

# **Roughrider Area Career and Technology Center**

## **BY-LAWS**

### **ARTICLE I. NAME:**

The name of the organization shall be the Roughrider Area Career and Technology Center.

### **ARTICLE II. GOVERNANCE:**

The Roughrider Career and Technology Center will comply with North Dakota Century Code 15-20.2-01.

The Roughrider Area Career and Technology Center will comply with the state plan for career and technology education and meet all rules, standards, and procedures adopted by the North Dakota State Board for Career and Technical Education.

### **ARTICLE III. PURPOSE:**

#### **Introduction/Overview**

The Roughrider Educational Service Program, in response to the needs of students and employers of southwestern North Dakota, established the region's first area career and technology center.

#### **A Virtual Delivery System**

The Roughrider Career and Technology Center will not be housed at a single location. The Center will make use of existing facilities, (distance education classrooms from existing RACTC schools) including Dickinson State University, which are electronically (ITV, video conferencing, asynchronous transfer, etc.) networked to provide students quality educational programs and services.

## **Meeting 21<sup>st</sup> Century Student Needs**

The primary focus will be on serving high school students attending member districts. The Roughrider Area Career and Technology Center will focus on the commitment to a K- Post Secondary system of school to future employment. In future years, the Roughrider Area Career and Technology Center will establish programs that meet the needs of adults, which would include industry trainings, GED, adult workshops, etc. The center will be student-centered. Local administrators believe that all student populations should have:

- a. The skills and knowledge (career awareness, exploration, planning and preparation, etc.) to make life-long, informed career decisions.
- b. Necessary skills to seek and keep employment.
- c. The skills necessary to access, analyze, evaluate, organize, and present information in a technology-driven society.
- d. Access to rigorous and relevant coursework and achieve documented core and career-specific educational standards.
- e. Education/training beyond high school and understand the need for lifelong learning.
- f. An educational system (including highly qualified teachers) that continually responds to the rapidly changing needs of employers and society.

## **Opportunities for All**

The Roughrider Career and Technology Center will provide all students quality career planning and technical education programs. Students are defined as those seeking short-term training updates, immediate employment after high school, admittance in the U.S. military, post-secondary technical training, and university degrees. The Center will respond to students with special needs, including those with

disabilities as well as those considered gifted. All Center programs and services will be equal opportunity and will not discriminate based on gender, national origin, or ability.

#### **ARTICLE IV. MEMBERSHIP**

The Roughrider Area career and Technology Center governing board will be formed by the member districts. The governing board will include one member from each of the member districts with a high school population of fewer than 300 (eleven schools). Dickinson Public Schools will also have one member on the center board. The term of office for each board member will be for at least one year and will terminate upon the expiration of her/his term on her/his perspective school board. Local school boards can reappoint members to the area center board for multiple years. Vacancies on the center board will be filled by the school board whose representation was lost when the vacancy occurred. Compensation for participation on the area center board will be paid out of center funds.

#### **ARTICLE V. MEETINGS:**

The Roughrider Area Career and Technology Center governing board shall hold its annual meeting during the month of August.

In addition to its annual meeting, the governing board shall meet at least once per month as necessary during the fiscal year.

Special meetings will require at least a three (3) day notice to the governing board members.

The governing board will select its officers at its annual meeting in August.

**ARTICLE VI. OFFICERS:**

The officers of the Roughrider Area Career and Technology Center governing board shall be: Chairperson, Vice Chairperson,

These officers shall be elected for a one year term by the governing board members at the annual meeting in August. Elected officers who have resigned or have been terminated will be replaced by appointment by the governing board to fill the expired term.

The Chairperson shall conduct the meeting and shall be responsible for the management of the affairs of the Roughrider Area career and Technology Center; the Vice Chairperson shall serve in the absence of the Chairperson. The LEA shall work with the Roughrider Area Career and Technology Center director in regard to the recordkeeping and reporting of the financial activities of the consortium.

**ARTICLE VII. VOTING**

Meetings will be conducted by the chair of the center board. The center board will select (by vote) a chair and vice chair that are not from the same school district. Each center board member will have one vote, in the absence of a board member the voting proxy will go to the Superintendent of that member school. A majority of the members will be in attendance to constitute a quorum. The power and duties of the center board will comply with the eight center board functions listed in North Dakota Century Code.

**ARTICLE VIII. RECORD KEEPING:**

The Roughrider Area Career and Technology Center governing board will establish a record keeping and financial accounting system in accordance with acceptable accounting principles and practices.

The governing board shall contract with a "Member District" LEA, or Host LEA to be the fiscal agent on its behalf and to provide the required financial accounting and record keeping herein set forth via these by-laws. In addition, the center Director will be responsible for:

1. The recording and publishing of the minutes of the governing board meetings.
2. The distribution of those minutes to all governing board members in advance of scheduled meetings.
3. The distribution of financial reports and budgets.

#### **ARTICLE IX. AGREEMENT AND HANDBOOK:**

The governing board and its member schools shall follow, in good faith, the Roughrider Area Career and Technology Center Agreement and the Roughrider Area Career and Technology Center Handbook as agreed upon at their annual meeting.

#### **ARTICLE X. AMENDING OF THE BY-LAWS:**

Any proposed changes to these by-laws must be made known to the Roughrider Area Career and Technology Center governing board members at least thirty (30) days prior to any scheduled meeting.

Adoption of an amendment, revision, addition, and/or deletion of the by-laws will require a 2/3 vote of approval by the voting governing board members.

#### **ARTICLE XI. EXTERNAL REGULATIONS:**

No changes to the by-laws shall be permitted if they conflict with either the Communities Act of 1934, as amended, or the rules and regulations of the Federal Communications Commission.

## **ARTICLE XII. FUNDING OF CENTER**

Funding of the Roughrider Area Career and Technology Center (required State Board matching) will be based on a three-part funding mechanism. All center schools will contribute matching funds based on a set formula for student participation.

The second funding mechanism is based on actual student enrollments in center programs. Each school will be assessed a fee for every student enrolled.

The last funding mechanism is that each school will be assessed at an individual level based on their actual usage of other center programs and services including career counseling services, ITV labs, internet costs, asynchronous equipment and software license, mobile technology labs, student transportation, etc.

Distribution of state and appropriated federal funds will comply with ND Century Code 15-20.2-09-10.

## **ARTICLE XIII. JOINING OR WITHDRAWING FROM CENTER**

Any school district wishing to join or withdraw from the Roughrider Career and Technology Center will comply with regulations listed in ND Century Code 15-20.2-11-12-13-14.

## **ARTICLE XIV. DIRECTOR DUTIES**

The Roughrider Career and Technology Center will employ a director who will oversee the daily operations of the center, including but not limited to, the identification of center staff members, establishment of student/course schedules, monitoring of curriculum, organizing professional development, etc. The Director will oversee the “virtual” aspects of the center, will meet State Board credentialing requirements and have a background in a program area such as information technology, technology

education, and/or business education. The center director will update the center board of directors on progress made, needs, etc. of the area center. The director will attend all monthly meetings of the center board of directors.

#### **ARTICLE XV. TEACHER CONTRACTS**

There are many local educators teaching in approved CTE areas. These instructors will provide instruction through the Roughrider Area Career and Technology Center. Their contracts will be retained by their individual school districts. New teachers in areas such as health careers will be hired by the center.

#### **ARTICLE XVI. PARLIAMENTARY AUTHORITY:**

Meetings shall be conducted according to Robert's Rules Of Order, Newly Revised and shall govern any provision not specifically set forth in these by-laws.