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 sites (Bismarck, Bottineau, Devils Lake, Dickinson, Grand Forks, Mayville, Minot, Valley City, 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 DPI 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, a majority of the 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
- ND United
- 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 responsible for ensuring the Teacher Center is open 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 local 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 offer or provide support for 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 all statewide NDTCN newsletters each year to the Center’s service area and other entities that the Center deems necessary by the 10th of each month through print copy, email and/or website posting. Communication of information as needed to practicing teachers, education students, and other educational personnel with the designated service area.
   c. Develop and maintain for checkout a collection of materials developed according to the Teacher Center and NDTCN goals.

3. The local 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. Each Teacher Center will distribute a needs assessment.

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

9. 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.

10. Submission of a local annual report signed by the director and a Teacher Center official by August 1 of each year.

11. The statewide 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.

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.