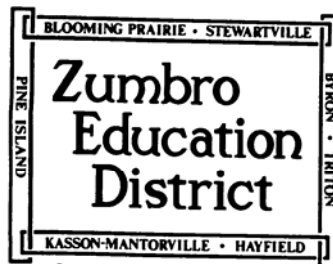


# ZUMBRO EDUCATION DISTRICT

## BYLAWS



*Linked Together For Progress*

801 Frontage Road NW Byron, Minnesota 55920  
(507) 775-2037 FAX (507) 775-2040

Adopted: September 30, 1988

Revised: November 16, 1989  
December 21, 1989  
August 22, 1990  
August 20, 1998  
July 17, 2008

**BYLAWS**  
**of the**  
**ZUMBRO EDUCATION DISTRICT**

**ARTICLE I**  
**NAME**

The name of this organization shall be the Zumbro Education District.

**ARTICLE II**  
**AUTHORIZATION**

The establishment of this organization is provided for under Minnesota State Law M.S. 122.91, Education District Establishment. The powers and responsibilities which are delegated to the Education District Board are those embodied in the Agreement for the Zumbro Education District dated September 30, 1988.

**ARTICLE III**  
**MEMBERSHIP**

The membership of the Education District Board shall consist of one School Board member representative from each member district.

**ARTICLE IV**  
**OFFICERS**

- Section 1 - The officers of the Education District Board shall be those provided for in the Agreement:
- a. Chair
  - b. Vice Chair
  - c. Treasurer-Clerk
- Section 2 - Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned below.

- a. The chair conducts the meetings, executes undertakings ordered and directed by the board and is the official representative of the board in all matters relating to the Education District.
- b. The vice chair acts in the absence of the chair and has all the powers of the chair during the latter's absence.
- c. The treasurer-clerk is to receive and disburse all funds of the Education District and keep records as required by law.

Section 3 - The duties of the Executive Director of the Education District include:

- a. To prepare, together with the chair, an agenda for each meeting of the Education District Board which shall be mailed to the superintendent of schools and Education District Board member of each member district at least 5 calendar days prior to the meeting.
- b. Within five days following each meeting of the Education District Board, to mail to each superintendent of schools and to the representative of each school board a copy of the minutes of the meeting.

## **ARTICLE V ELECTION OF OFFICERS**

- Section 1 - An annual organizational meeting shall be held in January. The Education District Board shall elect its officers for the year as one of the items of business and said officers shall assume their duties immediately.
- Section 2 - Nominations for officers shall be made from the floor at the annual meeting at which officers are to be elected and the election of the officers shall follow immediately.
- Section 3 - A candidate receiving a majority vote of those present at the annual meeting shall be declared elected and shall serve for the year or until his/her successor is qualified.
- Section 4 - The term of chair shall not exceed two consecutive years. The previous year's vice-chair will then rotate to the position of chair the succeeding year.
- Section 5 - Vacancies shall be filled by appointment by the school board of the member district whose seat is vacant.

## **ARTICLE VI MEETINGS**

- Section 1 - Date, time and place of regularly scheduled meetings shall be determined at the annual meeting held in January. In the event of a conflict with holidays or other events, a majority at any meeting may change the date and/or place of such meetings.

- Section 2 - A quorum for the transaction of business at meetings of the Education District Board shall consist of a number of voting members representing a majority of the Member Districts.
- Section 3 - Special meetings of the Education District Board may be called by the chair, or by representatives of two member districts acting together, for a specified purpose. In such event, the Executive Director must give three days notice by email/mail of the special meeting, which notice shall state the purpose, the time, and the place of the meeting. The receipt of such notice shall be acknowledged or the member's School District shall be contacted.
- Section 4 - No change of Bylaws, or hearing on charges for removal of a board officer, or a proposal for filling a vacancy in the Board's office shall be in order at any meeting, regular or special, unless notice that such matter is to be considered, is placed on the agenda for a specified meeting and is emailed/mailed to each member at least 5 days prior to such meeting. No action may be taken on any item not appearing on the agenda of any meeting, regular or special, unless all members are represented and such representatives agree to act.
- Section 5 - All meetings at which official action is taken shall be open to the general public.
- Section 6 - Roberts Rules of Order shall govern the proceedings of meetings of the Education District Board, unless a specific directive appears in the Agreement or in these Bylaws.

#### **ARTICLE VII ORDER OF BUSINESS**

- Section 1 - The order of business at regular meetings shall be:
- a. Roll call
  - b. Approval/revision of agenda
  - c. Consent Agenda
  - d. Reports and communications
  - e. Unfinished business
  - f. New business
  - g. Adjournment

#### **ARTICLE VIII FISCAL AFFAIRS**

- Section 1 - The cost of services by the Education District staff will be billed in advance to member schools if necessary as determined by the Education District Board.
- Section 2 - All Federal aids earned by the operation of the Education District shall be paid to the Education District. All such aids shall be credited to the program for which they were earned and shall be used to reduce the user's pro rata cost, if any.
- Section 3 - An inventory of all equipment costing \$500 or more purchased with Federal or State dollars by the Education District shall be kept and updated annually as required by Federal guidelines.
- Section 4 - A depreciated fixed asset inventory shall be established for accounting purposes and to determine the entry cost for new members. Items costing

\$1,000 or more shall be included on the inventory. These items shall be depreciated over their useful life using the straight line method and the half year convention.

- Section 5 - Travel expenses incurred when an Education District staff member travels from his or her assigned building to a member school district shall be paid by the Education District at the IRS established mileage rate guideline.
- Section 6 - The Director of the Education District shall prepare for the March meeting of the Education District Board a preliminary annual operating budget for the upcoming fiscal year. A final budget shall be presented to the Education District Board for its adoption no later than the July meeting.
- Section 7- Education District Board members will receive reimbursement for travel expenses.

## **ARTICLE IX HIRING**

- Section 1 - Hiring of personnel by the Education District will follow this procedure:
  - a. All positions will be approved by the Education District Board.
  - b. The Executive Director and/or other District personnel will recruit and interview prospective candidates.
  - c. All employment contracts will be issued by the Education District after approval by the Education District Board.
- Section 2 - All certified and non-certified personnel employed by the Education District shall be employed under the terms of any master contracts or agreements in force in the Education District.
- Section 3 - The assistance of the supervisors and directors employed by the Education District shall be available to all members of the Education District for administration, including the preparation and filing of reports, in such areas as such supervisors and directors may qualify and that the Education District Board shall direct.
- Section 4 - The Education District Board shall hire employees in a manner prescribed by statute for independent school districts.

## **ARTICLE X AMENDMENTS**

These Bylaws may be amended by a majority vote of the Education District Board.

Written notice of a proposed Bylaw change, including the specific language of the proposed change, shall be sent to all board members of the Education District reasonably in advance of any meeting where a proposed revision to the Bylaws will be presented for a vote.

IN WITNESS WHEREOF, the parties through their representation to the Education District Board of the Zumbro Education District have caused this instrument to be executed pursuant to the authority of the Education District Board as stated in the Education District Agreement.

Adopted this date: OCTOBER 11, 1988

Revised: November 16, 1989; December 21, 1989; August 22, 1990  
August 20, 1998; July 17, 2008

Chair  
Zumbro Education District  
Education District Board

ViceChair  
Zumbro Education District  
Education District Board

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Len Oelkers

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Cheryl Root