

NASSAU ASSOCIATION OF DISTRICT CURRICULUM OFFICIALS

(N.A.D.C.O)

CONSTITUTION AND BY-LAWS

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NASSAU ASSOCIATION OF DISTRICT CURRICULUM OFFICIALS

CONSTITUTION

Article 1 – Name

Section: 1. The name of this organization shall be: Nassau Association Of District Curriculum Officials

Article 2 – Aims and Objectives

Section: 1. The Aims and Objectives of this Organization shall be:

- a. Said organization is organized exclusively for educational purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. The promulgation and establishment of the highest standards of ethics, effectiveness and efficiency in school curriculum development.
- c. The study, analysis, exchange and dissemination of the most effective methods and practices in all matters pertaining to school curriculum, instruction and staff development.
- d. The comprehensive and progressive study of school curriculum and instruction requirements, and the development of appropriate standards.
- e. The adoption of an orderly and efficient system for the operation and implementation of federal and state curriculum mandates.
- f. The maintenance of a close affiliation with the Association for Supervision and Curriculum Development, the Long Island ASCD and officers of other state curriculum associations.

Article 3 – Membership

Section:

1. a. Membership shall be granted to persons responsible for the supervision of curriculum and instruction, who are designated by the superintendent of school as district representatives, with a limit of one voting representative from each of the constituent districts in Nassau County and BOCES.
- b. Curriculum and instruction, non-voting membership will be available to those individuals who are not designated as district representatives.
- c. Special membership shall be restricted to retired former dues paying members of NADCO who served in the organization as the designated representatives for their respective school districts.

Article 4 – Officers

Section:

1. The officers of this association shall consist of a President, President Elect, Secretary, Treasurer, and Sector Leaders.

Article 5 – Executive Committee

Section:

1. The Executive Committee shall consist of the elected officers, and past-presidents.
2. In case of a vacancy occurring in the Executive Committee, the remaining members of the Committee shall have the power to fill the vacancy for the unexpired term.
3. Past presidents, other than the immediate past president, shall attend meetings as non-voting members of the Executive Committee.

Article 6 – Meetings

Section:

1. Monthly meetings may be held except during the months of July and August, at such place or places as may be designated by the Executive Committee. The election of officers shall take place prior to the last regularly scheduled meeting of the school year.
2. Monthly North or South sector meetings will be held at districts sites. NADCO members are free to attend either or both monthly sector meetings.

Article 7 – Quorum

Section: 1. At all meetings, two officers and seven active members shall constitute a quorum.

Article 8 – Changes in Constitution and By-Laws

Section: 1. Changes or additions to the Constitution may be made at any meeting of the Association, by a two-thirds vote of the membership present, following the meeting at which a resolution or resolutions were presented in writing.

Article 9 – Dissolution

Section: 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Dr. Stephen C. Lando, President

(Print Name)

Mr. Michael Goldspiel, Treasurer

(Print Name)

BY- LAWS

Article 1 – Duties of Officers

Section: 1. President

It shall be the duty of the President to preside at all meetings of the Association, to promote the provisions of the Constitution and By-Laws, to appoint committees and to serve, ex-officio, on these committees. The President shall be the chairperson of the Executive Committee. The President shall provide leadership for the organization, and serve as liaison with the State Education Department and Nassau Superintendents.

Section: 2. President Elect

It shall be the duty of the President Elect to preside at meetings of the Association in the absence of the President. The President Elect shall be the permanent chairperson of the Program Committee, and as such and with the assistance of the Committee, shall arrange for meeting places and provide appropriate speakers and/or other features (demonstrations, reports, etc.) for benefit of the Association.

Section: 3. Secretary

It shall be the duty of the Secretary to advise members in writing of the date, time, and program of all meetings. Written notices of each meeting with agendas will be sent so that members shall receive them not less than seven (7) days prior to the meeting. The Secretary shall maintain a record of attendance at meetings. It shall be the duty of the Secretary to take the minutes of all Association meetings for distribution to the membership.

Section: 4. Treasurer

It shall be the duty of the Treasurer to collect membership dues and other monies due to the Association, deposit such funds in a depository approved by the Executive Committee and to pay all bills approved by the Executive Committee. The Treasurer shall keep a record of all receipts and expenditures in an approved form and shall present such records for an annual audit on request.

Section:

5. Sector Leader

It shall be the duty of the Sector Leader to coordinate the monthly sector meetings by chairing the meetings, arranging for meeting places, disseminating minutes and important announcements.

Article 2 – Committees

Section:

1. Executive Committee

The Executive Committee shall be vested with the power to act in the name of the Association between regular meetings on all matters pertaining to the welfare of the organization, provided same are not in conflict with the Constitution and By-Laws.

The Executive Committee shall provide the leadership for the organization, serve as liaison with the State Education Department and Nassau Superintendents, call meetings, prepare meeting agendas, and approve mailing to the membership.

Section:

2. Program Committee

The Program Committee shall be chaired by the President Elect, and shall serve as liaison with the Long Island Association of Supervision and Curriculum Development. It shall be the responsibility of the Program committee to suggest agenda items to the Executive Committee, elicit topics from the members and prepare programs of interest to the group.

Section:

3. Other Committees

The President may appoint committees as needed.

Article 3 – Dues

Section:

1. The annual dues of active members, voting and nonvoting, shall be established each year by the Executive committee and will be due October 1st.

Section:

2. The annual dues for special members shall be established yearly by the Executive Committee.

Article 4 – Election and Voting

- Section: 1. The election of officers shall be held prior to the last regular meeting of the school year. All officers shall be elected for a two-year term.
- a. In exceptional circumstances, the Executive Committee may recommend that officers be elected to one-year terms.
 - b. Unless elected to a one-year term due to exceptional circumstances, the President shall not be re-elected to a second term.

Section: 2. All questions other than changes to the Constitution and By-Laws shall be decided by a majority vote of active members present at any meeting attended by a quorum.

Article 5 – Membership and Fiscal Years

Section: 1. The membership and fiscal year of the association shall extend from July 1 to June 30.

Article 6 – Contact Persons

Section: 1. To insure wide participation of the membership and to establish closer working relationships with the State Education Department, contact people will be appointed from the membership to serve as liaisons with the various department of the State Education Department.

Section: 2. The Executive Committee may establish additional contact persons and areas.

Dr. Stephen C. Lando, President

(Print Name)

Mr. Michael Goldspiel, Treasurer

(Print Name)