

S/CDN
Staff/Curriculum Development Network
Constitution
And
By-Laws

Adopted	09/29/1989
Revised	06/02/2005
Revised	06/02/2011
Revised	06/04/2015
Revised	9/13/2016
Revised	06/01/2018

S/CDN
Staff/Curriculum Development Network
Constitution

Article I – Name and Affiliation

The organization shall be known as Staff/Curriculum Development Network –S/CDN - hereinafter referred to as the 'S/CDN'.

Article II – Mission and Goals

The following will be the Mission and Goals of the S/CDN:

Mission

The S/CDN will strengthen the capacity of school districts to promote successful attainment of the New York State Standards by all students.

Goals

The goals of the S/CDN are to:

- Enhance communication among BOCES/Large City School Districts and the State Education Department by sharing information and resources with each other and local school districts.
- Support student learning through quality curriculum, staff and organizational development.
- Collaborate with the State Education Department in planning and implementing curriculum, instruction and assessment through capacity building initiatives.
- Provide professional development leadership.
- Network with other professional organizations.

Article III – Membership

Membership in this organization shall not be denied to anyone on the basis of race, creed, religion, gender, political affiliation, sexual orientation or physical handicap.

- The BOCES District Superintendents and the Big Five Superintendents appoint representatives. Alternates or additional staff may attend from each BOCES or the Big Five Districts, with the understanding that only the appointed member may vote.
- In the event the District Superintendent's designee cannot attend a meeting at the time of a vote, another member may vote for his/her BOCES or Big Five with written permission from his/her District Superintendent. A request to vote should be addressed to the current Chairperson of the S/CDN.
- Correspondence and invitations may be sent to a variety of different organizations at the discretion of the S/CDN Executive Committee.
- Guest/alternates may attend S/CDN meetings at the discretion of their voting representative and/or the Executive Committee. All fees associated with participation are the responsibilities of the guest/alternate.
- Attendance by other professional affiliates will be reviewed and approved by the Executive Committee on an annual basis.

Article IV – Officers

The S/CDN Executive Committee shall have the following officers:

- Chairperson – the Chairperson shall direct the activities of the organization, act as presiding officer at regular meetings and call meetings of the S/CDN. The Chairperson shall call special meetings and appoint committees as necessary for the work of the S/CDN.
 - It shall be the duty of the Chairperson to preside at all meetings of the S/CDN, to promote the provisions of the Constitution, to appoint committees and to serve, ex-officio, on these committees. The Chairperson shall provide leadership for the S/CDN and serve as liaison with the State Education Department District Superintendents, Big Five, and other partners
 - The Executive Committee may appoint co-chairpersons with duties disseminated by the co-chairs.
 - If a Chairperson cannot be determined within the Executive Committee structure, the Executive Committee has the authority to query the current S/CDN voting members who previous members of the Executive Committee for the opportunity to take on the role of Chairperson or co-Chairperson.
- Vice Chairperson - The Vice Chairperson shall fulfill the duties and obligations of the Chairperson in the absence of the Chairperson and be responsible for assisting the Chairperson in the performance of the Chairperson’s duties. The Vice Chairperson shall provide leadership for the quarterly S/CDN meetings.
 - It shall be the duty of the Vice Chairperson to preside at meetings of the S/CDN in the absence of the Chairperson. The Vice Chairperson shall work with the Executive Committee, and with the assistance of the SED Liaison, to secure facilities and speakers for all meetings, and/or other duties that support the mission of the S/CDN.
- Secretary – The Secretary shall be responsible for taking minutes of all Executive Meetings. The Secretary shall fulfill the duties and obligations of the Vice Chairperson of Program in the absences of said position and be responsible for assisting the Vice Chairperson of Program in the performance of the those duties in order to maintain program continuity.
 - It shall be the duty of the Secretary to advise members in writing of the date, time, and program of all meetings. Written notices of each meeting with agendas will be sent so that members shall receive them not less than seven (7) days prior to the meeting. The Secretary shall maintain a record of attendance at meetings.
 - It shall be the duty of the Secretary to maintain all official records, minutes, and correspondence of S/CDN and the S/CDN Executive Board.
 - It shall be the duty of the Secretary to develop, distribute, and summarize the meeting evaluations.

Article V – Executive Committee

- Section 1. The Executive Committee shall meet at least four times per year.
- Section 2. The Executive Committee shall meet at least two times per year at an Executive Retreat for planning purposes.
- Section 3. The Secretary shall record and make available the minutes of all Executive Committee Meetings. These minutes will be made available to the Executive Committee within two weeks of the meeting.

The Executive Committee of the S/CDN shall consist of:

- One voting member representing each Joint Management Team (JMT) region. One additional member may be elected from both the Chairperson’s and Vice Chairperson’s JMT during the time the role of S/CDN Chairperson is maintained.
- One voting member representing the Big Five Districts.
- Non-voting member(s) representing the State Education Department.
- Non-voting members-at-large representing active committees (determined as needed).
- Past Chairperson may serve as a resource during a period of transition when a new Chairperson is appointed.

The Executive Committee may consist of Members-at-Large. Members-at-Large are defined as follows:

- Members-at-Large – A Member-at-Large will maintain his or her status on the S/CDN Executive Committee if he or she is assigned to a committee. Status will be maintained for continuity of that committee while the committee is active. Members-at-Large will not have voting status on the Executive Committee. Members-at-Large may participate in Executive Committee Retreats at the request of the Chairperson.
- Member at Large for Finance - the Member at Large for Finance shall maintain the budget of the S/CDN.
 - It shall be the duty of the Member at Large for Finance to collect membership dues and other monies due to the S/CDN, deposit such funds in a depository approved by the Executive Committee and to pay all bills approved by the Executive Committee. The Member at Large for Finance shall keep a record of all receipts and expenditures in an approved form and shall present such records for an annual audit on request. The Member at Large for Finance is responsible for registration for quarterly meetings and maintaining an updated member directory.

Terms:

- Two, three-year consecutive terms, with one-third the terms expiring each June.
- Elected by JMT region/Big Five at the March S/CDN meeting.
- Executive Committee officers include Chair, Vice Chair, and Secretary,
 - Officers for the Executive Committee are elected by a majority vote of the Executive Committee and may serve for up to two, three-year terms provided they are re-elected to Executive Committee by JMT/Big Five.

Article VI – Meetings

- Section 1. Program meetings will be open to voting members and paid registrants.
- Section 2. Program meetings will be held at least four times each year.
- Section 3. The June meeting will be the designated annual meeting.
- Section 4. A minimum of one Business Meeting of voting members will be held annually.

Article VII – By Laws

Voting:

A quorum of 75% of voting members must be present to hold a vote.

- By consensus of members present, unless a controversial issue exists; then a majority (51%) of the members passes the issue.
- Each BOCES or Large City School District will have one (1) designated voting representative.
- Any voting representative can bring an issue or item to the floor.

Article VIII – Executive Committee Retreats

Section 1. The S/CDN Executive Committee is authorized to hold a minimum of two retreats each year. These retreats will be used for planning the program agendas of the S/CDN or programs related to the S/CDN's work.

Section 2. Retreats will be paid from the S/CDN treasury.

Article IX – Membership and Fiscal Years

Section: 1. The membership and fiscal year of the association shall extend from July 1 to June 30.

Article X – Dissolution

Section: 1. In the unlikely event of the S/CDN being dissolved, the amount of funds remaining after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the representative of the BOCES, the Big Five and other organizations according to the current membership roster.