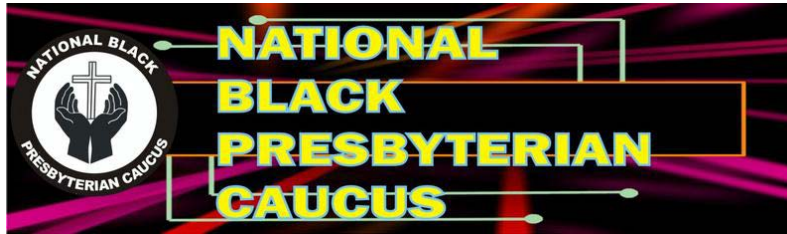


1 **BYLAWS OF THE SALEM BLACK PRESBYTERIAN CAUCUS**



3 **NATIONAL BLACK PRESBYTERIAN CAUCUS-**
4 **SALEM PRESBYTERY CHAPTER**

5 **ARTICLE I – NAME AND RELATIONSHIPS**
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7 The organization shall be named the Salem Black Presbyterian Caucus, which
8 will serve as a foundational chapter of the National Black Presbyterian Caucus (NBPC),
9 PC (USA) and Mid-Atlantic Region of the NBPC (MAR-NBPC). The chapter shall be
10 chartered by and accountable to the National Black Presbyterian Caucus through its
11 Regional representative. The Salem Black Presbyterian Caucus shall herein be referred
12 to as **SBPC**.

13 **ARTICLE II – PURPOSE**
14

15 The SBPC shall act as a voice within the Salem Presbytery with several foci to
16 advise, inquire, institute and monitor programmatic, budgetary and ecclesiastical
17 activities as they relate to African American congregations. SBPC will implement its
18 purpose by the following parameters and functional responsibilities:

- 19 • Advise Committee on Representation and the Nomination Committee of
20 African-American Presbyterians for leadership in all levels of the Presbytery
- 21 • Address issues of racism and discrimination existing within the Salem Presbytery
- 22 • Collaborate with churches for multi-cultural inclusiveness and ecumenical
23 worship
- 24 • Provide interpretation and understanding of the unique gifts and talents of
25 the African-American religious experience
26 •
- 27 • Encourage mission planning and design to enhance full-time pastoral leadership
28 for African-American churches
- 29 • Promote recognition and affirmation of small African-American churches for their
30 faithful witness and mission

31 **ARTICLE III – MEMBERSHIP**

32 Section 1. Membership shall be open to all African-American Presbyterians
33 (clergy and laypersons) who reside or work within the bounds of the Salem
34 Presbytery.

35 Section 2. Persons who are not African-American but are members of the Salem
36 Presbytery and any Salem Presbyterian Churches may become members by
37 subscribing to the stated purpose of the Black Caucus and by paying the
38 required membership fees. They shall have voice and vote.
39

40 Section 3. The SBPC chapter must consist of at least five (5) paid members.
41

42 Section 4. The SBPC secretary shall maintain membership records of all
43 members who complete the membership application.

44 Section 5. Youth Membership
45 The Salem Black Presbyterian Youth Caucus is under the supervision,
46 guidance and support of the SBPC. Youth membership is open to any
47 youth of the Salem Presbytery
48

49 **ARTICLE IV – MEMBERSHIP DUES**

50
51 Section 1: Individual Membership Dues
52

53 a. Individual Membership – There shall be an annual membership fee,
54 payable to the chapter. The fee shall provide membership in the
55 chapter, region and national organization.
56

57 b. Lifetime Membership – Members of the NBPC may choose to become
58 Lifetime Members. This membership shall provide funds for the NBPC
59 Endowment Fund with the Presbyterian Foundation. Persons who are
60 Lifetime Members shall not be required to pay annual national dues but
61 shall be encouraged to make an annual contribution to the work of the
62 NBPC.
63

64 Section 2: Other Membership Dues
65

66 a. Institutional Dues – The Session of all predominantly African-American
67 Presbyterian Churches shall be encouraged to become institutional
68 members of NBPC. Institutional dues shall be based on an annual
69 contribution of one (\$1.00) dollar per member or a minimum amount of
70 one hundred (\$100.00) dollars. Institutional dues do not take the place
71 of individual memberships.
72
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74

b. Chapter and Region Dues – Each NBPC chapter and region shall pay annual dues by January 30th, as recommended by the Board of Directors and approved by the NBPC membership at the annual meeting. Failure to pay chapter dues by January 30th shall result in the revocation of the chapter’s charter. Failure to pay regional dues shall result in the revocation of the region’s charter and a loss of representation on the NBPC Board of Directors. This action against the region shall have implications on the chapters. Therefore, it is the chapter’s responsibility to ensure that both the chapter and the regional dues are paid in a timely manner.

ARTICLE V – MEMBERSHIP FEES

Section 1. Each individual shall pay a total of \$50.00 annually for Chapter, Region and National dues.

NBPC	\$25.00
Region.....	\$10.00
Chapter.....	\$15.00
Youth Members.....	\$25.00

Section 2. The chapter shall pay annual dues to the National as prescribed by the Bylaws of the NBPC. Each church is encouraged to become institutional mission partners. Dues shall be paid by January 30th as recommended by the Board of Directors and approved by the NBPC membership at their annual meeting.

Institutional Dues	\$1 per member or a minimum of \$100.00
Chapter Dues	\$100.00

Section 3. Lifetime membership Dues \$1,000.00
 Lifetime members are encouraged to make an annual contribution of \$25.00 to the National Black Presbyterian Caucus.

Section 4. Membership fees are payable by January 31st or at any time during the calendar year.

ARTICLE VI – OFFICERS AND CHAPTER REPRESENTATIVES

Section 1. The SBPC shall elect the following officers: Moderator, Vice Moderator, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Youth Representative, two At-Large Members, a Chaplain and a Parliamentarian.

Section 2. The elected officers, standing committee chairpersons, related organizational representative(s), and two at-large members shall make up the Executive Committee, and should each be members of different congregations.

121 Section 3. All officers and committee chairpersons shall serve staggered terms of
122 office to insure that all offices are not vacated at the same time. The term
123 of office is for two (2) years. An officer shall not serve for more than two
124 (2) consecutive terms in any single office.
125

126 Section 4. Any member in good standing shall be eligible to serve as an officer in
127 the SBPC.

128 Section 5. The Executive Committee may invite members of the Caucus to attend,
129 observe and participate in its meetings, if it so desires, without restricting
130 its right to meet in Executive Session when circumstances indicate the
131 wisdom of doing so. All members of the Executive Committee, current or
132 elected, shall maintain active membership in the NBPC.
133

134 **ARTICLE VII – DUTIES OF THE EXECUTIVE COMMITTEE**

135 Section1. Duties of the Executive Committee shall include, but are not limited to the
136 following:

137 (a) Set the dates and the agenda for the annual meeting, regular
138 meetings, special meetings, and meetings of the Executive Committee

139 (b) Prepare reports for the membership
140

141 (c) Receive reports, requests, and/or monies, etc. from the general
142 membership and other sources

143 (d) Establish working relations with the local congregations, the Salem
144 Presbytery, the Synod of the Mid-Atlantic and the General Assembly

145 (e) Develop strategies which will address issues before the Salem
146 Presbytery specifically affecting the lives and participation of African-
147 American congregations
148

149 (f) Develop strategies for addressing issues in the society which
150 specifically affect African-American people

151 (g) Receive, review, monitor and assess reports, activities, decisions, etc.
152 of divisions and committees of Salem Presbytery and prepare position
153 papers and strategy plans

154 (h) Maintain a presence at the Salem Presbytery, including a booth for the
155 distribution of information and materials.
156

157 (i) Keep the members informed about all activities

158 (j) Develop and maintain a system for regular reports to members

- 159 (k) Review policies and actions of the NBPC and the MAR-NBPC and
160 make necessary recommendations
- 161 (l) Direct activities of the Treasurer
- 162 (m) Develop a database that reflects the skills of African-American
163 Presbyterians for use by nominating committees and other appropriate
164 bodies of the Presbytery, the Synod and the NBPC
- 165
- 166 (n) Approve the budget to be submitted to the membership at the annual
167 meeting
- 168
- 169 (o) Interpret the purpose and general work of the Salem Black Presbyterian
170 Caucus
- 171

172 Section 2. Duties of the Moderator

173 The moderator shall:

- 174 ▪ Preside over meetings of the Executive Committee
- 175 ▪ Preside over the meetings of the SBPC
- 176 ▪ Maintain order and decorum at all meetings
- 177
- 178 ▪ Represent SBPC at the Presbytery, the Synod, the National and
179 other appropriate meetings
- 180 ▪ Fulfill other duties as assigned by the general membership
- 181
- 182 ▪ Serve as ex-officio officer in the work of the committees
- 183
- 184

185 Section 3. Duties of the Vice-Moderator

186 The Vice Moderator shall:

- 187 • Preside in the absence of, or at the request of the moderator
- 188 • Serve as chapter representative to the steering committee of MAR-NBPC
- 189 • Receive the annual reports to the general membership
- 190 • Serve as ex-officio member of all committees
- 191 • Perform other duties assigned by the Moderator or the Executive
- 192 Committee
- 193

194 Section 4. Duties of the Secretary/Assistant Secretary

195 The secretary shall:

- 196
- 197 • Record and maintain records of the meetings of the Executive Committee
- 198 • Record and maintain records of the meetings of the general membership
- 199 • Refresh membership records, in accordance with Article III on
- 200 Membership
- 201
- 202 • Prepare reports for distribution to the membership.
- 203

204 The Assistant shall support the secretary and serve in the absence of the Secretary.
205 Duties shall be as outlined above.

206 Section 5. Duties of the Treasurer/Assistant Treasurer

207 The Treasurer shall:

- 208
- 209 • Receive and deposit all monies
- 210 • Forward membership applications and fees to the NBPC secretary
- 211 • Establish and maintain verifiable accounting procedures
- 212 • Disburse funds only upon authorization of the Executive Committee, with
- 213 proper documentation
- 214 • Prepare a monthly statement for the Moderator
- 215 • Prepare bi-monthly statements for the Executive Committee

- 216 • Prepare at least quarterly reports for the membership
- 217 • Present a financial report at the Annual meeting
- 218 • Serve on, but not chair the Finance Committee

219 The Assistant Treasurer shall support the Treasurer and serve in the absence of the
220 Treasurer. Duties shall be as outlined above.

221

222 Section 6. Duties of Youth Chairperson and Youth Representative

223

224 The Youth Chairperson and Representative shall:

- 225 • Participate on the Executive Committee
- 226 • Work with the Youth Council to:
 - 227 1) Develop strategies for programs, leadership training, and church participation
 - 228 2) Report progress to the Executive Committee
 - 229 3) Prepare an annual report
- 230 • Youth council members must be members in good standing

231 Section 7. Parliamentarian Procedures (New section)

232

233 The order of business of the SBPC shall be conducted in accordance with Roberts'
234 Rules of Order (Latest Edition), except in those cases where these Bylaws provide
235 otherwise. The Parliamentarian shall moderate the Bylaws Committee.

236

237 **ARTICLE VIII STANDING COMMITTEES AND RELATED ORGANIZATIONS**

238 Section 1. There shall be five (5) Standing Committees as listed below:

- 239 • Each committee chairperson shall be a member of the Executive Committee
- 240 • Memberships on committees are drawn from the SBPC membership
- 241 • Selection of committee members shall be made by the committee chairperson
242 and approved by the Executive Committee and the membership

243

244 Section 2. NOMINATING COMMITTEE

- 245 • Shall present a slate of officers, at-large members, committee chairpersons
246 and a youth chairperson for election at the annual meeting or whenever
247 vacancies occur.

- 248 • Shall notify the general membership of vacant offices and solicit names of
249 persons to be considered
- 250 • Shall develop and mail nomination forms to congregations by October 15th
251 and request that forms be returned by December 31st
- 252 • Shall present the slate of nominees at the Annual meeting
- 253 • Shall develop a file/database of nominees
- 254 • Shall acknowledge appreciation for all names placed in nomination
255
- 256 • Submit budgetary requirements to the Finance Committee as requested
257

258 Section 3. FINANCE COMMITTEE

- 259 • Shall develop the annual budget and submit the proposed budget to the
260 Executive Committee in the Fall
- 261 • Shall develop strategies for raising funds from sources other than
262 membership fees
- 263 • Shall conduct an annual review of financial records and make
264 recommendations to the Executive Committee about receipts and
265 expenditures as they relate to the annual budget
266
- 267 • All standing committees are required to submit all expected expenses for the
268 upcoming annual budget to the Finance Committee by August 31st
269

270 Section 4. PROGRAM COMMITTEE

- 271
- 272 • Shall plan and coordinate annual projects, programs and workshops
273
- 274 • Shall serve at the direction of the Executive Committee
275
- 276 • Shall prepare an annual report
277
- 278 • Submit budgetary requirements to the Finance Committee as requested
279

280 Section 5. YOUTH COMMITTEE

- 281
- 282 • Shall develop strategies for youth programming
- 283 • Shall oversee the implementation of these strategies
- 284 • Shall consist of the youth officers, three (3) Youth Representatives, a Youth

- 285 chairperson from the Executive Committee and two (2) at-large adult
286 advisors.
- 287 • Shall designate a representative to serve on the steering committee of the
288 MAR- NBPC when requested
 - 289 • Shall prepare an annual report to be presented at the annual meeting
290
 - 291 • Shall submit budgetary requirements to the Finance Committee as requested

292 Section 6. MEMBERSHIP COMMITTEE

- 293
- 294 • Shall develop and oversee strategies for increasing membership in the
295 Caucus in accordance with Article III, IV and V on Membership
296
- 297 • Shall develop ways to communicate with the membership
- 298 • Shall prepare an annual report to be presented at the Annual meeting
299
- 300 • Shall submit budgetary requirements to the Finance Committee as requested
- 301 • Shall work with the Secretary to refresh membership records in accordance
302 with Article III, Membership
303

304 Section 7. RELATED ORGANIZATIONS

305 **“Related Organizations”** are comprised of persons whose programmatic focus is
306 consistent with the purpose and goals of the NBPC-SC and provide programmatic
307 resources to the constituency of the NBPC-SC. Each group initiates its own program
308 and provides opportunities for ministry.
309

310 The chapter reserves the right to create and/or suspend autonomous bodies as
311 the chapter deems fit. The chapter can create autonomous bodies so long as
312 said bodies are not in conflict with the overall goals and objectives of the chapter.
313 The creation and/or suspension of autonomous bodies may occur only at a
314 regular meeting of the chapter with a two-thirds vote of the members present
315 and voting, and only when notice of such creation/suspension has been given in
316 writing at the previous regular meeting and the same communicated to all
317 members.
318

319 **The following “Related Organizations” have been recognized by SBPC:**

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“**Related Organizations**” may be added at the discretion of the chapter upon
recommendation to the Executive Committee.

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ARTICLE IX MEETINGS

Section 1. Regular Meetings shall:

- Be scheduled and conducted as described in Article VII and Article IX, Section 5

Section 2. The Annual Meeting shall:

- Be held in April of each year
- Include on its agenda the following and other concerns important to the purposes of the SBPC:

1. Worship
 2. Standing Committees and “Related Organizations” report
 3. A “State of the Caucus” report by the Moderator
 4. Financial Report
 5. Elections
 6. Connectional Communications
 - General Assembly
 - NBPC
 - Salem Presbytery
 7. Regional Reports
 8. Reception for the newly elected and installed officers of the SBPC
 9. Receive and approve the minutes of the previous Annual Meeting, special committee or task group reports
- A quorum for the annual meeting will be a minimum of 30% of the membership in good standing

Section 3. Special chapter meetings may be called by three members of the Executive Committee or by ten (10) chapter members in good standing, when deemed necessary.

Section 4. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall:

1. Meet at least three (3) times per year

- 359 2. Meet within six (6) weeks of the Annual Meeting
360 3. Meet in the Fall
361 4. Meet at the Annual meeting
362 5. Meet at the call of the Moderator or two (2) other members
363 6. The quorum for conduct of business of the Executive Committee shall be at least
364 33%
365

366 Section 5. Committee Meetings

367 Standing Committees shall:

- 368
- 369 • Meet at least two (2) times per year
 - 370 • Electronic Meetings: The Executive Committee, the Chapter Assembly, and
371 other committees related to the NBPC-SBPC may meet by videoconference
372 or teleconference where appropriate and available. Such meetings must be
373 conducted by a technology that allows all persons participating to hear each
374 other at the same time (and, if a videoconference, to see each other as well).
375 The procedure for conducting meetings as required by Robert's Rules of
376 Order (Newly Revised) shall be followed as appropriate
 - 377 • Meet at the call of the Executive Committee Moderator or two (2) members of
378 the Committee
379

380 Section 6. Conduct of Meetings

381 The order of business for all meetings of SBPC bodies shall be conducted in
382 accordance with Roberts' Rules of Order (Latest Edition), except in those cases where
383 these Bylaws provide otherwise.
384

385 **ARTICLE X ELECTIONS**

386 Section 1. Elections shall be held every year at the Annual Meeting

387

388 Section 2. A Nominating Committee, elected by the chapter – in rotating classes –
389 shall report its slate and elections held at the Annual Chapter meeting.
390 Installation of officers shall be at the Annual Meeting of the Chapter.
391 Elections shall be confirmed by a simple majority of votes cast.
392

393 Section 3. The body may nominate from the floor
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395

396 **ARTICLE XI VACANCIES**

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Vacancies due to unexpired terms shall be filled by the Administrative Board with the concurrence of the Chapter. Resignation from the Administrative Board shall be in writing and received by the Secretary. A Board member shall be removed for excessive absences if he/she has two (2) consecutive unexcused absences from Board meetings in a year.

403 **ARTICLE XII - PARLIAMENTARY PROCEDURES - AMENDMENTS**

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Section 1: All business of the Chapter shall be conducted in accordance with the most recent edition (revised) of Robert’s Rules of Order unless they are inconsistent with the Bylaws of the Chapter and the National Black Presbyterian Caucus.

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Section 2: These Bylaws may be amended at any Chapter meeting by a two-thirds vote, provided the changes have been distributed to members of the Chapter, in writing, thirty days before the meeting.

412

These Bylaws of the NBPC – Salem Presbytery Chapter were adopted by the Chapter on November 14, 2009 to become effective January 1, 2010.

415

Attested:

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_____,
Secretary (official signed copy on file)

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421

422 **ADDENDUM-A: Amendment to the Bylaws required by the Internal Revenue Service (IRS)**

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424

The “National Black Presbyterian Caucus is organized exclusively for charitable, educational or religious purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

429

430

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statement) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization

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441 exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code,
442 or corresponding section of any future federal tax code, or (b) by an organization,
443 contributions to which are deductible under section 170 (c) (2) or the Internal Revenue
444 Code, or corresponding section of any future federal tax code.

445
446 Upon the dissolution of the organization, assets shall be distributed for one or more
447 exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue
448 Code, or corresponding section of any future federal tax code, or shall be distributed to
449 the federal government, or to a state or local government, for a public purpose. Any
450 such assets not disposed of shall be disposed of by the Court of Common Pleas of the
451 county in which the principal office of the organization is then located, exclusively for
452 such purposes or to such organization, as said Court shall determine, which are
453 organized and operated exclusively for such purposes.”

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