

# **CONSTITUTION OF THE IOWA STAFF DEVELOPMENT COUNCIL**

## **Article I. Name and Purpose**

Section 1: This organization shall be known as Iowa Staff Development Council (ISDC).

Section 2: The purposes of ISDC shall be the following:

- (a) Provide current information relating to the needs and concerns of staff development personnel;
- (b) Promote effective professional learning practices;
- (c) Provide the opportunity to learn from and to share with others;
- (d) Cooperate with other organizations that promote professional learning activities;
- (e) Expand opportunities for staff development leaders.

## **Article II. Affiliation**

Iowa Staff Development Council (ISDC) shall be affiliated with National Staff Development Council (NSDC).

## **Article III. Membership and Dues**

Section 1: Any individual interested in the purposes of ISDC will be eligible for individual membership. Individual members will receive all communications and shall be eligible to hold office and vote.

Section 2: The membership year shall begin September 1<sup>st</sup> and end August 31<sup>st</sup>.

Section 3: Dues shall be levied in accordance with the Bylaws.

Article IV. Officers and Board of Directors

- Section 1: The officers of the ISDC shall be president, president-elect, past president, secretary, treasurer, and executive director. Each officer and Board member shall hold individual memberships in ISDC and NSDC.
- Section 2: The responsibilities and procedures for election/selection of the officers shall be defined in the ISDC Bylaws.
- Section 3: ***The ISDC Board of Directors shall consist of officers and Board members and others members appointed by the ISDC Board.*** The ISDC Board shall act as the governing body of the ISDC. In the event an office, other than the presidency, or a Board position is vacated, the ISDC Board shall select a replacement from the membership for the unexpired term.
- Section 4: The ISDC Board shall meet at least quarterly and as necessary to conduct the business of ISDC. A quorum consists of a majority of the officers and members of the Board and is required to conduct formal business. All members of the Board must have current membership in both ISDC and NSDC.
- Section 5: The ISDC Board of Directors shall be elected as defined in the ISDC Bylaws.
- Section 6: The Executive Board shall consist of these officers: president, president-elect, past-president, secretary, and treasurer. The executive director shall serve as an ex-officio officer.
- Section 7: The President and Executive Director shall confer in preparation for each Board meeting.

Article V. Membership Meetings

- Section 1: ISDC shall hold an annual opportunity for networking.
- Section 2: Meetings of ISDC may be called by ISDC Board of Directors provided the membership is given notice at least 30 days prior to the meeting.

Article VI. Dissolution

If at any time the ISDC shall cease to carry out the purposes as herein stated, all assets and property held by the ISDC, whether in trust or otherwise, shall after the payment of all liabilities, be paid over to an organization which has similar purposes and has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1954 as enacted or as it may hereafter be amended. The designated organization shall be endorsed by a majority vote of the ISDC Board.

Article VII. Amendments

Section 1: Proposed changes to the Constitution must first be submitted to the ISDC Board. Then the proposed amendment change(s) shall be presented to the membership.

Section 2: Proposed changes to the Constitution shall be adopted by a majority vote of those members voting.

Article III. Internal Revenue Service

The purposes for which the ISDC is organized are exclusively educational as defined in the Internal Revenue law, and, notwithstanding any other provision of those articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt for Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

**Proposed Revision to the  
BYLAWS OF THE IOWA STAFF DEVELOPMENT COUNCIL**

Article I.           Dues

Section 1:       Dues are determined annually by the ISDC Board of Directors.

Section 2:       After the initial year, dues are payable on September 1<sup>st</sup>.

Article II.         The responsibilities of the officers shall be as follows:

Section 1:       The president shall preside over all meetings of ISDC and ISDC Board of Directors and appoint the chairs and members of committees.

Section 2:       The president-elect shall preside in the absence of the president. The president-elect shall assume the office of the president if vacated before the term expires and shall succeed to the office of president at the expiration of the presidential term. The president-elect shall also serve as a member of the nominating committee.

Section 3:       The past president shall serve as a mentor to the newly elected president and as chair of the nominating committee.

Section 4:       The secretary shall keep records and minutes of all meetings of ISDC and ISDC Board of Directors, be responsible for all correspondence, issue notices of meetings and perform other duties as specified by the president.

Section 5:       The treasurer shall keep an accurate and current record of all receipts and expenditures of ISDC's funds, develop an annual budget to be approved by the Board of Directors, maintain financial accounts, pay bills, make reports at each Board meeting and as requested by the president. The treasurer shall also serve as chair of the budget committee.

Section 6:       The executive director shall act as an ex-officio officer and as a liaison to NSDC on behalf of the Iowa affiliate.

- (a) Submit an annual report to NSDC.
- (b) Act as the official contact for NSDC-
- (c) Share materials from other affiliates with Board of Directors
- (d) Maintain historical memorabilia.
- (e) Attend NSDC required meetings.

Article III. The officers shall be determined and serve as follows:

- Section 1: The president-elect shall be elected to serve a three-year term, serving the first year as president-elect, second year as president, and third year as past-president.
- Section 2: The president-elect shall have served, previous to the election, as a member of the ISDC Board. He/she shall be elected during the spring of the year and then assume his/her duty June 1.
- Section 3: Board members with appointed positions will be approved annually.
- Section 4: The executive director shall be an ex-officio officer appointed by the Board of Directors.
- Section 5: All appointed board members are ex-officio members with full rights.

Article IV. Board of Directors

- Section 1: The ISDC Board of Directors shall consist of the five officers, the executive director as ex-officio officer, five regional and four at-large directors. The ISDC Board shall strive for a diverse representation by geographic area and role assignment (e.g., representatives from school districts, AEAs, DE, and post-secondary institutions).
- Section 2: All members of the ISDC Board of Directors, including executive director, shall attend at least two Board meetings each year. The Board may replace or remove a director who fails to attend at least two meetings each year.
- Section 3: The nominating committee shall make its report to the Board and the membership preceding the election by the Board.
- Section 4: Additional ex-officio members of the Board include a Department of Education representative, webmaster, logistics coordinator, and current Iowa Teacher of the Year.

- Section 5: The ISDC Board of Directors shall be elected as follows:
- (a) ISDC Board directors shall be elected to serve a three-year term. Newly-elected directors shall assume their duties at the annual summer planning retreat.
  - (b) One-third of the ISDC Board directors shall be elected each year on a three-year rotation basis. The rotation for election of directors shall be representation from two regions and one at-large the first year, two regions and one at-large the second year, and one region and two at-large the third year. The first year shall include representation from Region 3 (AEAs 1 & 267) and Region 5 (AEAs 13, 14, & 15). The second year shall include representation from Region 1 (AEAs 4, 8, & 12) and Region 2 (AEA 11). The third year shall include representation from Region 4 (AEAs 9, 10, & 16).
  - (c) ISDC Board directors shall not serve more than two consecutive terms excluding service as an officer.

Section 6: The Board of Directors shall appoint a director from the region or at-large to replace on the Board if the Board position is vacated before the expiration of the term.

## Article V. Committees

- Section 1: Members of all committees and subcommittees shall be current members of ISDC.
- Section 2: A liaison from the Board of Directors will be appointed by the president to serve on each committee.
- Section 3: The standing committees shall be:
- (a) Nominating committee: The immediate past president shall serve as chairperson. The president-elect shall be a member of the committee. A slate of candidates for president- elect and directors shall be presented to the Board preceding the election.
  - (b) The Board may establish additional standing and ad hoc committees as needed to carry out the purposes of ISDC.

## Article VI. Amendments

- Section 1: Proposed changes to the Bylaws must be submitted to the ISDC Board at least 30 days prior to consideration.
- Section 2: Proposed changes to the Bylaws shall be adopted by a majority vote of the voting Board members present.