

**North Dakota Teacher Center Network**  
**Constitution and Bylaws**  
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## **Constitution**

### **Article I. Name**

The association is known as the North Dakota Teacher Center Network (NDTCN). Each Center receiving operational support from the Department of Public Instruction must include “Teacher Center” as part of its operational name.

### **Article II. Mission & Goals**

The mission of the NDTCN is to assist practicing teachers, education students and other educational personnel in professional knowledge and skill development to improve the learning of students.

The goals of the NDTCN are to:

- Deliver professional development based on research and best practices.
- Facilitate joint projects and exchange of services between K-12 schools, state and federal agencies and institutions of higher education for professional development of practicing teachers, education students and other educational personnel.
- Communicate via print and/or electronic mediums to all constituents.
- Provide practicing teachers, education students and other educational personnel with access to instructional resources and educational equipment.

### **Article III. Membership**

Each of the nine sites (Bismarck, Devils Lake, Dickinson, Grand Forks, Mayville, Minot, Valley City, Wahpeton, and Williston) is automatically a member of the North Dakota Teacher Center Network.

### **Article IV. Officers**

#### Section 1: Offices

The Network shall have the following offices: President and Vice-President.

#### Section 2: Election Policies

The officers of the NDTCN shall be elected following Robert’s Rules of Order for election policy.

### Section 3: Terms of Office

#### A. President

The President shall serve a two-year term and must agree to the elected position. The President will be elected at the last scheduled meeting of a school year of each odd numbered year. There will be no term limits.

#### B. Vice-President

The Vice-President shall serve a two-year term and must agree to the elected position. The Vice-President will be elected at the last scheduled meeting of a school year of each even numbered year. There will be no term limits.

### Section 4: Duties of the Officers

#### A. Presidential Responsibilities

The President shall:

- Preside over the meetings of the NDTCN.
- Organize and call meetings for the NDTCN, providing 30 days advance notice of upcoming meetings and an agenda to the other directors.
- Delegate, but is not limited to, oversight of the following:
  - NDTCN Brochure
  - Conference Booths
  - NDTCN representation at/for various constituent organizations

#### B. Vice-Presidential Responsibilities

The Vice-President shall:

- Assume the duties of the President should the President be absent or a vacancy occur.
- Carry out the duties as assigned by the President.

### Section 5: Officer Compensation

A. The President shall receive the sum of \$500 per year for services to the NDTCN, payable to that Teacher Center site.

B. The Vice-President shall receive a percentage agreed upon by the Executive Committee in the event that he/she must assume the duties of the President, payable to that Teacher Center site.

### Section 6: Executive Committee

The Executive Committee shall be made up of the following: President, Vice-President and the Financial Representative.

## **Article V. Meetings**

### Section 1: Meeting Schedule

The Network shall hold at least three general membership meetings each year.

Section 2: Quorum

For a quorum for the transaction of business to occur, five out of the nine Teacher Center Directors must be present.

Section 3: Logistics

The host director of the city where the meeting is scheduled will collaborate with the President to secure lodging if necessary, secure a meeting room, arrange for meals if necessary, and other details as directed by the President.

Section 4: Requirements

Teacher Center Directors or their designees are expected to attend all general membership meetings.

**Article VI. Adjunct Roles**

Section 1: Non-Officer Positions

- A. Financial Representative: The NDTCN shall appoint an agency to administer the funds of the network. An appropriate employee of the appointed agency shall serve as the Financial Representative to the NDTCN.
  
  - B. Advisory Committee Members: The Advisory Committee will be chosen by the NDTCN to include representation from, but not limited to, the following:
    - NDTCN Constituents to include one from each of the following:
      - State/Federal Agency
      - State Senate
      - State House
    - NDCEL
    - ESPB
    - NDEA
    - DPI
    - Higher Education
    - Education-at-Large
    - Tribal Representative
- 1. Term of Office
    - a. The term of the Advisory Committee members shall be a renewable three-year term.
    - b. An Advisory Committee member choosing to resign his/her position on the NDTCN Advisory Committee shall do so in writing to the President of the NDTCN.
  
  - 2. Meetings
    - a. The President of the NDTCN shall notify members of the Advisory Committee as to the date, time, and location of all meetings.
    - b. The members of the Advisory Committee shall have the right to participate and vote at NDTCN meetings.

- c. Advisory members or their designees must attend the last scheduled meeting of a school year.

C. Review Committee Members: The Review Committee will be chosen by the NDTCN to include the following:

- President
  - Vice-President
  - DPI Representative
  - Two other advisory committee members selected by the NDTCN
1. Term of office of committee members that serve on the Review Committee
    - a. The two other advisory committee members shall serve two-year terms that expire on alternating years.
  2. Duties of Review Committee
    - a. To advise the network on recommended actions to be instituted toward Centers that do not comply with the minimum funding guidelines of the NDTCN.
    - b. Recommended actions shall be brought before a special meeting of the NDTCN and voted upon for final approval.
    - c. Approval of above actions must be by a majority of those voting.
    - d. Results of actions against said Center must be submitted to that Center's Advisory/Policy Board.

## Section 2: Staff

The NDTCN may contract for an Administrative Assistant or other staff deemed necessary to perform administrative duties as assigned by the President. Selection of the Administrative Assistant or other staff shall be made by the NDTCN.

## **Article VII: Amendments**

An amendment of the Constitution or Bylaws should be proposed verbally, in writing or by e-mail to all Teacher Center Directors and will be approved by a motion or role call vote (7 out of 9) while present at a meeting or through other types of communication including phone or e-mail.

The constitution and bylaws shall be reviewed in its entirety every two years.

**\*Amendments\***

**Amendment I: Minimum Standards for Funding and Operation of a North Dakota Teacher Center**

**To receive North Dakota Teacher Center Network funds, a Teacher Center will demonstrate the following:**

1. An up-to-date governance document which provides for:
  - a. A mission focused on the NDTCN goals as defined in Article II.
  - b. An advisory/policy board composition, which is representative of the service area and includes a majority of teachers.
  - c. Designation of a director who is or has been a teacher and is hired for a minimum of twenty hours per week during the school term.
  - d. Personnel policies that include provision for employment and annual evaluation of the director.
2. An annual statement of goals for the Teacher Center formulated by the advisory/policy board, including:
  - a. Participation in activities of the Center by practicing teachers, education students and other educational personnel within the designated service area or evidence of regular invitation to participate. Each Center shall host a minimum of 10 activities per year and demonstrate through appropriate documentation evidence of at least 10 activities, attendance numbers and evaluation and/or assessment results.
  - b. Distribution of at least six newsletters per year to the service area and other Teacher Centers, DPI and entities that the Center deems necessary by the 10<sup>th</sup> of each month through print, e-mail and/or website posting.
  - c. Develop and maintain for checkout a collection of materials developed according to the Teacher Center and NDTCN goals.
3. That the advisory/policy board meets a minimum of three times a year and keeps on file meeting agendas and minutes.
4. Active participation in meetings and other activities formally approved by the NDTCN.
5. Development and coordination of programs for teacher in-services or professional development consistent with the goals of the Teacher Center as determined by the local advisory/policy board.
6. Facilitation of linkages with teachers by other agencies (such as Game & Fish, ND Heritage Center, NASA, etc.) as appropriate to Teacher Center goals.
7. Participation in programs of the Department of Public Instruction related to the Teacher Center goals, including but not limited to:
  - a. A minimum of one HIV/AIDS training per year.

8. Each Teacher Center will distribute a needs assessment developed by the NDTCN each fall.
9. Commitment to the site demonstrated by substantial contribution of funds or in-kind resources from local school districts, universities and/or other constituents.
10. Develop and present a Center's budget to the Center's governing agency before or at the first meeting of the fiscal year.
11. Submission of a preliminary amendments checklist by June 15. The NDTCN Review Committee will evaluate the checklist and recommend appropriate action for Teacher Centers found in noncompliance with the NDTCN minimum standards.
12. Submission of an annual report signed by the director and a Teacher Center official by August 1 of each year.
13. The annual report will be presented for approval at the fall meeting of the NDTCN.

## ***\*Bylaws\****

### **Article I. Committees/Appointments**

#### **Section 1:**

All involved individuals shall agree upon any committee assignment.

#### **Section 2:**

The Network shall agree upon individuals appointed to serve on committees representing the NDTCN.

- A. North Dakota Math/Science Alliance
- B. NDEA Conference Booth
- C. Council on Teacher Education
- D. Other initiatives as they are appropriate.

### **Article II. Fees & Finance**

#### **Section 1:**

Each individual Teacher Center's Advisory/Policy Board shall determine membership guidelines and establish membership fees for that Teacher Center.

#### **Section 2:**

The fiscal year shall be from July 1 to June 30.

#### **Section 3:**

The Network will decide the distribution of state allocated funds at the last scheduled meeting of a school year.

### **Article III. Annual Report**

Each Teacher Center must submit the NDTCN Annual Report forms to the NDTCN by August 1 of each year.