



NEI

BYLAWS: The National Educators' Institute

March, 2022

Ru-Zelda Severin



Table of Contents

Article I.....	2
Name.....	2
Affiliation.....	2
Article II.....	2
Purpose.....	2
Mission.....	2
Article III.....	2
Membership.....	2
Article IV.....	3
Member Meetings & Voting.....	3
Article V.....	4
Executive Council.....	4
Article VI.....	8
Offices.....	8
Article VII.....	8
Committees and Professional Learning Teams.....	8
Article VIII.....	9
Governance Procedure.....	9
Article IX.....	9
Compensation.....	9
Article X.....	9
Amendments.....	9



NATIONAL EDUCATORS' INSTITUTE BYLAWS

Article I

Name

- 1.01 The name of this organization is The National Educators' Institute ("the institute" or "the NEI").

Affiliation

- 1.02 The NEI is a Department of the Bermuda College as provided for in the Bermuda College Act 1974 section 3(a).

Article II

Purpose

- 2.01 The National Educators' Institute (NEI) provides a centralised and safe environment for the Professional Learning (PL) and conversations of Bermuda's public and private school educators, counselors, and mentors. The NEI is a hub for educators and counselors of all levels (preschool, primary, secondary and tertiary), to engage in and benefit from professional learning, research, and social emotional cultural support for professional growth and ultimately student success.

Mission

- 2.02 The National Educators' Institute is a future forward hub for educational dynamic difference makers. We enhance the skills and grow the expertise of education professionals through collaborative & culturally responsive practices that transfer into the learning environment to impact student outcomes.

Article III

Membership

Membership Eligibility

- 3.01 Any public or private school educational professional, any Bermuda College education professional, education students, any retired education professional to school aged or college-based learners. This includes part time workers, all variety of substitutes, and adjunct education professionals. Additionally, community members associated with the NEI Tiers may become a member.

3.02 Levels of Membership

All members of the National Educators' Institute are entitled to the rights and privileges of membership consistent with the membership categories of the NEI.

3.03 Membership Year



The membership year is from September 1 through August 31

3.04 Membership Rates

Membership Rates shall be established by the Executive Council, on an annual basis, not later than the annual February meeting of Members. These shall be communicated to Members not later than June.

Article IV

Member Meetings & Voting

4.01 Meeting Venues

The Annual Meeting of the membership shall be held at such time and place as designated by the Executive Council. Members shall be notified of the Annual Meeting at least thirty (30) days in advance.

4.02 Online membership meetings may occur under the following conditions:

- Approved by the Executive Council by majority vote
- Each attending member must agree to the recording of the meeting. Should a member not agree and there is a quorum, the meeting will progress without the consenting member
- All members shall be afforded reasonable opportunities to participate in discussion and voting
- Accurate records of votes and actions shall be maintained. A vote may be taken by roll call, online poll or an electronic ballot

4.03 Special Meetings

Special meetings of the Members may be called by the Executive Council. Such meetings shall also be called by the Executive Council Chair at the written request of not less than 25 percent of the voting Members. Notice of such meetings shall be given to all members at least ten (10) days prior to such meetings.

4.04 Meeting Notice

Any notice of a meeting or election to members given by the National Educators' Institute, and any notice whatsoever required to be given under the provisions of these Bylaws to any Member, Executive Council Associate, or committee member for any other reason, may be given in writing, by hand, by mail, via e-mail, or other authorized communications equipment no less than 10 days prior to the meeting. Notice shall be given either via any of the stated forms to each Member at his or her last address as it appears on the books of the National Educators' Institute.



BUILDING A COLLECTIVE CULTURE OF LIFE WIDE LEARNING

Alternatively, notice may be published on the NEI’S website not less than 10 days nor more than 30 days before the date of the meeting.

4.05 Voting

4.05.1 Each Member is entitled to one vote on each matter submitted to a vote. A vote may be cast by show of hands, by ballot or electronically as determined by the Executive Council. Votes shall be authorized by the majority of votes cast.

4.05.2 The Executive Council may require that any e-mail or electronic transmission must contain or be accompanied by information from which it can be determined that the transmission was authorized by the Member.

4.06 Quorum

At a Membership meeting, when appropriate notification has been given, those members present and eligible to vote including at least 50% of the Executive Council shall constitute a quorum.

Article V

Executive Council

5.01 Remit

The Executive Council shall have the power to do and perform all acts reasonably necessary to accomplish the purposes of the NEI. The business and affairs of the NEI shall be managed by the Executive Council.

5.02 Composition

5.02.1 There shall be not less than twelve (12) nor more than seventeen (17) Council members on the Executive Council. The Executive Council shall include the following:

- | | |
|--|------------------------------------|
| BC V. President of Academic Affairs | Public School Leaders/Deputy (2) |
| or President <i>ex officio</i> | Private School Leaders/Deputy (2) |
| NEI Executive Director <i>ex officio</i> | Tutorial Site Educator (1) |
| Academic Director, Department of | Professional Learning Team Leaders |
| Education <i>ex officio</i> | (4) |
| Bermuda College Representative | Community Mentor (1) |
| (not a member of BC Executive) | Community Members at Large (2) |



5.02.2 Professional Learning Team (PLT) Leaders of the NEI Tiers shall become Executive Council Associates for the duration of their leadership

5.02.3 The Executive Council shall have the authority to appoint no more than two education professionals or community members at large to the Council as needed to address strategic priorities.

5.03 Term Limits

5.03.1 With the exception of the Chair-Elect, Executive Council Associates shall hold office for two-year terms, or until resignation or removal. The Chair-Elect shall hold office for one year as Chair-Elect and two as Chair, or until resignation or removal.

5.03.2 Executive Council Associates may serve two consecutive terms. No Executive Council member shall serve more than two consecutive terms in the same position without Executive Council approval.

5.04 Resignation or Removal

5.04.1 The Chair and Deputy Chair should aim to provide 3 months' notice of intent to resign, unless there are extenuating circumstances. The resignation shall be made in writing and shall take effect at the time specified therein. The acceptance of a resignation shall not be necessary to make it effective.

5.04.2 If the Chair resigns the Deputy Chair takes on the responsibilities unless:

- there is a Chair Elect; However
- If the Chair Elect is not in a state of readiness, the Deputy should take on the responsibilities

If the Deputy Chair resigns, the Chair takes on the responsibilities

5.04.3 Any Executive Council member may be removed with or without cause by a majority vote of the voting Members entitled to vote at an election of Executive Council Associates at any regular or special meeting of the Members or by a majority vote of good standing Executive Council Associates.



5.05 Regular Meetings

The Executive Council shall meet a minimum of six (6) times per year at such time and place as designated by the Executive Council.

5.06 Special Meetings

5.06.1 Special meetings of the Executive Council may be called by the Chair or any two Council members. Notice of the special meeting shall be given to each Council member by methods noted in Article IV at least two days before the meeting.

5.06.2 The business to be transacted at and the purpose of any special meeting of the Executive shall be specified in the notice for that special meeting.

5.07 Meeting Notice

Any notice of an Executive Council meeting may be given in writing, by hand, by mail, via e-mail, or other authorized communications equipment no less than 5 days prior to the meeting. Notice shall be given either via any of the stated forms to each Council member. Each such notice shall state the time and place of the meeting and the agenda or general purpose of the meeting

5.08 Online Meetings

5.08.1 Online Executive Council or committee meetings may occur under the following conditions:

- Each Executive Council or committee member must agree to the recording of the meeting. Should a member not agree, and there is a quorum, the meeting will progress without the consenting member
- Executive Council or committee members shall position themselves to be focused on the Executive Council or committee meeting and with audio quality that affords others the ability to hear clearly
- All Executive Council committee members shall be afforded reasonable opportunities to participate in discussion and voting
- Accurate records of votes and actions shall be maintained. A vote may be taken by roll call, online poll, or an electronic ballot

5.08.2 An Executive Council member may participate in a meeting by conference telephone or any similar communications equipment, through which all persons participating in the meeting can hear each other.



5.09 Quorum and Voting

- 5.09.1 A quorum for Executive Council meetings is 50% plus one of Executive Council Associates. The Executive Council Associates will use consensus or a simple majority vote for decision making whether present in person or via authorized communications equipment. Voting may be done by hybrid proxy.
- 5.09.2 Each Member is entitled to one vote on each matter submitted to a vote. The exception is when a Professional Learning Team (PLT) has co-leadership. In this instance the Tier is entitled to one representative vote on each matter. However, if a co-professional learning team leader sits on the Executive Council due to an affiliation other than a PLT co-leader, the member is entitled to vote in their non-PLT role.
- 5.09.3 Any action required to be taken at a meeting of the Executive Council may be taken without a meeting, if proper notice of the proposed action is given in writing to all Council members and thereafter a consent in writing approving the action is signed by all the Council members entitled to vote on the subject. Proper notice is two days.

5.10 Attendance

Full contribution by all Executive Council Associates must occur for the NEI to achieve its Mission. Executive Council Associates are expected to attend Executive Council meetings and, until otherwise notified, associated Professional Learning Team meetings. The NEI recognises that members may at times miss meetings for reasons beyond their control. Members should provide notice of these and all known absences in advance.

- 5.10.1 The Chair or Deputy Chair will contact an Executive Council member with concern when:
- A member misses two consecutive Executive Council meetings; unnotified.
 - A member misses three non-consecutive Executive Council meetings; notified or unnotified.
 - A member misses up to 25% of Professional Learning Team meetings.
 - A member is chronically tardy for Executive Council meetings and Professional Learning Team meetings.



Article VI

Offices

- 6.01 The Executive Council shall elect, from among the members of the Executive Council, a Chair who shall first serve a one-year term as the Chair-elect, after which he or she shall assume the duties of Chair for a two-year term. The remaining officers shall be appointed by the Chair and serve a two-year term. The remaining offices are Deputy Chair and Treasurer. The Chair, Chair – Elect and Treasurer comprise the Executive Committee.
- 6.02 The Executive Council Associates of the Institute shall be elected annually by the Members.
- 6.03 The Executive Director of the NEI shall be ex-officio voting member of the Executive Council. Unless invited by the Executive Council, the Executive Director shall not be a part of discussions that pertain to his or her employment. The Executive Director shall not vote on matters pertaining to his or her employment or compensation.
- 6.04 Officer qualification and duties shall be as outlined in a policy manual under job descriptions and adopted by the Executive Council.

Article VII

Committees and Professional Learning Teams

- 7.01 Executive Council Standing Committee
The Chair, with the approval of the Executive Council, shall appoint as many standing and ad hoc committees as are determined necessary to fulfil the purpose the Institute.
- 7.01.1 Executive Committee
- 7.01.2 Policy Committee
- 7.01.3 Finance Committee
- 7.01.4 Governance Nominating Committee
- 7.02 Professional Learning Teams
- 7.02.1 Each tier of the NEI is led by a Professional Learning Team (PLT) consisting of volunteer educators/counselors and one Executive Council member.
- 7.02.2 The Professional Learning Teams collaborate with the Executive Director to develop, implement and maintain programmes and activities for the pedagogical excellence, scholarship, and socio/emotional growth of Bermuda’s education professionals.



BUILDING A COLLECTIVE CULTURE OF LIFE WIDE LEARNING

7.02.3 Only NEI Members are eligible to become Professional Learning Team members or leaders. All Executive Council Associates, other than the Executive Committee, serve on a Professional Learning Team of their choosing.

7.03 Meetings

7.03.1 Professional Learning Teams

Professional Learning Teams shall meet no less than two hours per month at such time and place as designated by the Professional Learning Team Leader. Meetings shall be governed by the rules provided in Article V of these Bylaws for meetings of the Executive Council. Minutes of these meetings shall be provided to the Executive Director with a copy to the Chair. Reports shall be provided from each PLT Leader at Executive Council meetings.

Executive Council Committees

7.03.2 Executive Council Committees shall meet as directed by the Executive Council and their meetings shall be governed by the rules provided in Article V of these Bylaws for meetings of the Executive Council. Minutes shall be recorded at each committee meeting and shall be presented to the Executive Council.

Article VIII

Governance Procedure

8.01 The most current edition of Robert's Rules of Order shall be the governance authority of the Institute.

Article IX

Compensation

9.01 Executive Council Associates and Professional Learning Team members are volunteer workers without financial compensation for time and efforts. Education professionals shall be compensated with Professional Development Credits not more than 25 hours per annum. Non-education professional shall be compensated with Community Service Credits not more than 25 hours per annum.

Article X

Amendments

10.01 Amendments may be proposed by any member and shall be submitted in writing to the Executive Council for consideration and presented to the membership no less than 30 days in advance of the vote.



BUILDING A COLLECTIVE CULTURE OF LIFE WIDE LEARNING

- 10.02 The Executive Council may vote, by majority, to adopt amendments and/or new Bylaws without prior notice to membership, provided that changes to the Bylaws are posted to the NEI website.
- 10.03 The Bylaws shall be reviewed annually to determine if any changes are necessary. The Chair appoints a 4 – 6 member Bylaws Review Committee. The committee prepares and presents detailed recommendations to the Executive Council. The Executive Council votes and the outcome is recorded.