North Dakota Teacher Center Network  
Constitution and By-Laws  
Document Revised 2-3-2004  
Revised 10-24-05

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

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, Vice-President, Secretary and Treasurer.

Section 2: Election Policies  
The directors of each Center 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 every year at the last scheduled meeting of a school year. There will be no term limits.

B. Vice-President  
The Vice-president shall serve a one-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.

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

The Treasurer shall serve a two-year term and must agree to the elected position. The Treasurer will be elected at the last scheduled meeting of a school year of each odd 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 NDTCN, providing 30 days advance notice of upcoming meetings and an agenda to the other directors.
- Organize and call meetings of the Teacher Center Network Advisory Committee.
- Delegate, but is not limited to, oversight of the following:
  o NDTCN Brochure
  o Conference Booths
  o Teacher Center Network 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.

C. Secretarial Responsibilities
The Secretary shall:
- Record minutes of all NDTCN and Advisory Committee meetings and provide a copy to the Directors, within 30 days after the meeting.
- Be responsible for maintaining current office address, phone numbers, e-mail addresses, and fax numbers for each Center and provide any changes to each Center when the changes occur.
- Maintain current drafts of the Network governance documentation.

D. Responsibilities of the Treasurer
The Treasurer shall:
- Be responsible for on-going communication and collaboration with the appointed representative of the fiscal institution.
- Maintain the NDTCN Advertising account.
- Conduct on-going correspondence with advertising clients.
- Maintain an accurate account of the funds and provide a copy of said report to each director at each NDTCN meeting.

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.

C. The Treasurer and Secretary shall receive the sum of $200 each for each year of service to the NDTCN, payable to that Teacher Center site.

Section 6: Executive Committee
The Executive Committee shall be made up of the following elected officers: President, Vice President, Secretary, Treasurer, 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, six out of the ten TC 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.

Article VI. Adjunct Roles

Section 1: Non-Officer Position

A. Financial Representative: The Network 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 Network.

B. Advisory Committee Members: The Advisory Committee will be chosen by the NDTCN to include representation from, but not limited to the following:
   - Financial Representative
   - TCN Constituents, to include one from a state and federal agency
   - NDCEL
   - ESPB
   - NDEA
   - DPI
   - Higher Education
   - One representative of the State Senate and One Representative of the State House
1. Term of office
   i. The term of the Advisory Committee members shall be a renewable 3-year term.
   ii. An Advisory Committee member choosing to resign their position on the NDTCN Advisory Committee shall do so in writing to the President of the NDTCN.
   iii. Advisory members must attend a least one Network meeting per year.

2. Meetings
   a. The Advisory Committee shall meet at the call of the President or as needed.
   b. The President of the NDTCN shall notify members of the Advisory Committee as to the date, time, and location of all meetings.
   c. The members of the Advisory Committee shall have the right to participate at Network meetings.
   d. The DPI Liaison shall be granted voting rights at Network Meetings.

3. Duties
   a. To Advise the Network  To Recommend action to be instituted toward Centers that do not comply with the Minimum Funding guidelines of the Network
   b. Recommended action should be brought before the Teacher Center Network directors and shall be voted upon the Network Directors and members of the Advisory Board.
   c. Approval of above action must be by a majority of those voting.
   d. Results of action against said Center must be submitted to that Center’s Policy Board.

**Article VII: Amendments**

An amendment of the Constitution or By-Laws 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.
Amendment I: Minimum Standards for Funding of a 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 in-service education or professional development of teachers.
   b. A 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 policy board—this could be reflected by minutes from minutes outlining goals and projects.

3. That the policy board meets regularly a minimum of three times a year.

4. Participation in activities of the Center by teachers distributed within the designated service area or evidence of regular invitation to participate.

5. Distribution of at least six newsletters per year to the service area and other Teacher Centers, DPI and entities that the Center deems necessary.

6. Active participation in activities formal approved by the Teacher Center Network.

7. Develop and maintain for checkout a collection of materials developed according to the Teacher Center and Network goals.

8. 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 policy board.

9. Facilitation of linkages with teachers by other agencies (such as Game & Fish, The ND Heritage Center, NASA, etc.) as appropriate to Teacher Center goals.

10. Participation in programs of the Department of Public Instruction related to the Teacher Center goals.

11. Commitment to the site demonstrated by substantial contribution of funds or in-kind resources from local school districts, universities and/or other constituents.

12. Develop and present a Center's budget to the Center's governing agency before or at the first meeting of the fiscal year.

13. Submission of an annual report by September 15 of each year.

14. The annual report will be presented at the October Meeting of the Teacher Center Network. The Advisory Committee will review a subsequent finalized draft. Teacher Centers found in noncompliance with the Network minimum standards will be dealt with by the Advisory Board.
*Bylaws*

Article I. Committees/Appointments

Section 1:
Any committee assignment shall be agreed upon by all involved individuals.

Section 2:
Any appointments (participation of TC Directors on other state committees) shall be agreed upon by all involved individuals.
   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
Membership shall be determined by each individual Teacher Center’s Policy Board. Each Teacher Center shall charge a membership due, determined by that Teacher Center’s Policy Board.

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 first meeting of each biennium.

Article III. Annual Report
The annual report from the preceding year for each Teacher Center is due on September 15 of the next school year.