

**North Dakota Association for Lifelong Learning**  
**(NDALL)**  
**Bylaws for NDALL Members**

**Revised 2010**

**Article I: Name**

The name of this Association shall be the North Dakota Association for Lifelong Learning (NDALL), hereafter known as the Association.

**Article II: Mission**

To support adult education; its providers and clients.

**Article III: Goals**

The goals of the Association are to:

- 3.1 Promote and encourage lifelong learning for NDALL members
- 3.2 Collaborate with local, state and regional partners to provide, promote or coordinate professional development opportunities
- 3.3 Advocate on behalf of this organization to further advance the NDALL mission

**Article IV: Membership**

4.1 Membership Eligibility

- Any individual or organization engaged in or interested in lifelong learning is eligible for membership in the Association and becomes a member upon payment of the annual dues. Organizations must meet with Board approval.

4.2 Types of Membership

- There are two types of membership: Individual and Organizational

4.3 Benefits of Membership

- Paid members shall be able to vote in Association elections, attend Board meetings and Association conferences, receive any Association publications, and be eligible for Association awards, scholarships and other Board approved activities.

#### 4.4 Membership Dues

- Membership dues are payable at fall conference or by October 1<sup>st</sup> each year. The establishment of and/or changes in dues shall be recommended by the Board and voted upon by the membership. Organizational dues shall be triple the individual membership dues.

#### 4.5 Organizational membership

- Any organization shall designate up to three of its members to participate fully in the Association. The organizational representative(s) shall have the same benefits as outlined in 4.3.

### **Article V: Terms, Elections & Responsibilities**

5.1 The Board shall consist of the State Director of Adult Education and Family Literacy who shall serve as Ex. Officio member, the President, Vice-President, Secretary, Treasurer and the three chairpersons of the following committees: 1) Membership, 2) Legislative/Bylaws, and 3) Awards.

- A) All Board positions shall be elected from the general membership.
- B) A member shall be elected for the office of Vice-President. This individual shall become the President the following year. The third year this person shall become a voting member of the Board as Past-President.
- C) A Secretary and a Treasurer shall be elected to serve a term of two years and be elected in alternate years.
- D) In the event of a vacancy of an officer other than that of President, the Board shall select an individual to serve the Association in that office until the next general election, at which time an individual shall be elected.
- E) Committee chairs shall be elected to a two-year term by the general membership and shall assume their duties following the general election.
- F) The Board shall promote representation throughout the state.

5.2 The responsibilities of the Board:

- Conduct all business of the Association
- Review and recommend changes in the goals and practices of the Association
- Interpret and carry out the annual goals, as set by the Board, of the Association
- Appoint a replacement in the event any office becomes vacant
- Report to the membership
- Perform any other duties as may be delineated by the bylaws
- Appoint committees as necessary to carry out the business of the Association

5.3 Duties of Board members

- A) The President shall:

- Preside at all meetings of the Association and the Board
- Appoint sub-committees necessary for the operation of the Association upon approval of the Board
- Coordinate all administrative activities of the Association
- Serve as official representative to other professional groups, or affiliates or appoint any qualified individual to serve in his/her place
- Perform all other responsibilities usually conferred upon the presiding officer
- Regularly attend all Board meetings
- Fill vacant Board positions as needed
- Submit annual summary of highlights of past year to the web master post-conference
- Sign or endorse checks in absence of Treasurer

B) The Vice-President shall

- Become familiar with the activities of the Association and duties of the President
- Assist the President in performing responsibilities as assigned
- Assume the responsibilities of the President in the absence of the President
- Serve as annual conference co-chair with DPI Adult Education professional development liaison

C) The Secretary shall

- Maintain a full and accurate record of the proceedings of all meetings of the Association and Board
- Conduct such correspondence and fulfill such duties as the Board may direct
- Electronically notify the general membership of meeting notices with agendas and follows up with minutes

D) The Treasurer shall

- Receive membership dues, compile a list of paid members and submit this list to the membership committee in a timely manner
- Maintain accounts of the Association corresponding with fiscal year (September 1 - August 31) i.e. update signature cards (President and Treasurer), renew certificates of deposits when required, maintain separate records for scholarship income and expenditures, and make deposits and disperse funds at the direction of the Board
- Maintain signature cards of all accounts available for two signatures: President and Treasurer (No individual shall be authorized to write a check to himself/herself)
- Submit annual reports to auditors
- Collect budget request from committee chairs and present proposed budget at the annual general membership meeting
- Prepare financial reports for each Board and General Membership meeting
- Complete state nonprofit annual report form for the State of North Dakota
- Attend all Board and general membership meetings throughout the year

E) The Past-President shall

- Attend all Board meetings as a voting member
- Assist the President and Vice-President in carrying out their duties

F) Committee Chairs shall

- Attend all Board and general meetings throughout the year as a voting member
- Submit proposed annual budget requests to treasurer by August 15
- Communicate with committee members and report at each Board meeting

### **Article VI: Meetings**

- 6.1 The Association shall conduct a minimum of one general membership meeting per calendar year.
- 6.2 The Board shall meet a minimum of three times per calendar year other than the general membership meeting to conduct necessary Association business. Additional meetings may be called at the discretion of the President.
- 6.3 Secure web-based voting will allow the general membership to vote on items of business that require attention when a face to face meeting is not possible. The Secretary will record results as an electronic vote.

### **Article VII: Committees**

- 7.1 The Board shall appoint such committees as seen necessary to conduct the work of the Association in a satisfactory manner. Committee members may be present at Board meetings as non-voting participants.
- 7.2 Committees and duties:
- A) Membership Committee
- Recruit individual and organizational members
  - Keep the membership list up to date, compile and distribute directory in a timely manner after October 1
  - Maintain the email listserve for the purpose of electronic correspondence
  - Recruit and prepare the slate of nominees for Board positions to be presented at annual business meeting
  - Appoint a representative from the general membership to the Missouri Valley Adult Education Association (MVAEA) Board. This representative will be expected to attend the MVAEA Board meetings where and when scheduled and report to the NDALL Board and general membership. Reimbursement for travel expenses will be a budgeted item of NDALL.
  - Work with local Adult Learning Centers to survey membership to determine professional development and instructional needs, participate in Board goal setting process and publicize the Association and its role

B) Legislative/Bylaws

- Ensure that the members are informed about legislative issues pertaining to the Association and encourage the membership to actively support state and federal issues
- Participate in Board goal setting process
- Review bylaws annually and make recommendations as needed to the Board

C) Awards

- Work with Membership Committee to publicize the Association and its importance to recognize the work of staff, students and partners
- Distribute award nomination information and forms, prepare awards for presentation, emcee presentation of awards, maintain award records, report to the Board and notify web master and media of winners
- Help secure finances for scholarships through fund raising or other avenues
- Determine criteria for scholarships and oversee the selection of scholarship recipients prior to fall conference

**Article VIII: Amending the Bylaws**

- 8.1 These Bylaws shall be reviewed annually by the Legislative/Bylaws committee and presented to the Board for approval
- 8.2 These Bylaws may be amended by a majority of the membership
- 8.3 Proposed revisions may be initiated by the Board or by written petition of at least ten (10) names of general membership
- 8.4 Proposed revisions must be presented to and voted on by the membership at the general meeting
- 8.5 Ratified bylaws shall go into effect immediately

**IX: Rules of Order**

- 9.1 The Association shall conduct its business according to Robert's Rules of Order, latest revision
- 9.2 A parliamentarian may be appointed by the President to oversee the Board meetings and the general membership meeting