

Constitution of the Staff Development Council of Washington
(SDC-WA)

Revised April 2010

Article I. NAME and MISSION

Section 1: This organization shall be known as the Staff Development Council of Washington (SDC-WA).

Section 2: The mission of the SDC-WA is to increase student learning through actions that connect and influence state, district and school decision-makers to support powerful professional growth experiences for educators at all levels.

Section 3: The SDC-WA is a growing learning community committed to:

- Influencing state and local policies that determine professional development plans and processes so that they reflect research-based best practices and result in high levels of student achievement;
- Continuously seeking out new ways to build capacity among members that help districts document evidence of impact of professional learning on student achievement;
- Supporting leaders and members through networking and knowledge sharing in order to narrow achievement gaps;
- Building partnerships with organizations that prepare and support district and school leaders in order to build capacity for instructional leadership; and
- Building trusting relationships between and among state organizations, districts, and schools, and communicating with non-educator thought leaders in order to deepen and sustain professional learning experiences.

Article II. AFFILIATION

The SDC-WA is an affiliate of the National Staff Development Council (NSDC).

Article III. MEMBERSHIP and DUES

Section 1: Membership is open to any individual committed to the mission and goals.

Section 2: The membership year will run from July 1st – June 30th.

Section 3: Membership dues will be set annually by the Board of Directors. Initial dues will be \$30, which includes the \$5 fee for NSDC logistical support.

Article IV. OFFICERS and RESPONSIBILITIES

Section 1: The officers of the SDC-WA shall be President, President-Elect, Secretary, Treasurer, and Communications Officer. All officers shall be active members of

SDC-WA and NSDC. The Executive Board will consist of these, plus others as listed in Section 3.

Section 2: The responsibilities of the officers shall be as follows:

(a) President:

- Convene and facilitate all meetings of the SDC-WA council and of the Board of Directors;
- Actively participate in relevant SDC-WA activities and events;
- Appoint all members of standing committees and any other committees not otherwise provided for in the Constitution;
- See that all provisions of the Constitution are fulfilled by appropriate officers and committee chairpersons;
- Serve as liaison for any business involving an external agency;
- Serve as ex-officio member of all committees; and
- Delegate duties or responsibilities as needed.

(b) President-Elect

- Attend all Executive Board meetings;
- Actively participate in relevant SDC-WA activities and events;
- Preside in the absence of the President; and
- Assume the office of the President if the office is vacated before the expiration of term and succeed to the office of the President at the expiration of the presidential term.

(c) Secretary:

- Attend all Executive Board meetings;
- Actively participate in relevant SDC-WA activities and events;
- Keep the records and minutes of all Executive Board and SDC-WA general meetings;
- Be responsible for all correspondence;
- Issue notices of meetings;
- Maintain a current mailing list of all members' names and addresses; and
- Perform other duties as specified by the President.

(d) Treasurer

- Attend all Executive Board meetings;
- Actively participate in relevant SDC-WA activities and events;
- Keep a record of membership;
- Receive monies for SDC-WA;
- Pay all authorized bills;
- Keep an accurate and current record of all receipts and expenditures of the Council's funds;
- Make regular reports available to membership and at other times as requested by the President; and

- Be responsible for compiling and submitting all state and federal financial reports.

(e) Communications Officer

- Attend all Executive Board meetings;
- Actively participate in relevant SDC-WA activities and events;
- Coordinate the production of Council newsletters and brochures;
- Establish a system for conducting virtual meeting; and
- Be responsible for distributing information to all members

Section 3: To provide continuity and stability, other Executive Officers shall include:

- Past President;
- Past Secretary;
- Secretary-Elect;
- Past Treasurer;
- Treasurer-elect;
- Past Communications Officer; and
- Communications Officer-elect.

Section 4: The term of each position shall be for one year, meaning that an individual serves a total of three years as he/she moves from “-elect,” to “acting” to “past” status. For the SDC-WA’s first year, there shall be no elected past positions. Elections shall occur by April of each calendar year for the following term. Terms shall be from July 1 - June 30.

Section 5: The officers of the SDC-WA Executive Board shall act as the governing body of the SDC-WA. A simple majority of the SDC-WA Board shall constitute a quorum.

Section 6: In addition to the Executive Officers, the SDC-WA shall be supported by an Advisory Board consisting of a diverse group of members representing groups that include, but are not limited to, schools, school districts, and support agencies and organizations. All members of the Advisory Board shall be active members of SDC-WA and NSDC. The Nominating Committee will assist the Executive Board in identifying potential members of the Advisory Board. SDC-WA members in good standing may self-nominate.

Article V. COMMITTEES

Section 1: The standing committees of the SDC-WA shall be as follows:

- (a) The Technology Committee, consisting of at least one member, shall be based on expertise necessary to support the organization’s ability to leverage the use of technology for conducting all aspects of SDC-WA business, including but

not limited to hosting virtual meetings, providing membership communication, and identifying platforms for professional learning.

- (b) The Nominating Committee, consisting of at least three members, shall, at least one month prior to the election of officers, notify the voting membership of the proposed slate of candidates to serve on the Executive Board, and shall oversee the election for officers of the Executive Board. The Nominating Committee will assist the Executive Board in recruiting a diverse group of nominees from all parts of the state and from a variety of roles, including, but not limited to, school-based teacher leaders.
- (c) The Membership Committee, consisting of at least three members, shall be responsible for recruiting new national and affiliate members.

Section 2: Each committee shall have a chairperson appointed by the President. The Board shall be represented on each committee. All members of each committee shall be active members of SDC-WA and NSCD.

Article VI. MEETINGS

Section 1: The entire Executive and Advisory Board shall meet three times per year face-to-face.

Section 2: Executive Officers shall meet monthly, with the host site rotating geographically and other members joining via the use of technology for interactive sessions.

Section 3: An annual Business Meeting of the full membership shall take place via interactive technology to conduct the business of the organization. Voting on affiliate business will be conducted via interactive technology and shall be determined by a majority vote of members who respond by a set deadline.

Article VII. ACTIVITIES

Section 1: The SDC-WA shall submit Action Plans each year, based on NSDC strategic priorities and interests and needs identified within the state. During the SDC-WA's first year, these Action Plans shall be developed in the fall and submitted prior to the December Affiliate Leaders' meeting.

Section 2: Proposed Activities include:

- Hold networking sessions at other state organization conferences;
- Prepare and propose Professional Development-related presentations for other conferences;
- Network after NSDC summer and annual conferences to share learning and discuss application in our state;
- Host monthly networking sessions to address problems raised by members and/or topics of current interest in the state;

- Use technology to provide webinars, with members to receive a subscription/password for a local Website which would have articles, videos, etc., possibly written by members;
- Conduct round table discussions by topic over technology;
- Create regional cohorts that meet regularly to network, problem-solve, and share ideas;
- Conduct book studies online; and
- Sponsor a speaker in partnership with other organizations.

Article VIII. AMENDMENTS and DISSOLUTION

Section 1: This Constitution may be amended or the organization dissolved by a majority vote of members who respond by a set deadline.

Article IX. PARLIAMENTARY AUTHORITY

Section 1: Business will be conducted according to Roberts' Rules of Order and shall govern the SDC-WA in all situations to which they apply and in which they are not inconsistent with this Constitution and any special rules of order the SDC-WA may adopt.

Article X. INTERNAL REVENUE SERVICE

Section 1: The purpose for which the SDC-WA is organized is exclusively educational as defined in the Internal Revenue Code. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under the 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law. The Treasurer will maintain proper accounts as related to IRS regulations as a 501(c)(3) organization.