

**BY-LAWS OF**  
**THE NORTH DAKOTA REGIONAL EDUCATION AGENCY LEADERS**

**ARTICLE I - Officers**

**Section 1. Duties of President**

The president shall preside over meetings of the NDREAL and executive committee and perform duties authorized by the constitution. The president shall appoint all committees and act as ex-officio member of the committees. The president shall appoint persons to fill all non-elected vacancies. The president shall assume responsibility for promotion and development of membership in the organization and shall assist the president-elect with the public relations responsibility.

**Section 2. Duties of the President-Elect**

The president-elect shall assume the duties of the president in the event of his/her absence and in the event of a vacancy shall fill the office of president for the remainder of the term. The president-elect shall assume the responsibility of public relations as a prime duty.

**Section 3. Duties of Secretary/Treasurer**

The secretary/treasurer shall keep clean and accurate records of all proceedings of the NDREAL and executive committee. This person shall be the correspondence agent and perform such other duties as assigned by the president. He/she shall establish the necessary bank account(s), receipt all funds coming to the NDREAL and disburse funds on the approval of the executive committee. Any expenditure not provided for in the annual budget shall have prior approval of the NDREAL membership. He/she shall present a financial report at each business meeting. All financial records shall be made available to the executive committee, on call, for audit.

**Section 4. Duties of the Executive Committee**

The executive committee shall be responsible for planning the program for the annual business meetings and such other general meetings as may be held. The executive committee shall be empowered to make appointments to fill vacant unexpired terms to any elective office to which succession does not apply. A majority of the executive committee members at any executive committee shall constitute a quorum for the purposes of conducting business.

**ARTICLE II - Committees**

**Section 1.** Committee members may vote by any practical means, when deemed necessary, on matters requiring their action between meetings. A majority vote of the committee membership shall constitute action. All bills incurred by any committee for expense shall be collected by the chairperson of that committee and submitted to the executive committee for approval. The president may appoint annually a legislative committee, and public relations committee and such other committees as may be deemed necessary.

**ARTICLE III - Amendments**

This constitution may be amended by a two-thirds majority of members present and voting at the annual meeting. A proposed amendment must be submitted in writing at the preceding annual meeting or must be submitted in printed form to all members of this Association thirty days before the annual meeting. In case the latter method is used, such amendment must receive the approval of the Board of Directors before it can be printed and sent to the members of this Association.

Amendments to the by-laws may be proposed in writing by any member. Proposed amendments are to be submitted in writing to the NDREAL Executive Committee. Such amendment(s) shall become a part of the by-laws when adopted by a majority vote of the Board of Directors.

Tom Conlon NDREAL President 3-7-13 Date

Jennifer Carl NDREAL President Elect 3/7/13 Date

Mark NDREAL Secretary/Treasure 3/7/13 Date