

By-laws

Of the

**Nassau Teacher Resource and
Computer Training Center**

Revised – June 2016

A. NAME

- A.1 The name of the organization shall be the Nassau Teacher Resource and Computer Training Center, hereafter referred to as the **Nassau TRACT Teacher Center**.

B. MEMBERS

- B.1 The Nassau TRACT Teacher Center is a consortium of school districts and educational organizations. Membership in the consortium is limited to those districts and organizations meeting the criteria of this section.
- B.1.a A member institution is a school district or educational organization, which is a signatory to the current proposal. District commitments are renewable annually and require the approval of both the Superintendent of Schools and the president of the collective bargaining unit of the district.
- B.1.b New institutions may be added to the consortium with the approval of the current Policy Board. All members must actively participate in the grant writing process for the next fiscal year.
- B.1.c Non-member institutions or individuals may participate in Nassau TRACT Teacher Center activities on a space available basis, with the approval of the Policy Board.

C. POLICY BOARD MEMBERSHIP

- C.1 The Policy Board shall consist of a majority of teacher members as specified by law. The Board shall include the following voting members:
- Two teacher representatives from each school district or educational institution
 - Administrator (or designee) from the LEA
 - Representative(s) from non-public schools
 - Parent representative
 - Higher education representative
 - Business/industry representative
- C.2 The teacher representatives shall be duly elected or appointed by the president of the local teacher union. The LEA representative will be appointed by the central administration of the LEA. The business representative shall be from a business that actively supports TRACT objectives.

Parent members of the Policy Board shall be nominated from and selected by member District's Councils of PTA, PTSA, PTSO, and/or SEPTA. All other representatives will be selected according to their own internal policy.

- C.3 All nominations must be reviewed by the Policy Board to assure that a teacher majority is being maintained on the Board.
- C.4 Once appointed a Teacher Center Policy Board member has that position until their appointing officer makes another selection to replace them.
- C.4a Vacancies shall be filled by the member institution as soon as possible.
- C.4b Each representative may have an alternate, appointed for the same term as the member, who may vote in his or her absence. The Policy Board shall be notified in writing by the collective bargaining unit president of the name(s) of the alternates not later than the first regularly scheduled meeting following their selection and appointment by the collective bargaining unit president.

D. OFFICERS OF THE BOARD

- D.1 The Policy Board shall elect by a simple majority of those present the following officers from among its members to serve for a one-year term:
 - Chairperson
 - Assistant ChairpersonThis election shall be held at a regularly scheduled meeting with the required quorum present.
- D.1.a The Chairperson must be an active or retired teacher from a member district.
- D.1.b The Policy Board can remove an officer by a 2/3 majority vote of those present. This removal shall be held at a regularly scheduled meeting with the required quorum present.

E. DUTIES OF THE POLICY BOARD AND OFFICERS

- E.1 The Policy Board members will:
 - Inform their constituents of all actions of the Policy Board
 - Regulate and monitor all expenditures of the Center
 - Develop and institute programs appropriate to the goals of the Center

- E.2 The Chairperson will:
- Conduct all meetings of the Policy Board
 - Be the official spokesperson for the Policy Board
 - Direct and supervise the writing of correspondence on behalf of the Policy Board
 - Oversee the maintenance of the minutes and other official documents
 - Formulate the agenda
- E.3 The Assistant Chairperson will:
- Assist the Chairperson
 - Conduct meetings in the absence of the Chairperson
 - Perform other such duties as determined by the Chairperson of the Board

F. COMMITTEES

- F.1 The Policy Board shall establish Standing Committees and/or Special Committees, as the need arises. All committees shall have three or more members.
- F.2 An Executive Committee consisting of the Chairperson and the Assistant Chairperson shall be a Standing Committee of the Policy Board.
- F.2.a The Executive Committee will meet as needed prior to the Policy Board meeting to plan for the meeting, formulate the agenda, provide direction to the staff, implement the Policy board directives and consider all aspects of the operation, policy and programs of the Nassau TRACT Teacher Center.
- F.2.b The executive committee will report on staff performance at the regularly scheduled Policy Board meetings.

G. POLICY BOARD MEETINGS

- G.1 The required quorum shall be one-third of all participating entities, with a majority of those present and voting being teachers.
- G.2 The Board shall schedule a meeting of the full Policy Board as needed throughout the school year.
- G.2a Special meetings may be called by the Chairperson or by written petition of four voting members of the Board. Special meetings are called to conduct specific business of the Policy Board and no other business may be conducted at these Special Meetings.

- G.3 It is the responsibility of the district or institution to allow and encourage each Policy Board member to attend the scheduled Board meetings. If a member, representing a participating district, misses 3 meetings within a 5 month period, the Board may notify the constituent group and request a replacement.
- G.4 Each member has one vote.
- G.5 All meetings of the Policy Board are open to the public. Any visitor to the meeting must be recognized by the Chairperson before speaking. Visitors so recognized shall be permitted to speak only on the item(s) currently before the Board for consideration.
- G.6 All meetings of the Policy Board will be conducted in an orderly fashion. The Board will follow the procedures outlined in Roberts Rules of Order for procedures not specified in this document.

H. FISCAL MANAGEMENT OF THE CENTER

- H.1 The Policy Board is responsible for the Budget Formulation
 - H.1a The budget for a new proposal will be finalized and approved by the full Policy Board, with initial work done by the Executive Committee.
 - H.2 The Policy Board is responsible for authorizing expenditures.
 - H.2a The Policy Board must authorize all expenditures at its regularly scheduled meetings.
 - H.2b The LEA is responsible for overseeing the legality of all policy Board expenditures by informing the Board of proposed expenditures which the LEA determines to be illegal. The LEA shall maintain a standard procurement procedure that the Policy Board will follow.

I. PERSONNEL

- I.1 All personnel shall be hired and their performance reviewed by the Policy Board.
- I.2 Director(s) are responsible for planning and implementing all Nassau TRACT activities. This includes, but is not limited to, conferences, workshops, in-service courses and other professional learning opportunities. He/She will prepare a monthly report, the annual grant, and end-of-year report. He/She will be responsible for communicating with the TRACT constituency, Policy Board and New York State Education Department. He/She will comply with the current job description as outlined by the Policy Board.

- I.3 The Confidential Secretary is responsible for overseeing the daily operations of the Nassau TRACT office. This will include, but not be limited to, preparing and submitting payroll and requisitions to the LEA based on Policy Board decisions, ordering approved supplies, assisting teachers at the TRACT office, typing minutes of Policy Board meetings, preparing spreadsheets and budget information with the Director(s) input for Policy Board approval.

J. POLICY BOARD RECORDS

- J.1 Minutes will be kept by the Center's Confidential Secretary and distributed to all Policy Board members before the next scheduled meeting. Copies will also be sent to district administrative contacts and the State Education Department.
- J.2 All Policy Board minutes are considered public records.

K. AMENDMENTS AND CHANGES TO POLICY BOARD BY-LAWS

- K.1 Any member of the Nassau TRACT Policy Board may recommend changes to the By-Laws.
- K.2 Recommended changes to the By-Laws shall be distributed by the author to all members two (2) weeks in advance of the meeting where the change is to be read for the first time.
- K.3 All changes and amendments to the Nassau TRACT teacher Center By-laws require two public readings prior to being enacted. These readings shall occur at regularly scheduled meetings of the Policy Board.
- K.4 Discussion and debate on amendments and changes shall be limited to wording during the first reading. Any wording changes that do not significantly alter the intent of the By-Laws change or amendment may be incorporated without requiring additional readings.
- K.5 After the second reading, a motion on the amendment or change shall be made and seconded. At this time, discussion and debate on the proposed amendment or change shall be allowed.
- K.6 Changes and amendments to the By-Laws require a 2/3 (two-thirds) affirmative majority (quorum present) of all voting members in attendance at the Policy Board meeting where the second reading and discussion is held.
- K.7 No Policy Board By-Laws changes can go into effect until after receiving approval from the State Education Department Teacher Center Program Office.

DISSOLUTION OF POLICY BOARD

- L.1 Nassau TRACT may be dissolved only with the authorization of its Policy Board given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the active members. Upon dissolution of the Teacher Center, all remaining assets of Nassau TRACT, after payment in full of all its debts, obligations and necessary final expenses, will be distributed as per SED directive.

M. CONTINUANCE OF THE NASSAU TRACT TEACHER CENTER

- M1. In the event that appropriations are not made in a timely manner by the state government bodies or are not forthcoming, the Policy Board of the Nassau TRACT Teacher Center will remain as the sitting body for the purpose of governing the Center, to the extent that available funds permit. The Policy Board will continue to operate the Center in compliance with Education Law 316, meeting the statutory purposes as outlined in the legislation, and furthermore:
 - M1a. The Center will continue its operation in its current location and will use the equipment and materials currently under its jurisdiction to continue such operation.
 - M1b. The center will continue as a professional organization and as such will operate in a manner consistent with professional standards.
 - M1c. The Center will explore a variety of revenue options including but not limited to soliciting donations from the member Teachers' Association and local businesses.