

NKCES By-laws**ARTICLE 1****MEMBERSHIP**

1. **NKCES Members:** Members of the Northern Kentucky Cooperative for Educational Services shall include the following Kentucky public school districts and Northern Kentucky University:
 - Beechwood Independent School District
 - Bellevue Independent School District
 - Boone County School District
 - Bracken County School District
 - Campbell County School District
 - Covington Independent School District
 - Dayton Independent School District
 - Erlanger-Elsmere Independent School District
 - Ft. Thomas Independent School District
 - Kenton County School District
 - Ludlow Independent School District
 - Newport Independent School District
 - Pendleton County School District
 - Silver Grove Independent School District
 - Southgate Independent School District
 - Walton-Verona Independent School District
 - Williamstown Independent School District
2. **United Voice Definition:** NKCES Board will have a united voice around the mission and vision of NKCES.
 - In order to support decisions Superintendent will send a proxy to meetings as desired for voting rights.
 - When a united decision is necessary a vote will be taken.
 - A favorable vote will pass by majority of the full board membership
 - Once a vote is taken, all superintendents will not speak out publically against a decision for the forward movement of the mission.
3. **Requirements:** To be considered for membership, a district or other agency shall agree to financial support of NKCES with an amount of monies or in-kind contributions to be determined by the Board of Directors. Members committing this amount shall receive all the benefits offered by the cooperative as determined by the Board of Directors.
4. **Discontinuation:** Any member desiring to discontinue participation may terminate participation by providing written notification to the Executive Director of NKCES not less than thirty (30) days before June 30 of any year.

ARTICLE 2**FULL MEMBERSHIP MEETINGS**

1. **Annual Meeting.** The regular annual meeting of the members of the Northern Kentucky Cooperative for Educational Services shall be held at a place designated by the President of the organization on the second Wednesday of March of each year at an hour designated in the notice.
2. **Special Meeting.** Special meetings of the members may be held at any time upon call of the President or a majority of the Board of Directors.

3. Notice of Meetings. The Secretary shall send notice of all meetings to each member at least five (5) days prior to the date of such meeting and, in all cases of special meetings, the notice shall state the purpose(s) for the meeting.

A majority of the membership shall constitute a quorum for the transaction of business at any annual special meeting of the cooperative.

NKCES By-laws**ARTICLE 3****BOARD OF DIRECTORS**

1. Designation. Every Superintendent whose school district has met the requirements for membership in the cooperative shall be a member of the Board of Directors with voting powers. In addition, Northern Kentucky University and Gateway Community and Technical College shall each designate one (1) representative to serve as a Director.
2. Duties: The Board of Directors shall have control and management of the cooperative, including its funds and property, subject only to action of the members and state and federal laws and regulations.
3. Meetings. Regular meetings of the Board of Directors shall be held on the second Wednesday of the month in keeping with meeting schedule established under Board Policy 01.42. Special meetings of the Board may be called as set out in Board Policy 01.44.

ARTICLE 4**OFFICERS OF THE BOARD OF DIRECTORS**

1. Officers: Officers of the Board shall include the President and Vice-President. The Board may designate the President to serve as Secretary to the Board.
2. Term: The President and Vice-President shall serve one (1) year terms beginning immediately following their election. (The Past President shall serve as a representative to KASA Region 7.) The term of office shall begin on July 1st and ends on June 30th.
3. Duties: Duties of the President, Vice-President and Secretary shall be established by Board Policies 01.411 and 01.412.

ARTICLE 5**REPEAL AND AMENDMENT**

1. Process: Amendments, including a proposal to repeal a by-law, may be proposed in writing by any member of the organization. After review from the By-laws Committee, the proposal shall be presented at the next regular meeting of the Board of Directors.
2. Approval: A favorable vote from two-thirds (2/3) of the Board quorum present will be necessary to proceed with a vote by the full membership. By-laws may be amended or repealed by two-thirds (2/3) vote of the members of the cooperative, based on a voting process recommended by the By-laws Committee and approved by the Board of Directors.
3. Notice: Sufficient notification should be given to the full membership with a copy of the recommended changes outlined.

REFERENCE:

P. L. 114-95, (Every Student Succeeds Act of 2015)

Adopted/Amended: 5/9/2018
Order #: VIII-B