

**BY-LAWS OF THE GOVERNING BOARD
of the
UNIVERSITY OF ALABAMA/UNIVERSITY OF WEST ALABAMA
IN-SERVICE 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 school systems: Choctaw County, Demopolis City, Fayette County, Greene County, Hale County, Lamar County, Linden City, Marengo County, Pickens County, Sumter County, Tuscaloosa City, and Tuscaloosa County.

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 twelve systems served by the Center shall be represented on the Board by either a teacher, an administrator, or a school board member.

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, Center director, and the State Superintendent of Education.

Article D: Terms of Office

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

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, in cooperation with the ALSDE and host institution.
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 (2019).
9. Develop and approve, along with the appropriate University of Alabama 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.
 - d. Serve in a full-time capacity.
10. As a new board member, participate in orientation/training to become acquainted with the ARIC Accountability Standards as well as the specific goals, projects, and programming of the relevant ARIC.

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 The University of Alabama.
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 in-service 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 The University of Alabama.
9. Develop and maintain tangible, verifiable evidence of compliance with legislative mandates and Accountability Standards.
10. Maintain accurate minutes of all Board meetings and distribute to Board members in a timely fashion.
11. Serve as liaison among the Center, University of West Alabama, the college, the University of Alabama, the school districts, and the Governing Board.
12. Participate both individually and collectively in continuous improvement through professional learning and growth endeavors.

Article I: The Chairperson and Co-Chairperson

1. The Board shall elect one member to serve as a Chairperson of the Board and one member to serve as a Co-Chairperson. The term for each position will be one year at which time the Co-Chairperson advances to Chairperson and a new Co-Chairperson is elected alternating between an administrator or teacher employed by one of the twelve school systems served by the Board with consideration to Board term of membership (3 years). Nominations will be accepted from the floor during the September Governing Board meeting.

SECTION II: PROGRAMS

Article A: Assessment of Needs

1. Each in-service center shall review the performance of its service area schools in mathematics and reading/ELA on state assessments and utilize that information as a part of its pre-programming assessment.

2. In-service center shall utilize additional data to determine the professional learning needs of the districts and schools in the service area as they relate to the improvement of student learning. The determination may include, but not be limited to educator effectiveness data, formal needs assessment instruments, dialogue with districts and schools, summative student assessment data, feedback/observations from regional staff, and specific district/school request.
2. Results from the professional learning needs assessment will be provided to each LEA.

Article B: Programs

1. Professional learning must address the needs identified as outlined in Article A: Assessment of Needs.
2. The selection of professional learning opportunities will be guided by evidence-based practices and professional learning standards.

Article C: Program Communication

1. Information about the programs and services of the in-service center will be made available to the center's participating districts and will be posted electronically for open access.

Article D: ALSDE/Center Collaboration

The State Superintendent, or his/her designee, will appoint a member of the ALSDE to serve as a liaison who will provide the following coordination and support.

1. Each in-service center director will ensure that ALSDE appointees have information regarding upcoming meetings as quickly as possible, preferably with three-month notice of meetings unless the need for a called meeting manifest.
2. The State Superintendent of his/her designee and in-service center directors will strive to meet annually to discuss on-going work, possible additional collaborations, programmatic updates, and other relevant information.

SECTION III: FINANCE

Article A: Budget and Fiscal Policies

1. Each in-service center director shall submit to the ALSDE a prepared budget for the fiscal year. The governing board and the institution acting as fiscal agent prior to submission to the ALSDE for final approval by the Deputy State Superintendent of Education for Finance must approve the budget.
2. The budget shall include designated expenditure categories and amounts in compliance with the following schedule of line items:
 - A. *Salaries & Benefits*-includes actual salaries paid from the funds (indicate in FTE; e.g. 25% FTE, 50% FTE, 100% FTE) and the benefits provided (e.g., health insurance, retirement contributions, FICA, Medicare, SUI, etc.)
 - B. *Travel*
 - a. In-state travel – indicate per diem rate and mileage rate, number of days/miles to be traveled and the purpose of the travel
 - b. Out of state travel – indicate actual costs associated with the travel, purpose of the travel, and name of traveler
 - C. *Consultants* (contracted & staff)- purpose of consultant's work and approximate amount of the contract. Note: any travel associated with the consultant should be included in the contract and not in the Travel line item.
 - D. *Materials/Supplies*- any office supplies, books, postage, etc. to be used during the year for the work done for ALSDE. Any single item purchase of \$500 or more must be inventoried.
 - E. *Equipment*- any purchase of \$5,000 or more is considered equipment and must be inventoried.
 - F. *Research/Evaluation*- any funds associated with research conducted for the benefit of ALSDE; include purpose of research along with how the research is being conducted and by whom
 - G. *Indirect Cost*-capped at 10%
3. The State Superintendent of Education is the final approving authority for the center's budget.

Article B: 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 Contract and Grant Accounting at the University of Alabama and by the State Department of Education.

Article D: Payment Approvals/State Financial Accountability

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

The Governing Board and The University of Alabama, 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 in out of state professional learning programs/conferences. In-service center funds shall not be authorized for use for schools or school systems other than those for whom state funds were appropriated.

Article E: Consultant Fees

Consultant honoraria should not exceed \$1,000 per full day and \$500 per half day. If the expertise or unique ability of a consultant requires a higher honorarium, the director must obtain the governing board's approval to pay the larger amount.

Payment of an honorarium to a program consultant is authorized and permissible only if services are rendered. If 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: Financial Reports

1. Quarterly Expenditure Reports are to be submitted to the ALSDE by the 15th day after the end of the quarter.
2. The End of Year Quarterly Report is to be submitted to the ALSDE by November 1.
3. Adjustments between expenditure line items are allowed providing cumulative adjustment does not exceed 10% of the total amount budgeted unless it is paid for through university sources.

Article F: Internal Consulting

Under no circumstances shall an employee of The University of Alabama, 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 University of Alabama/University of West Alabama In-Service Education Center This restriction does not prohibit an employee of one center from receiving a standard honorarium for providing consultant services for another center; however, the center employee must not be paid by the home center and the center being provided consultant services during the same period. Leave time must be requested while being paid for services to another center.

Article G: Course Credit/Tuition

In-service centers 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: Item B.)

Article H: Travel

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

Article I: Administrative Salaries

The appropriate officials of The University of Alabama will determine salaries of persons employed to administer regional in-service center programs.

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

SECTION IV: RESEARCH/EVALUATION

Article A: Research

1. As mandated in the original enabling legislation and as approved by the governing board, each in-service center shall serve as a data-gathering center for research and/or research collaborator in areas of public education.

Article B: Evaluation

1. All in-service centers shall use a common evaluation process to gather evaluations of in-service center programs by program participants.
2. The State Department of Education will conduct an internal evaluation of the ARIC's based solely on each center's compliance with the standards to be conducted at a minimum of every five years.
3. An exit conference will be held upon completion of evaluation.
4. The final evaluation report will be shared with the director at least two weeks before results are shared publicly.
5. A corrective action plan for non-compliance will be developed and submitted to the ALSDE liaison within sixty days after final evaluation report is received.
6. A corrective action plan review may be conducted six months after implementation.

7. Additional reviews may be conducted based on continued non-compliance.
8. Should the Alabama State Department of Education or Alabama State Board of Education determine an external evaluation of ARIC is necessary, such an evaluation will be based solely on the center's compliance with the standards herein specified and shall be conducted at a minimum of every five years. Funding for such evaluation to be paid by ALSDE as funds allow.