

## **BY-LAWS FOR Stafford Technical Center (Regional Advisory Board)**

### **ARTICLE I: NAME**

The name of the board shall be the Regional Advisory Board of Stafford Technical Center.

### **ARTICLE II: GOAL**

The goal of the Regional Advisory Board (hereafter referred to as the RAB) shall be to assist the school board operating the technical center in providing the best possible technical training and to maximize the available opportunities and potential of students and adults while at that same time taking into consideration the needs of the emerging technical workforce. In addition, the RAB is responsible for the expectations outlined in T.10 Subsection 542.

In achieving this goal the regional board shall (1) advise the school board operating the center, and (2) shall report on meeting(s) results to the school board operating the center and to the Commissioner of Education.

### **ARTICLE III: MEMBERS**

#### **Section 1. Composition of the RAB**

Total membership: 19 At no time shall the membership drop below 51% business/industry representation or their designee.

##### **Business and Industry:**

Seven (7) designees from business and industry

One (1) member from the Rutland Economic Development Corporation (REDC)

One (1) member from the Rutland Region Chamber of Commerce (RRCC)

One (1) member from the Greater Rutland Area Professional Executives Association (GRAPE)

##### **Non-business:**

One (1) member from the Department of Employment and Training (DET)

Six (6) superintendents or his/her designee from the sending high school boards

One (1) member from post-secondary education

One (1) member from the community

#### **Section 2. Term of Office**

Member tenure is at the discretion of the organization he/she represents.

#### **Section 3. Voting Rights.**

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the RAB. Absentee ballots shall not be permitted.

#### **Section 4. Termination of Membership.**

A member shall no longer hold membership should he/she cease to be a resident of the area to be served or otherwise terminates his/her relationship with the group or organization which he/she was selected to represent. At the discretion of the RAB, membership may automatically terminate for any member who is absent from all regular and special meetings for three consecutive meetings. The RAB, by affirmative vote of two-thirds of all the members of the RAB, may suspend or expel a member.

- Section 5.       Transfer of Membership.  
Membership on the RAB is not transferable or assignable.
- Section 6.       Alternates.  
A RAB member shall designate an alternate. An alternate shall have voting power. The presence of an alternate shall not relieve a member from the effect of Section 5 of this Article.
- Section 7.       Resignation.  
Any member may resign by filing a written resignation with the Chair of the RAB.
- Section 8.       Vacancy.  
Any vacancy on the RAB shall be filled through appointment by the organization represented by that member.

#### **ARTICLE IV.   OFFICERS**

- Section 1.       Officers.  
The officers of the RAB shall be a chair, vice-chair and such other officers as the RAB may deem desirable.
- Section 2.       Election and Term of Office.  
The officers of the RAB shall be elected annually at the last quarterly meeting of each year and shall serve for one year and until each successor has been elected and qualified.
- Section 3.       Removal.  
Any officers elected or appointed by the RAB may be removed by a two-thirds vote of all member sitting on the RAB whenever, in the judgement of its members, the best interest of the RAB would be served thereby.
- Section 4.       Vacancy.  
A vacancy in an office because of death, resignation, removal, disqualification, or otherwise may be filled by a majority vote of the RAB.
- Section 5.       Chair.  
The chair shall preside at all meetings of the RAB, and may sign all letters, reports, and other communications of the RAB. In addition, he/she shall perform all duties incident to the office of chairperson and such other duties as from time to time may be assigned to him/her by the RAB. In the absence of the chair, the vice-chair will serve in his/her stead and fulfill the duties of the position.

#### **ARTICLE V:   COMMITTEES**

- Section 1.       The RAB will support the following standing committees, the chairs of each to be appointed by the RAB.

#### Executive Committee

Executive Committee membership includes, but is not limited to, the chair and vice-chair of the RAB, each chair of each committee developed by the RAB, the director of Stafford Technical Center, and the Superintendent of Schools of the host District. Members serve in an ad hoc manner at the discretion of the RAB with duties as specified by the RAB. The Executive Committee meets as needed. Additional members can be added by the RAB.

#### Secondary Program Committee

Composed of the STC director, K-12 Liaison, Curriculum Coordinator, a sending high school principal or his/her designee, Regional Advisory Board members and 51% business representation.

Advisory functions include: day program evaluation, program certification, program development, satellite location development, providing a forum for input from employers, STC students and potential students, identification and consideration of existing models, program recommendation, and identification and utilization of outside resources as necessary for development, financial management (including state funding), facility management, student enrollment and projections, identification and obtainment of alternative funding sources.

#### Adult Program Committee

Composed of the STC director, Education Training Specialist, Post-secondary representative of the RAB and 51% business representation.

Advisory functions include: Advisory functions include: adult program evaluation, program certification, program development, satellite location development, providing a forum for input from employers, identification and consideration of existing models, program recommendation, and identification and utilization of outside resources as necessary for development, financial management (including state funding), facility management, student enrollment and projections, identification and obtainment of alternative funding sources.

#### Marketing Committee

Composed of the STC director, STC staff as necessary, a sending high school guidance counselor or his/her designee, Regional Advisory Board members and 51% business representation.

Advisory functions include: developing a marketing plan, developing outreach materials with marketing program students, developing and supporting events for guidance, middle and secondary instructors, and compiling data and labor information to share with students and parents.

### Section 2. Standing and Special Committees.

The RAB may from time to time establish and abolish such standing or special committees as it may desire.

### Section 3. Membership.

Unless otherwise determined by the RAB in its decision to establish a committee, the chair of the RAB shall appoint members to Ad Hoc committees. The RAB will retain the responsibility for maintaining the composition and shall appoint members as needed. Replacement of Ad Hoc committee chairs is the responsibility of the Chair of the RAB.

### Section 4 Rules.

Each committee may adopt rules for its own governance not inconsistent with these by-laws or with rules adopted by the RAB.

- Section 5.       Quorum.  
Unless otherwise provided in the decision of the RAB designating a committee, a majority of the committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
- Section 6.       Vacancy.  
A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment. The RAB is responsible for maintaining the composition of the committee.

## **ARTICLE VI. MEETING OF THE RAB**

- Section 1.       Regular Meetings.  
The RAB shall meet quarterly.
- Section 2.       Special Meetings.  
Special meetings may be called by the chair or by majority vote of the RAB.
- Section 3.       Place of Meeting.  
The RAB shall hold its regular meetings and its special meetings at Stafford Technical Center unless otherwise announced by the chair.
- Section 4.       Notice of Meetings.  
Notice shall be given in writing to all members of all regular and special meetings stating the day, hour, and location of the meeting, and shall be delivered either personally or by mail to each member not less than five days or more than three weeks before the date of such meeting.
- Section 5.       Decisions of RAB.  
All decisions of the RAB shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.
- Section 6.       Quorum.  
The presence of a majority of the members shall be required in order to constitute a quorum necessary for the transaction of the business of the RAB.
- Section 7.       Conduct of Meetings.  
All regular and special meetings of the RAB shall be conducted in accordance with Robert's Rules of Order.
- Section 8.       Meetings Open to the Public.  
All regular and special meetings of the RAB and of its standing or special committees shall be open at all times to representatives from the school districts and community. Quarterly meetings will be publicly warned.

## **ARTICLE VII: AMENDMENTS**

These by-laws may be amended at any time by a two-thirds affirmative vote of the members of the RAB, provided that the amendment is to further carry out the objectives of the RAB.

In witness thereof, the school board operating the Stafford Technical Center and the RAB have caused these by-laws to be duly executed on the 1<sup>st</sup> day of July, 2001.

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Richard Steward, RAB Chair

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Michael Dick, Chair Rutland Public Schools