

**BY-LAWS OF THE GOVERNING BOARD
of the
SOUTHEAST ALABAMA REGIONAL
INSERVICE EDUCATION CENTER**

SECTION I: THE GOVERNING BOARD AND DIRECTOR

Article A: Purpose

The Governing Board serves as the major policy body of the Center. The overall responsibility of the Board is to insure that the Center is responsive to the professional development needs of the faculty, administrators, and school boards of the following 21 school systems: Butler County, Coffee County, Conecuh County, Covington County, Crenshaw County, Dale County, Escambia County, Geneva County, Henry County, Houston County, Pike County, Andalusia City, Brewton City, Daleville City, Dothan City, Elba City, Enterprise City, Geneva City, Opp City, Ozark City, and Troy City.

Article B: Composition

The Board will comply with the following schedule of membership categories and specific numerical representations:

Classroom Teachers	8
Administrators	4
IHE Representatives	2
State Department of Education	1
Local School Board Member	1
Total	16

Center Director Executive Secretary

Each of the twenty-one systems served by the Center may be represented on the Board by either a teacher, an administrator, or a school board member, as long as the membership categories are increased proportionally (two teachers for each administrator).

Article C: Appointment to Board Membership

Initial appointments to board membership and/or reappointments to board membership shall be made by official resolution(s) of incumbent Governing Boards in duly constituted meetings.

Nominations for board membership shall be solicited from, but not limited to, local education associations, local superintendents, and the Center director.

Article D: Terms of Office

Board members shall serve staggered terms of three years and shall be eligible for reappointment.

Article E: Committees

The Board shall be organized into committees on an ad hoc basis as required.

Article F: Parliamentary Procedures

Meetings shall be governed by **Robert’s Rules of Order** unless otherwise specified in these bylaws.

Nine or more members must be present to constitute a quorum. A simple majority of those present will determine the outcome of voting procedures. Voting on decisions that must be made prior to the next Governing Board meeting may be conducted electronically.

Article G: Responsibilities of the Governing Board

The Governing Board shall:

1. Conduct a minimum of three (3) meetings per calendar year.
2. Determine policies for the operation of the Center, including days and hours of operation.
3. Approve the Center’s programs and activities that address needs as identified by needs assessments and/or student achievement data.
4. Approve the plan to access the Center’s programs and services by its constituent schools and systems.

5. Approve the Center's annual budget.
6. Approve program consultants as requested by local education agencies.
7. Delegate to the center Director the authority and responsibility for the daily operation of the Center, including the development and maintenance of necessary records, financial and programmatic, and the coordination of programs and activities.
8. Approve and present to the SDE by December 1 of each year an annual report of programs and activities including the components detailed in the Accountability Standards (2003).
9. Develop and approve, along with the appropriate Troy University official, a position description for the Center director which includes the following minimum qualifications:
 - a. Three years experience in a position of instructional leadership.
 - b. Master's Degree.
 - c. Demonstrated competence in oral and written communication.

Article H: The Center Director

The Center Director shall:

1. Serve as Executive Secretary for the Governing Board and shall perform administrative duties as determined by the Board within the framework of personnel policies of Troy University.
2. Serve as the chief administrative officer of the Center.
3. Serve as the chief fiscal officer for the Center's budget.
4. Approve all expenditures of Center funds.
5. Have day-to-day responsibility for the Center.
6. Schedule inservice programs, recommend consultant resources, and supervise center staff.
7. Present to the Board for approval an annual report of the Center's programs and activities.
8. Be a member of the College of Education at Troy University.
9. Develop and maintain tangible, verifiable evidence of compliance with legislative mandates and Accountability Standards developed by the Task Force.
10. Maintain accurate minutes of all Board meetings and distribute to Board members in a timely fashion.
11. Serve as liaison among the Center, the College of Education, Troy University, the school districts, and the Governing Board.

SECTION II: PROGRAMS

Article A: Assessment of Needs

1. The Center shall participate in a bi-annual needs assessment of the local school systems and the schools in its service area to identify staff development needs.
2. The Center shall provide the results of the needs assessment to each LEA system professional development coordinator at a planning meeting.

Article B: Programs

1. Programs offered by the Center must address needs as identified by the results of needs assessments (Center, school, school system, state, school improvement plan, state board of education directive, curriculum and assessment, etc.)
2. Programs offered by the Center must address needs as identified by data sources such as the statewide assessment program and/or other student achievement data.
3. Any programs offered by the Center at the request of local schools or school systems, in addition to those in 1 and 2 above, must address improvement of student achievement.

Article C: Program Communication

1. The Center shall make available to its participating school systems information about its programs and services through the use of brochures, meetings, or other communications as deemed appropriate.
2. The Center staff shall meet annually with the professional development coordinators of the systems in its service area to help meet the systems' professional development needs.

SECTION III: FINANCE

Article A: Budget and Fiscal Policies

The center director shall, within one month of notification of the annual appropriation, submit to the State Department of Education a prepared budget for the fiscal year. The budget must be approved by the Governing Board and the institution acting as fiscal agent prior to submission to the SDE for final approval by the State Superintendent of Education.

The budget shall be submitted on forms provided by SDE and shall include designated expenditure categories and amounts in compliance with the following schedule of line items and allowable percentages:

<u>Line Items</u>	<u>Maximum % Allowed of Total Center Budget</u>
Administration (salaries & benefits)	50% *(maximum)
Travel	
Consultants (contracted & staff)	
Materials/Supplies	
Equipment (State funds only)	5%
Research	
Indirect Cost (exclusive of equipment)	10% (maximum)

**The Administration (salaries and benefits) line item cannot exceed 50% of the total amount of the Inservice Center appropriation plus the total amount of SDE contracts for teacher training administered by the Inservice Center.*

Article B: Line Items

The Governing Board of each Center may request in writing permission to exceed the allowable percentage of a line item or items (with the exception of indirect cost) upon proper justification. Such requests must be approved by the State Department of Education prior to the expenditure of funds in excess of line item maximums.

Article C: Fund Accounting

All funds allotted to the Center will be receipted to a separate fund number and disbursed in accordance with fiscal policies approved by the office of Sponsored Programs Accounting at the Troy University and by the State Department of Education.

Article D: Payment Approvals

All expenditures of Center funds must be approved by the Director.

The Governing Board and Troy University, acting as fiscal agent, shall approve each instance in which Center funds are utilized to finance the cost of client participation in staff development programs and/or activities outside the Center's normal geographic service area.

Article E: Consultant Fees

Consultant honoraria shall not exceed \$300.00 per full day or \$150.00 per half day. If the expertise or unique ability of a consultant requires a higher honorarium, the Director must obtain board approval to pay the larger amount.

Payment of an honorarium to a program consultant is authorized and permissible only if services are actually rendered. In the event an official program cancellation is not made prior to the scheduled date of the proposed program, payment to the consultant may be permitted.

Article F: Internal Consulting

Under no circumstances shall an employee of Troy University, whose salary is paid by Center funds, receive an honorarium from Center funds above and beyond her or his salary for conducting business for the Southeast Alabama Regional Inservice Center. This restriction does not prohibit an employee of a center from receiving a standard honorarium for providing consultant services for another center in accordance with normal policy of both institutions.

Article G: Course Credit/Tuition

The Center shall not use funds, directly or indirectly, to finance course credit, including the payment of stipends to be used for credit courses and/or tuition of any kind. (Does not apply to obligatory staff fringe benefits as provided for in Finance, Standard I. B.)

Article H: Travel

Travel will be paid in accordance with State and Troy University policy.

Article I: Administrative Salaries

Salaries of persons employed to administer the Center's programs will be determined by appropriate officials of Troy University.

Persons designated to perform administrative duties resulting from institutional or agency involvement in an official Inservice Center shall not receive compensation from Center funds above and beyond the regular annual contract salary paid by the institution or agency.

Article J: Disbursement of Funds to LEA's

Center funds shall not be authorized for use by local education agencies without prior Board approval for specific programs and/or activities.

SECTION IV: RESEARCH/EVALUATION

1. The Center shall serve as a data-gathering center for research in the areas of public education as mandated in the original enabling legislation, and as approved by the Governing Board.
2. The Center shall use the statewide common evaluation form to gather evaluations of Center programs by program participants.
3. The Center shall maintain all documentation required by the Accountability Standards in order to complete the annual review.
4. The Center will use, for all SDE project personnel based at the Center, job descriptions that have been collaboratively developed by the appropriate SDE program coordinator and the Center Director.