

By-laws

Of the

**Nassau Teacher Resource and
Computer Training Center
“Nassau TRACT”**

REVISED JANUARY 2022

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 Ed Law 316. The Board shall include the following voting members:
- Two teacher representatives from each school district or educational institution.
- One Administrator (or designee) from the LEA
 - One Representative(s) from non-public schools
 - One Parent representative
 - One Higher education representative
 - One Business or Institution 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 or institution 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 Nassau TRACT 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.

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 Chairperson

This 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 Nassau TRACT Teacher Center

-Develop and institute programs appropriate to the goals of the Nassau TRACT Teacher Center

- E.2 The Chairperson will:

-Conduct all meetings of 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 Committees and/or Special Committees, as the need arises.
- 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 A quorum is required for all meetings and shall consist of at least a majority of the membership as long as teachers make up a majority of those present.
- G.2 The Board shall schedule meetings of the full Policy Board as needed throughout the school year.
- 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.
- G.4 Each member has one vote.
- G.5 In compliance with the Open Meeting Law, all meetings of the Policy Board are open to the public. The yearly dates and location are posted on the Nassau TRACT website (www.nassautract.org.) 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 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 all Policy Board expenditures. 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.
- 1.2 Co-Director(s) are responsible for planning and implementing all Nassau TRACT activities. This includes, but is not limited to, conferences, workshops, webinars, in-service courses and other professional learning opportunities.

- Modification of content and/or pedagogy of professional learning activities
- Instruction, facilitation and/or presentation of professional learning activities
- Support district curriculum
- Coaching, training and/or mentoring those who will create, instruct and/or facilitate professional learning activities offered by Nassau TRACT Teacher Center
- Assist new and pre-service teachers

Administrative responsibilities will include preparing monthly reports, the continuation grant, and end-of-year report. Director(s) will be responsible for communicating with the TRACT constituency, Policy Board, members of the Long Island Network of Teacher Centers and New York State Education Department. Director(s) will create and maintain the Nassau TRACT website. Director(s) will research current educational trends and state mandates to formulate program recommendations for the Policy Board and in turn develop an Evaluation Plan to implement. Attend monthly meetings with Executive Board.

- 1.3 The Confidential Secretary is responsible for overseeing all professional learning activities on a daily basis. This includes, but is not limited to, preparing and submitting payroll and requisitions to the LEA based on Policy Board decisions.
- Secretary will also be responsible for ordering approved supplies, assisting teachers at the TRACT office
 - Maintaining minutes of Policy Board meetings, preparing financial spreadsheets, purchase orders, and budget information.
 - Weekly meetings with the Director(s) with input for Policy Board approval.
 - Attend monthly meetings with Executive Board.
 - Facilitate and modify courses to ensure all districts will benefit from activities.
 - Registrar of all Nassau TRACT courses / conferences/webinars on MLP/Frontline Technologies.
 - Handling of all personal data of registrants, presenters and instructors. Manage and oversee collegial circle activities.

J. POLICY BOARD RECORDS

- J.1 Minutes will be kept by the Nassau TRACT Teacher Center's Confidential Secretary and available to all Policy Board members before the next scheduled meeting. The Minutes will be posted on our website.
- 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 Teacher Center 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 take place at the first reading.
- 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 The Policy Board has full responsibility for ensuring that the By-Laws comply with Ed Law 316, Open Meetings Law and related state or federal fiscal guidelines.

L. DISSOLUTION OF POLICY BOARD

- L.1 The Nassau TRACT Teacher Center 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 Nassau TRACT Teacher Center, all remaining assets of the Nassau TRACT Teacher Center, after payment in full of all its debts, obligations and necessary final expenses, will be distributed as per State Education Department 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 Nassau TRACT Teacher Center, to the extent that available funds permit. The Policy Board will continue to operate the Nassau TRACT Teacher Center in compliance with Education Law 316, meeting the statutory purposes as outlined in the legislation, and furthermore:
- M1a. The Nassau TRACT Teacher 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 Nassau TRACT Teacher Center will continue as a professional organization and as such will operate in a manner consistent with professional standards.
- M1c. The Nassau TRACT Teacher Center will explore a variety of revenue options including but not limited to soliciting donations from the member Teachers' Association, and local businesses.