

# Bylaws

## Teacher Center of Broome County

### Article I

#### Name

The name of the organization shall be: TEACHER CENTER of Broome County and the official logo will be the New York State Teacher Center logo.

### Article II

#### Authorization

The Board and Center shall be authorized by Chapter 53 of the Laws of 1984, Teacher Resource and Computer Training Centers, Section 9.

### Article III

#### Statement of Purpose

The purpose of the Board and Center is to provide “professional support services to teachers” according to the six subsections of Chapter 53 of the Laws of 1984, Section 9.1.

### Article IV

#### Funding

(1) Funding for basic operations and programming of the Board and Center shall be provided by the New York State Education Department under Chapter 53 of the Laws of 1984, Section 9.

(2) The Board and Center may participate in mutually beneficial programs that are entirely or jointly funded by other public or private agencies, institutions, or corporations.

### Article V

#### Board Membership

(1) Membership on the Center’s Board is determined by Chapter 53 of the Laws of 1984, Section 9.6. (Education Law 316).

Each teacher resource and computer training center shall be operated by a board, the majority of which shall be composed of elementary and secondary school teachers representative of teachers served by the teacher resource and computer training center. Teacher members shall be designated by the collective bargaining agent of the teachers served by the teacher resource and computer training center. Such board shall also include individuals designated by the school board or board of cooperative educational services served by such center and at least one representative designated by the institutions of higher education located in the area served by such center. Such board shall also include at least one parent of an elementary or secondary school pupil and at least one representative of a business or industry that uses, produces or is involved with computer equipment and software.

(2) Education Law 316 requires the following Policy Board members:

(a) one (1) teacher representative from a BOCES and each of the public school districts served by the Center which elects to have a representative. Teacher representatives are designated by the district or BOCES collective bargaining agent. Teachers MUST represent 51% or more of the Policy Board members,

(b) one (1) administrators' representative designated by the Broome-Tioga Association of Chief School Administrators.

(c) one (1) representative from an institution of higher education, which provides undergraduate/graduate degree programs.

(d) one (1) parent of an elementary or secondary school pupil.

(e) one (1) representative of business or industry that uses, produces, or is involved with computer equipment and software.

(3) Policy Board members may also include:

(a) one (1) representative from nonpublic schools.

(b) one (1) representative from a public library or library system.

(c) one (1) representative from a preschool program.

(4) Should a board member resign, a replacement to serve out the term of office will be appointed in accordance with the membership categories outlined in Article V, Section 2. Members (e), (f) and (g) shall be appointed and approved by the board. Members (h) and (i) shall be appointed and approved by the board as deemed appropriate.

## **Article VI Officers**

(1) The Officers of the Board shall consist of two Co-Chairpersons.

(2) At the annual meeting (October), officers shall be elected by a majority vote and shall serve for two years with staggered elections.

## **Article VII Duties of Officers/Board**

(1) The Co-Chairpersons shall provide guidance to the Director and shall call meetings of the Board.

(2) The Board shall function as a planning and policy making body in the following ways:

(a) Employment and annual evaluation of the Director.

(b) Budget control and expenditure to accomplish the purpose of the Center, including the approval of the annual budget and grant application, plus approval of non-budgeted expenditures over \$1000.

(c) Recommendations for subcontracting.

(d) Any other managerial or supervisory activities not prohibited by State or local law or Regulation of the Commissioner of Education.

## **Article VIII**

## Meetings

(1) A minimum of four (4) regular meetings of the Board shall be held each year, one of which shall be an annual meeting. The annual meeting will be during the month of October each year.

(2) Seven (7) calendar days' advance notice of each meeting date shall be given the members.

(3) The Agenda for each regular meeting shall include the following:

- (a) Call to order
- (b) Minutes of the previous meeting
- (c) Financial Report
- (d) Director's Report
- (e) Committee Reports
- (f) Correspondence
- (g) Old Business
- (h) New Business
- (i) Adjournment

(4) Special meetings of the Board may be called by the Co-Chairpersons, or at the written request of five (5) members of the Board delivered to the Center Director, who must give notice. Notice of each Special Meeting shall, if possible, be given seven (7) days prior to the meeting to each member, and such notice shall specify the purpose thereof. However, if it is the judgment of the Co-Chairpersons, an immediate Special Meeting may be held on 48 hours notice. A member's attendance at a Special Meeting shall constitute a waiver of notice.

(5) One more than half the total Board membership shall constitute a quorum provided that one more than half the total of those present are teachers.

(6) All Board or Executive Committee meetings shall be open to the public. The Board may move to executive session to discuss personnel, status of negotiations, or other topics consistent with federal and state law.

(7) If, at any meeting, a Policy Board member must leave the meeting, then the Policy Board Member may leave a proxy vote with the Co-Chair-person(s) for only the item under discussion when the Policy Board Member left the meeting.

(8) A member will notify the Teacher Center's office in case of absence, and may appoint a substitute to attend the meeting in the member's place. Such substitute shall not be included in determining a quorum at the meeting, nor shall be permitted to vote.

(9) In the event of an emergency, if there is no quorum, the Chairperson may conduct the Board meeting as if it were an Executive Committee meeting, if the quorum for an Executive Committee meeting is present.

Note: Article IX (c) A quorum shall be 3 teacher members of the Executive Committee.

(10) If there is a time-dependent need for a Board decision between the regularly scheduled Board meetings, the Director can request a meeting of the Executive Committee.

(11) The public may attend but may not participate in a meeting or address the Board or Executive Committee.

## **Article IX Committees**

(1) Committees needed to carry out the purposes of the Center shall be established and ratified by the Board.

(2) The Board Co-Chairpersons shall designate the membership and Chairperson of each committee and shall specify the charge to each committee.

(3) There shall be an Executive Committee consisting of the 2 Co-Chairpersons and 3 other board members appointed by the Board for a 1-year term at the annual meeting.

(a) The Executive Committee will be authorized to make decisions on behalf of the Board at a meeting that is open to the public and is announced on the Center website. ([www.teachercenter.info](http://www.teachercenter.info)).

(b) The Executive Committee shall be limited to approving expenditures up to \$1000.

(c) A quorum shall be 3 teacher members of the Committee.

## **Article X Amendments**

(1) These Bylaws may be amended, repealed, or altered whole or in part by a majority vote at any regular or special meeting of the Board.

(2) A copy of the proposed amendment shall be mailed to members seven (7) days before presentation at a meeting.

(3) The vote on said proposed amendment should take place at the meeting of the Board that follows such presentation. Voted changes in Bylaws shall become effective immediately. Minor changes in a proposed amendment may be made at the meeting where the vote takes place.

## **Article XI Continuance of the Center**

In the event that appropriations are not made in a timely manner by the state government bodies, the Policy Board of the Teacher Center of Broome Country will remain the sitting body for that school year for the purpose of governance of the Center, and will operate the Center in compliance with the Education Law 316, meeting the statutory purposes as outlined in the legislation, and furthermore:

(a) The Center will continue its operation in its current location and will need the equipment and materials currently under its jurisdiction to continue such operation if funds are available.

(b) The Center will continue as a professional organization and as such will pay for services in a manner consistent with professionalism if funds are available.

(c) The Center will explore a variety of revenue options including but not limited to soliciting donations from the local teachers' associations and charging a nominal fee for

services.

(d) The Center will request that the current LEA remain such for the remainder of the school year.

## **Article XII**

### **Dissolution of Policy Board and Center**

Upon termination of the Center, the disposition of all furnishings and equipment will be decided at a special meeting of the Board, unless otherwise directed by the law.

## **Article XIII**

### **Rules of Order**

Items not included in these Bylaws shall conform to Roberts' Rules of Order.

Revised: 03/29/85, 10/23/86, 11/10/86, 12/08/86, 01/13/87, 06/25/90, 12/16/91, 10/29/92, 11/17/92, 01/19/93, 03/01/95, 11/18/96, 10/19/98, 02/20/01, 2/20/02, 9/01/03, 04/08/08, 4/08/14