general  
302 membership upon request. (See Article VIII re Treasurer and  
303 Finance Committee)  
304
- 305 e. Officers should reflect the diversity of the NBPC membership. In  
306 the election process, fair representation will be given to women  
307 and men, clergy and non-clergy, youth and young adults.  
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309 **Section 4: REGIONAL REPRESENTATIVES** – Each region shall elect or  
310 designate a Regional Representative. The Regional Representative  
311 shall represent the region on the NBPC Board of Directors and is  
312 accountable to the Board. The Regional Representative should be  
313 committed to participating fully in the work of the Board, with  
314 particular emphasis on serving as liaison between the Board, the  
315 Region, and Chapters. They may also be asked to fulfill other  
316 related responsibilities assigned by the Board.  
317

318 **Section 5: MEETINGS** – The Board of Directors of the NBPC shall meet at least  
319 three (3) times each year. An official Board meeting requires that  
320 each Board member shall have a written notice one (1) week in  
321 advance.  
322

323 Section 6: **ANNUAL MEETING** - The first meeting of the year shall ordinarily  
324 be designated as the Annual Board Meeting. The agenda for this  
325 meeting shall include, but not limited to, annual reports from the  
326 regions, annual financial / budget and membership reports. The  
327 Board shall prepare an Annual Report for distribution to the NBPC  
328 membership.  
329

330 Section 7: **SPECIAL MEETINGS** - Special meetings of the Board shall be called  
331 upon the request of the Executive Committee or the President with  
332 concurrence of the Executive Committee.  
333

334 Section 8: **ELECTRONIC MEETINGS:** The Board of Directors, the Executive  
335 Committee, and any other entity of the NBPC may meet by video-  
336 conference or teleconference where appropriate and available.  
337 Such meetings must be conducted by a technology that allows all  
338 persons participating to hear each other at the same time and, if a  
339 video-conference, to see each other as well. The procedure for  
340 conducting meetings as required by Robert's Rules of Order (Newly  
341 Revised) shall be followed as appropriate.  
342

343 Section 9: **BOARD ELECTIONS** - Election of new members of the NBPC Board  
344 of Directors, or election of current Board members to a second  
345 term, shall occur at the final business session of the biennial  
346 meeting. Members shall be elected by a majority vote of active  
347 NBPC members in attendance at the biennial meeting.  
348

349 Section 10: **ABSENTEE VOTING** - In years when there is not a biennial meeting  
350 (even numbered years) elections shall be held by Absentee Voting  
351 in accordance with Article XII, Section 2. Members of the Board of  
352 Directors shall be elected by a majority vote cast by current NBPC  
353 members in good standing (paid membership). *(See Article XII,*  
354 *Section 2 re: Absentee Voting)*  
355

356 Section 11: **TERMS** - The term of office for NBPC Board members shall be two  
357 (2) years. Board members shall be eligible to serve a 2<sup>nd</sup> two (2)  
358 year term. No officer or Board member shall be elected to serve  
359 more than two (2) consecutive two (2) year terms. Persons may be  
360 reelected to office after a one year absence. The NBPC Board shall  
361 be divided into two (2) classes as proposed by the Nominating  
362 Committee. *(See ACREC exception in Article VII, Section 2,b)*  
363

364 Section 12: **QUORUM** - A quorum for the transaction of official Board business  
365 shall constitute the presence of a majority of the voting Board  
366 members, including one (1) elected officer.  
367

368 Section 13: **REMOVAL** - Board members are expected to participate in all  
369 Board meetings. A Board member shall be removed from the  
370 Board for excessive absences *(two or more concurrent unexcused*  
371 *absences)* from Board meetings within a one (1) year period).



372 Excessive excused absences shall also be cause for removal from  
373 the Board.

374

375 **ARTICLE VIII- STANDING COMMITTEES AND AD HOC COMMITTEES**

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377 The Standing Committees of the National Black Presbyterian Caucus shall be:  
378 an Executive Committee, Nominating Committee, Membership Committee, and  
379 Finance Committee. The President shall be an ex-officio members of all  
380 standing committees except the Nominating Committee.

381

382 Section 1: **EXECUTIVE COMMITTEE:** There shall be an Executive Committee  
383 of the Board of Directors comprised of the elected officers and one  
384 regional representative recommended by the Nominating  
385 Committee, who is eligible to serve two years on a rotating basis.  
386 Others members may be added at the discretion of the Board.

387

388 The Executive Committee shall have all of the powers and authority  
389 of the Board of Directors in the intervals between meetings of the  
390 Board of Directors, except for the power to amend or revise the  
391 Articles of Incorporation and Bylaws, subject to the direction and  
392 control of the Board of Directors.

393

394 Section 2: **NOMINATING COMMITTEE:** The Nominating Committee shall  
395 consist of at least three NBPC members elected by the membership  
396 at the biennial convention. The term of office is two years with  
397 eligibility for re-election to 1 additional term. The Nominating  
398 Committee shall elect its own chair. It shall be the duty of the  
399 Nominating Committee to:

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401 a. Develop a process to recruit and present a list of candidates  
402 for officers of NBPC at the biennial meeting or when  
403 authorized by NBPC. The committee also may be asked to  
404 recruit and present candidates for other positions as  
405 determined by the Board.

406

407 b. Confirm that all candidates are members in good standing in  
408 order to be considered for election or appointment.

409

410 c. Develop a leadership transition process for newly elected  
411 NBPC officers.

411

412 Section 3: **MEMBERSHIP COMMITTEE:** The Membership Committee shall  
413 consist of at least 3 NBPC members. The chair of the  
414 Membership Committee shall be appointed by the President.  
415 It shall be the duties of the Membership Committee to:

416

417 a. Develop and implement plans for the Annual Membership  
418 Campaign.

419

420 b. Develop strategy for membership growth.

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- 422 c. To be responsible for recruiting, retaining and reclaiming
- 423 members.
- 424
- 425 d. Report regularly on membership status to the Executive
- 426 Board.
- 427
- 428 e. Regularly provide membership status, updates and statistics;
- 429 and monitor the processing and issuance of rebates, to
- 430 chapters and regions.
- 431
- 432 f. Maintain the national database of active regular and
- 433 affiliate members, chapters, regions, and Mission Partners.
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- 435 g. Collect and/or maintain updated contact information for
- 436 inactive, regular and affiliate members, chapters, regions,
- 437 Mission Partners and others of interest to the National Black
- 438 Presbyterian Caucus.
- 439
- 440 h. Provide mailing labels and/or contact information to
- 441 authorized persons upon request.
- 442

443 Section 4: **FINANCE COMMITTEE:** The Finance Committee shall consist  
 444 of at least three (3) members. It may be comprised of both  
 445 Board and non-Board active members. The maximum size of  
 446 the committee shall be determined by the Board. The chair of  
 447 the Finance Committee shall be appointed by the President.  
 448 The Treasurer and the Financial Administrator shall be ex-  
 449 officio members, without vote. It shall be the duties of the  
 450 Finance Committee to:

- 451
- 452 a. Develop and manage the annual budget. The annual budget shall
- 453 be approved by the NBPC Board of Directors, ordinarily in
- 454 January, and reported to the membership as part of the Board's
- 455 annual report.
- 456
- 457 b. Develop and provide oversight to an effective procedure for
- 458 receiving and depositing membership dues and other funds for
- 459 NBPC.
- 460
- 461 c. Provide oversight of matters related to securing and maintaining
- 462 appropriate Insurance coverage for NBPC.
- 463
- 464 d. Provide oversight of the Treasurer, the Financial Administrator, the
- 465 organization's finances, financial procedures and other responsi-
- 466 bilities assigned by the Board.
- 467
- 468 e. Review the Treasurer's reports which shall be submitted monthly
- 469 in writing to the Board showing income, expenditures and pending
- 470 income.

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- f. Provide oversight of the Annual Financial Review process as indicated in Article XIV, Section 2.

**Section 5: AD- HOC COMMITTEES:** The Board shall create other types of working groups as needed. The President shall appoint all ad hoc committee chairs with the concurrence of the Board.

**ARTICLE IX - CONSTITUENCY GROUPS**

**Section 1:** Constituency Groups are active groups within the PC(USA) comprised of persons whose programmatic focus is consistent with the mission and purpose of the NBPC and that intend to provide programmatic resources to the constituency of the NBPC. Each group initiates, funds, and implements its own program and provides opportunities for ministry.

Groups may request to be related to NBPC. Requests shall be reviewed by the Board of Directors to determine if they are active organizations, and if their program is consistent with the mission and purpose of the NBPC. If approved by the Board, a recommendation shall be presented to the next biennial meeting for vote.

All NBPC Constituency Groups, shall be expected to annually contribute financially to the Caucus by being an Institutional Mission Partner (IMP), and encourage its members to be paid members of the NBPC

If requested by the Board of Directors, a Constituency Group representative, selected by the group, may serve as an Advisory Member of the Board, ex-officio with vote or occasionally meet to resource the the Board in matters related to their program.

**Section 2:** The relationship with a Constituency Group may be dissolved if they do not meet the basic NBPC Bylaws requirements or at the request of the Constituency Group. Such action may be taken, upon recommendation of the Board of Directors, to the next NBPC biennial meeting. The current constituency groups are: African American Clergy Women, Black Presbyterian Women, and the Circle of Elders.

**ARTICLE X – ADMINISTRATION**

**Section 1: STAFF –** Persons, as appropriate, may be employed by the Board to implement the programmatic and daily administrative work of the NBPC and its Board of Directors. The President shall have supervisory oversight of all staff or contract workers.

519 **ARTICLE XI–NATIONAL MEETINGS**

520 **Section 1: BIENNIAL MEETINGS**– The regular biennial meeting (*aka Biennial*  
521 *Convention*) shall ordinarily take place in the summer months. The  
522 Board of Directors shall set the actual date and place of the  
523 biennial meeting.

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525 **Section 2: SPECIAL MEETINGS** – The Board of Directors shall convene special  
526 meetings of the general membership in the event of a critical need.

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528 **Section 3: QUORUM** – A quorum shall be not less than one tenth of the paid  
529 membership, with those present representing at least two-thirds of  
530 the regions.

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532 **Section 4: MINUTES** – The minutes of the biennial or special meeting shall be  
533 made available to members no later than sixty (60) days following  
534 the conclusion of the meeting. Minutes shall be approved at the  
535 next biennial meeting by a majority of the members present.

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537 **ARTICLE XII–ELECTIONS AND VACANCIES**

538 **Section 1: ELECTIONS** – The Nominating Committee shall report its slate at  
539 the first business session of the biennial meeting. Elections shall  
540 be held during the final business session of the biennial meeting.  
541 The NBPC membership shall have the right to nominate from the  
542 floor. Elections shall be confirmed by a majority of votes cast.

543  
544 **Section 2: ABSENTEE VOTING** – All members of the NBPC whose dues are  
545 current shall be eligible to vote when present at a regular or  
546 special business meeting. **An exception to this rule** provides for  
547 voting by absentee ballots when voting on the election of board  
548 members, officers, and bylaws in the years (even numbered years)  
549 when a biennial meeting is not held. A process for absentee voting  
550 shall be determined by the Board, (such as, voting by postal or  
551 electronic mail, or facsimile (fax).

552  
553 **Section 3: VACANCIES** – A vacancy or vacancies on the Board shall be  
554 deemed to exist on the occurrence of either the death, resignation,  
555 or removal of any Board member. Resignation from the Board  
556 shall be in writing, received by the Secretary, and approved by the  
557 Board. Vacancies shall be filled by the Executive Committee with  
558 the concurrence of the Board. Vacancies of Regional  
559 Representatives or representatives of approved constituency  
560 groups shall be filled within 60 days of declared vacancy by the  
561 respective region or constituency group, otherwise the vacancy  
562 shall be filled by the Executive Committee with the concurrence of  
563 the Board pending election by the respective region or  
564 constituency group.

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566 **ARTICLE XIII - INSURANCE**

567 The Board shall purchase and maintain, on behalf of the NBPC,  
568 appropriate general liability insurance, directors' and officers'  
569 liability insurance, and any other insurance coverage determined  
570 necessary for special events.  
571

572 **ARTICLE XIV – FISCAL YEAR AND FINANCIAL REVIEW**

573 **Section 1:** The NBPC fiscal year shall be January 1 through December 31.

574  
575 **Section 2: Full Financial Reviews:** The Finance Committee shall insure that a  
576 full financial review of all NBPC financial records shall be  
577 conducted annually. The Board may order a full audit of financial  
578 records if determined necessary.  
579

580 The annual reviewed financial records of the organization shall be  
581 public information and shall be made available to the NBPC  
582 membership and Board members upon request. These records  
583 may be released to other entities with vested or valid interest upon  
584 approval of the Board.  
585

586 The annual financial review=report shall ordinarily be presented to  
587 the NBPC Board sixty (60) days prior to the Board’s annual meeting  
588 and also presented to the NBPC membership following the annual  
589 meeting of the Board.  
590

591 **ARTICLE XV – PARLIMENTARY PROCEDURES**

592 The order of business of the NBPC shall be conducted in accordance with  
593 Roberts’ Rules of Order (Latest Edition), except in those cases where these  
594 bylaws provide otherwise.  
595

596 **ARTICLE XVI – AMENDMENTS / REVISIONS**

597 **Section 1:** These Bylaws of NBPC shall be amended or revised when necessary  
598 by a two-thirds majority of eligible NBPC members present at a  
599 biennial or special meeting. Proposed changes shall be sent to  
600 each individual member at least four (4) weeks prior to the  
601 meeting wherein the action is to be taken. *(See Article XII, Section*  
602 *2 re: Absentee Voting)*

603 + + + + + + + + + + +

604  
605 ***Bylaws were amended and approved on July 2, 2005 at the 38th Annual***  
606 ***Convention of the National Black Presbyterian Caucus, Charlotte, NC.***

607  
608 ***Bylaws Amended: August 1, 2009 (Article V, Sections 8 and 9, Article VIII,***  
609 ***Section 2 – at the 40<sup>th</sup> Biennial meeting of the National Black Presbyterian***  
610 ***Caucus, Tuscaloosa, AL.***  
611

612 ***Bylaws Amended: July 2, 2011 (Article IV, Section 1, A and B; Article V,***  
613 ***Section 4 (in bold print)– at the 41<sup>st</sup> Biennial meeting of the National Black***  
614 ***Presbyterian Caucus in conjunction with The Big Tent, Indianapolis, Indiana.***

615  
616 ***Revised Bylaws were approved: July 31, 2013 at the 42<sup>nd</sup> Biennial meeting of***  
617 ***the National Black Presbyterian Caucus in Louisville, KY.***

618  
619 *Revised Bylaws were approved: July 11, 2015 at the 43<sup>rd</sup> Biennial meeting of the*  
620 *National Black Presbyterian Caucus in Charlotte, NC.*

621  
622 ATTESTED:

623 *Mary Newbern-Williams /s/*

624 *Rev. Dr. Mary Newbern-Williams,*  
625 *NBPC Secretary*

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