



# The University of Alabama at Birmingham

## Regional Inservice Center Region 5 By-laws

### **Name**

The official name of the organization shall be the The University Alabama at Birmingham Regional Inservice Center (UABRIC) Governing Board -Region 5. The UABRIC is located in the UAB School of Education in the Office of the Dean.

### **Authority**

Commensurate with statutory authority and Accountability Standards for Alabama's Regional In-service Centers, the UABRIC Governing Board shall fulfill the following responsibilities:

- Determine policies for the operation of the center, including days and hours of operation, in cooperation with the Alabama State Department of Education and the host institution.
- Approve the direction and focus of the center's programs and activities.
- Approve the center's annual budget.
- Establish pay scales for program consultants within the guidelines established by the Accountability Standards.
- Ensure the use of high quality consultants by the center.
- Delegate to the center director the authority and responsibility for the daily operation of the center, including the development and maintenance of necessary financial and programmatic records, and the coordination of program activities.
- Approve the annual summary report of the center's programs and activities.

### **Membership**

The membership of the UABRIC Governing Board shall consist of the following:

- Eight (8) public school teachers
- Four (4) public school administrators
- One (1) local school board member
- One (1) staff member of the State Department of Education
- Two (2) representatives of higher education institutions

Initial appointments to the UABRIC Governing Board membership and/or reappointments to board membership shall be confirmed by resolution(s) of the executive committee and advisory board in duly constituted meetings. Nominations for Governing Board membership shall be solicited from, but not limited to, local education associations, local superintendents, and the in-service center director.

### **Membership Term**

UABRIC Governing Board members shall serve staggered terms of three years and shall be eligible for one consecutive reappointment. The term of office shall begin on August 1 of the first year and end on July 31 of the third year.

### **Officers**

Members of the UABRIC Governing Board shall elect from their number, a Chair (president) and a Vice-Chair (Vice President) of the Governing Board. The Director of the UAB Regional Inservice Center shall serve as Executive Secretary and ex-officio member (non-voting) of the Governing Board. In the absence of the Board Chair (President), the Vice-Chair (Vice President) shall act as chair pro tempore.

The officers of the UAB Governing Board shall be elected annually at the last scheduled end of the year meeting, or the first scheduled meeting after September 1 of each academic year. They shall hold office until their successors shall have been duly elected. The UABRIC Governing Board Chair and Vice-Chair may serve a maximum of three years in their respective capacities.

## **Committees**

The Chair of the UABRIC Governing Board shall appoint standing and ad hoc committees, as needed, to conduct the affairs of the UAB Regional Inservice Center. Members of these committees may be Board members, non-Board members, or a combination of the two.

## **Executive Committee**

The in-service center director may appoint members of the Executive Committee. The Executive Committee of the UABRIC Governing Board may be composed of region 5's school district leaders and teachers, ALSDE staff, former Board members, and the center director (up to ten members). Governing board members whose school districts are not represented, may also serve on the executive committee. The primary function of the Executive Committee is to contribute to the efficient operation of the in-service center. Executive Committee members shall serve one year and be eligible for reappointment each year.

### **The Executive Committee shall:**

- Attend UABRIC Governing Board meetings as ex officio (non-voting) members.
- Resolve urgent matters between board meetings.
- Confirm the appointment of new governing board members.
- Meet as needed to discuss and plan for district level professional learning needs.
- Work closely with the UABRIC Governing Board chair and the in-service center director.
- Submit proposals to request funding for professional learning on behalf of the school districts they represent.

## **Advisory Board**

The in-service center director may appoint an advisory board of three to five (3-5) individuals to fill a knowledge gap in the UABRIC Governing Board. The UABRIC advisory board is a group of experts who lend their skills, guidance, and knowledge to the UABRIC Governing Board. In short, an advisory board serves the purpose of its name—to attend the UABRIC Governing Board meetings and offer advice as needed to help the UAB Regional Inservice Center's governing board grow and achieve its goals. There are no term limits to the advisory board.

## **Meetings**

The UABRIC Governing Board shall conduct a minimum of three meetings during the year (fall, winter, and spring).

## **Quorum**

A majority of the members of the roll of the UABRIC Governing Board shall constitute a quorum. A quorum (either physically, electronically, or virtually) must be present at any meeting at which official business is transacted. Official business may be conducted in person, virtual/online (to include email), by conference call, or by a combination of these. In the absence of a voting UABRIC Governing Board member, a designee from that same school system is eligible to vote on matters during that UABRIC Governing Board meeting.

## **Parliamentary Authority**

Robert's Rules of Order, latest edition, shall be the UABRIC Governing Board's final authority on all questions of procedure and parliamentary law not covered by these by-laws.

## **Amendments**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a majority vote of the members of the UABRIC Governing Board present and voting at any regular meeting.