

# **Roughrider Education Services Program Bylaws**

*Approved September 3, 2015*

## **ARTICLE I Name**

**Name.** The name is Roughrider Education Services Program, also known as RESP, a Regional Education Association (REA).

## **ARTICLE II Office**

**Office.** The location of the office of the REA agreement is Dickinson, North Dakota. The REA agreement may change the location of the office and establish other offices, within the boundaries of Roughrider Education Service Program, as the Governing Board may designate.

## **ARTICLE III Governing Board**

1. **Management.** A Governing Board (hereafter referred to as Board), shall manage the affairs of the Roughrider Education Services Program RESP.
2. **Number and Selection of Board Members.** The board shall consist of nine (9) members, a school board member and administrator designee from each of four Sections, and one at-large member. Each board member must be from within their representative Section of the RESP and elected by the school districts within their section. The at-large member will be elected at the Annual Meeting from any member school district and can be either an administrator or RESP school board representative.  
  
\*\*The RESP Bylaws and Regional Education Association Agreement will be adjusted in the future to reflect representation by schools upon a request from their district to join the RESP.
3. **Term of Members.** The term of each Member of the Board within each section will be for two (2) fiscal years following election.
4. **Meetings.** The Board may provide for holding regular meetings at such times and places as designated by the Board or by the Chair. Special meetings of the Board may be called by the Chair or upon the written request of any member or cooperating party to the Chair and must be held at such place as the Board may determine.
5. **Notice of Meeting.** A notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purposes for which the meeting is called, must be provided not less than three days before the date of that meeting, at the direction of the Chair or member or cooperating party calling the meeting, to each member and cooperating party, unless notice is waived by a communication or by attendance. If mailed, the notice is deemed to be delivered when deposited in the United States mail, addressed to the member and cooperating party at the member's or

cooperating party's address as it appears on the books of the REA, with postage prepaid. Public notice will be provided consistent with North Dakota statutes.

6. **Annual Meeting**. An annual joint meeting of the full membership including one (1) board representative and one (1) administrator representative from each member school district will be conducted in July or August of each year. Each school district will have one vote at the annual meeting. The purpose of this meeting is to present an annual report summarizing the activities of the RESP from the previous year, outline planned activities for the current year and elect a member-at-large to serve on the board.
7. **Member At-Large**. A school board representative or administrator from any RESP member district.
8. **Quorum**. A quorum shall consist of the Members present for the transaction of business at any meeting of the Board and will utilize a simple majority vote decision making process.
9. **Committees**. The Board, by resolution, may designate from among its members other committees, each committee consisting of two or more members and serving at the pleasure of the Board. The Board may appoint other persons to committees for designated terms.
10. **Reimbursement**. A member may not receive compensation for services, but may receive reimbursement of expenses as outlined in current law.
11. **Joint Operating Fund**. The Board shall maintain a joint operating fund in which all participating school districts are required to participate.
12. **Decision Making**. The Board will utilize a simple majority vote of the Board Members present at a duly called and noticed regular or special meeting of the Governing Board.
13. **Alternates**. Any eligible Section alternate will be a school board member or administrator from a district within that Section.

## **ARTICLE IV**

### **Section Representation**

1. **Sections**. The RESP member school districts will be grouped in four (4) Sections as follows:
  - Section 1* Beach, Belfield, Killdeer, South Heart
  - Section 2* Halliday, Hebron, Richardton/Taylor, Glen Ullin, Mott/Regent
  - Section 3* Bowman County, Hettinger, New England, Scranton
  - Section 4* Central Elementary #32 (Amidon), Billings County, Lone Tree/Golva, Marmarth, Twin Buttes
2. **Section Meetings**. Each Section will conduct a minimum of one (1) sectional meeting to be held in conjunction with the Annual Meeting. Minutes for these meetings will be kept on file at the RESP office. Sections 1 & 3 will elect a representative in odd numbered years and Sections 2 & 4 will elect a representative in even numbered years. The newly elected representative will begin serving on the Board following the Annual Meeting.

## **ARTICLE V**

## **Officers**

1. **Officers**. The officers of the RESP shall consist of a Chair and Vice-Chair. The officers of the RESP must be nominated and elected biennially by the Board from among the members on the Board. The term of office consists of two (2) fiscal years following election. The election must be held at a Board meeting following the start of the fiscal year in the odd-numbered year and before the beginning of the next calendar year. Each elected office will hold office until that officer's successor has been duly elected and qualified.
2. **Removal**. Any officer elected by the Board may be removed by a majority vote of the Board, after a thirty-day notice to all members of such intended action.
3. **Vacancy**. A vacancy in any office, because of death, resignation, disqualification or other cause, may be filled by that Section for the unexpired portion of the term.
4. **Powers and Duties**. The officers have such powers and shall perform such duties as may, from time to time, be specified in resolutions or other directives of the Board. In the absence of such specification, each officer has the powers and authority and may perform and discharge the duties of officers of the same title serving the same or similar general purposes and objectives as a school board member in North Dakota.

## **ARTICLE VI Authorization**

1. **Authority**. The Board may appoint or employ any officer or agent of the REA and authorize any officer or agent to enter into any contract or execute and deliver any instrument, or provide any service or implement any program, in the name of and on behalf of the Roughrider Education Services Program.
2. **Financial**. All checks, drafts, or orders for the payment of money, notes, and other evidences of indebtedness issued in the name of the REA must be signed by such officer or fiscal agent of the REA and in such manner, as from time to time, may be determined by resolution of the Board.
3. **Depositories**. All funds of the joint REA must be deposited from time to time to the credit of the REA in such banks, trust companies, and other depositories as the fiscal agent may select.

## **ARTICLE VII Records**

1. **Books and Records**. The REA must keep correct and complete books and records of account, and minutes of the proceedings of its meetings. These records must be kept at the principal office of the REA.
2. **Member and Cooperating Party Names**. The names and addresses of the members and cooperating parties must be made available to the public at the principal office of the Roughrider Education Services Program.

## **ARTICLE VIII**

**Fiscal Year**

**Fiscal Year**. The fiscal year of the REA is July 1 to June 30.

**ARTICLE IX**

**Amendments to the Bylaws**

**Amendments**. The Board may amend or repeal these bylaws by an affirmative vote of  $\frac{2}{3}$  of the Members.

Approved by resolution of the Governing Board on: \_\_\_\_\_

Attested: \_\_\_\_\_

Date: \_\_\_\_\_