

BY-LAWS OF THE GOVERNING BOARD

County, Conecuh County, ~~Congton~~ County, Crenshaw County, Dale County, Escambia County, Pike County, Andalusia City, Brewton City, Daleville City, Dothan City, Elba City, Enterprise City.

Article B: Composition

The Board will comply with the following schedule of membership categories and specific numerical representations:

Classroom Teachers	14
Administrators	6
IHE Representatives	2
State Department of Education	1
Local School Board Member	1
Total	24

Center Director Executive Secretary

Each of the twenty-one systems served by the Center may be represented on the Board by either a teacher, an administrator, or a school board member as long as the membership categories are increased proportionally (two teachers for each administrator)

Article C: Appointment to Board Membership

Initiated by official resolution(s) of incumbent

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 68.3(75)(e)11 (e)1 (d)1d.9rTbe)11 .7b)Tj EMCb T(cl)2u (e)11ru

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.

Article C: Program Communication

1. The Center shall make available to its participating school systems information about its programs and services through the use of brochures, meetings, or other communications as deemed appropriate.
2. The Center staff shall meet annually with the professional development coordinators of the systems in its service area to help meet the systems' professional development needs.

SECTION III : FINANCE

Article A: Budget and Fiscal Policies

The center director shall, within one month notification of the annual appropriation, submit to the State Department of Education a prepared budget for the fiscal year. The budget must be approved by the Governing Board and the institution acting as fiscal agent prior to submission to the SDE for final approval by the State Superintendent of Education.

The budget shall be submitted on forms provided by SDE and shall include designated expenditure categories and amounts in compliance with the following schedule of line items and allowable percentages:

Line Items

Article G: Course Credit/Tuition

The Center 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. B.)

Article H: Travel

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

Article I: