

**CONSTITUTION
OF
Learning Forward Maryland**

ARTICLE I: NAME, MISSION, AND PURPOSE

Section 1. The organization shall be known as Learning Forward Maryland (LFMD).

Section 2. The mission of LFMD shall be to provide vision, leadership and support for building educator capacity through the effective use of the Learning Forward *Professional Learning Standards* in order to promote continuous student learning and school improvement.

The purpose of LFMD shall be to promote continuous professional learning and growth for educators by:

- a. implementing effective professional learning practices to build educator capacity.
- b. providing visible leadership and advocacy for professional learning.
- c. creating a culture which encourages and sustains effective professional learning and growth.
- d. analyzing and promoting strategies for student achievement.

ARTICLE II. AFFILIATION

Learning Forward Maryland (LFMD) shall be affiliated with the national organization, Learning Forward (LF) www.learningforward.org.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Any person interested in the improvement of professional learning for educators shall be eligible for membership.

Section 2. Membership will be granted for a period of one (1) year upon payment of dues. The membership period is July 1-June 30.

Section 3. The Executive Board shall set dues annually.

ARTICLE IV. EXECUTIVE BOARD

- Section 1.** The executive board of LFMD shall consist of four (4) elected officers (Article V, 1), an Executive Director, as well as appointed committee chairpersons/co-chairpersons and regional/area representatives. The Board shall act as the governing body of LFMD and Executive Board members must maintain active membership in LFMD and LF.
- Section 2.** Membership of the LFMD Executive Board will include educators and partners, active or retired, from Maryland interested in or having responsibility for professional learning in their work place. This will include the following:
- a. representative(s) or designee(s) from Maryland local school systems/regions
 - b. representative(s) from the Maryland State Department of Education
 - c. representative(s) from institutions of higher education
 - d. representative(s) from independent and/or non-public schools
 - e. representatives from associations and learning partners
- Section 3.** Officers shall be elected and all other Board members shall be appointed to serve a term of two years.
- a. Any position on the Board may be declared vacant by a two-thirds vote of the Board should it be necessary for cause. Cause shall be defined as
 - o not performing duties as assigned by Constitution, Articles IV & V
 - o excessive absence from Board meetings
 - o extenuating health or personal circumstances
 - b. No Executive Board member is authorized to spend or encumber LFMD funds without Board authorization.
 - c. Two-thirds of the members of the Board shall constitute a quorum.
- Section 4.** Any position on the Executive Board that becomes vacant before the end of each two-year term shall be filled by the Board.

ARTICLE V. ELECTED OFFICERS

Section 1. The elected officers shall be president, president-elect, secretary and treasurer. The officers will constitute the Executive Board along with committee chairpersons, regional representatives. All elected officers must be paid members in good standing of LFMD and LF. In the event that an elected officer cannot serve, the Executive Board will appoint an interim officer.

Section 2. All elected officers shall actively support and promote the goals and mission of LFMD on behalf of the membership. The responsibilities of the officers shall include and are not limited to:

President:

- actively support the goals and mission of LFMD
- serve on the Executive Board
- determine the Executive Board meeting agendas
- preside at Executive Board meetings
- see that all provisions of the Constitution are fulfilled by appropriate officers and committee chairs
- serve as a liaison for any business involving an external agency
- respond to LF requests including, writing the required Annual report
- identify and appoint committee chairs with Executive Board input
- conduct a yearly retreat to plan for the upcoming year
- review and approve the annual budget with the Executive Board
- attend LF July Affiliate meeting
- attend the LF National conference and Affiliate meeting(s)
- participate in monthly LF affiliate meetings
- keep an electronic and hard copy President's binder that includes minutes, agendas, and correspondence
- promote advocacy for professional learning
- promote the use of LF standards for all professional learning offered in the state/region
- connect with key stake holders/groups who have influence in funding professional learning
- articulate to policy and decision makers what effective professional learning is/is not and reinforce the link between standards based professional learning and improved student learning

President – Elect

- provide support to the president and the Executive Board
- chair Executive Board meetings in the absence of the president
- assist in the development of the meeting agendas
- support president and executive director in the development and implementation of all LFMD conferences, workshop, seminars, etc.
- collaborate with the executive director all LFMD events and serve as program director for regional conferences, professional learning opportunities, and seminars
- assume other responsibilities at the request of the president
- attend the LF July Affiliate meeting
- attend the LF National Conference and Affiliate meeting(s)
- keep an electronic and hard copy President-elect binder that includes all correspondence for professional development opportunities, contracts, fliers, etc.
- participate in the monthly LF affiliate meetings
- assume the role of President after serving two years in this position.
- promote advocacy for professional learning
- promote the use of LF standards for all professional learning offered in the state/region
- articulate to policy and decision makers what effective professional learning is/is not and reinforce the link between standards based professional learning and improved student learning

Treasurer

- file for non-profit status as appropriate, in cooperation with Executive Director
- meet with tax accountant to prepare paperwork for IRS
- file yearly tax report for a non-profit with the IRS
- record and keep financial records for LFMD, in cooperation with Executive Director
- prepare treasurer's reports for Executive Board, LFMD, and if requested to LF
- sign contracts for events, services, etc. (along with the event captain and program chair)
- keep a Treasurer's binder that includes bank information, monthly financial statements, and an updated list of members
- collect annual dues from members

Executive Director

- serves as an ex-officio member of the Executive Board (no vote)
- schedules, prepares, support materials, and attends all meetings of LFMD Executive Board
- keeps an electronic and hard copy of all business of the organization, including financial documentation
- assists the President-Elect with planning and coordinating the annual May Executive Board retreat
- assists the Treasurer in the collection and disbursement of LFMD funds as authorized by the Executive Board
- prepares the monthly financial report to the Executive Board
- prepares financial reports for the board, as needed
- assists the Treasurer in issuing financial statements to the Executive Board
- send membership chair an updated list of new LFMD
- supply mailing labels as needed
- coordinate with membership chair to maintain an accurate membership database
- prepares and submits all financial documents to the accountant for preparing annual IRS forms and conducting the audit of the LFMD books.
- makes annual reports as required by the Executive Board
- represents LFMD at invited functions as appropriate
- arranges for the production and distribution of the awards for Award Committee
- serves as coordinator for standing committees as appropriate
- participates in an annual evaluation conducted by the president, president-elect and one Executive Board member
- coordinates correspondence for LFMD
- monitors and submits updates for the LFMD webpage
- prepares “a year in review” document for the May retreat
- coordinates and directs activities as a representative to Common Ground, annual state-wide conference.
- Attends all meetings for Common Ground as appropriate
- Represents and participates on CEASOM Board (quarterly)

Assistant to Executive Director

- develop a yearly membership plan, including incentives to recruit new members
- implement the Executive Board approved membership plan
- market and advertise LFMD benefits and services in coordination with webmaster
- work closely with regional contacts to increase membership

- encourage active recruitment by Executive Board members and others
- work closely with the treasurer and executive director to keep an accurate membership database
- send new members membership cards and a letter of introduction to LFMD
- call LF by November 1 to get mailing labels for MD people to register for the December conference
- create and send affiliate reception invitations by November 15th
- inform members when their membership expires
- keep an electronic and hard copy membership binder that includes current membership data, examples of invitations, templates for LFMD, brochures/art work, year's membership plan, a record of rewards and perks for membership recruitment, recruitment plan for the past 5 years, example of membership gifts for the last 5 years

Secretary

- record and keep accurate minutes of each LFMD Board meeting
- assist president, as needed, with correspondence and projects
- send minutes to the Executive Board members via e-mail
- keep the master address, e-mail and phone list of Executive Board members
- make available revised copies of minutes to the Board members
- keep an electronic secretary's binder that includes agendas, minutes, revised minutes, Board directories

ARTICLE VI. COMMITTEE CHAIRPERSON/CO-CHAIRPERSONS

Section 1. In addition to the officers, the Executive Board will also include chairpersons/co-chairpersons for the following committees: awards, communications, historian/archives membership, professional organization liaisons, regional contacts, and learning partners.

Section 2. The responsibilities of the committee chairpersons/co-chairpersons shall be as follows:

Awards

- coordinate the process of seeking, identifying, evaluating and selecting exemplary professional learning programs throughout the region/state
- publicize and promote the award opportunity throughout the region/state, including higher education
- convene a committee to evaluate exemplary professional learning programs
- arrange site visits to observe exemplary professional learning programs
- collaborate with the president-elect/event coordinator to arrange public recognition of award winners
- arrange for the presentation of the awards(s) at the local site or a Board of Education meeting
- chair/co-chair a committee to establish an on-going award for exemplary professional learning practices
- keep an award's binder including award correspondence, fliers, brochures, applicant and winner information by year, and notes on the award process
- meet with committee members a minimum of two times per year

Communications/Webmaster

- expedite and broaden dissemination of LFMD communications via the web site
- create a plan to improve LFMD communications with members
- update and use the LFMD web site to
 - disseminate guidelines that explain MSDE, LEA, IHE, and learning partners roles, expectations, time lines
 - advertise professional learning offerings and opportunities
 - inform members for upcoming events via web
 - keep accurate membership email addresses
 - assess and evaluate web usage

- place appropriate LF communication, invitations, articles, resources, etc. on the website
- explore and develop options for online communication, seminars, and professional learnings via the LFMD website
- coordinate online meetings, seminars, and professional learning workshops for Executive Board and membership as appropriate
- keep accurate records
- meet with executive board a minimum of twice per year and attend May retreat
- create a plan for “members only” web attractions
- develop a 3-4 year web site plan
- keep a communication binder including ideas, implementation plan, contacts, etc.
- meet with committee members a minimum of two times per year
- coordinate with executive board members and the historian an annual web-based of activities and programs
- coordinate web presence with president, president elect and executive director

Historian/Archives

- actively accumulate artifacts to portray the ongoing history of LFMD
- gather agendas, photos and programs of all LFMD functions
- maintain the history of all past and present LFMD events
- coordinate photo coverage of LFMD events
- maintain the chronological files of each year’s events
- present the file at the annual retreat
- keep a historian’s binder of events including award correspondence, print documents, photos, scrapbooks, and electronic files
- interview past presidents and write a synopsis of the history of LFMD
- with the president, Executive Board Members, and new committee, review and synthesize the archives to a more updated and manageable electronic file
- meet with committee members a minimum of two times per year

Professional Organization Liaison/Advocacy and Support

- promote networking with statewide organizations in support of advocacy for professional learning
- encourage LFMD membership at state and interstate events

- regularly attend CEASOM meetings and conference(s)
- send personal letters of invitation to join LFMD to all member organizations in CEASOM
- send letters of invitation to join LFMD to other statewide and interstate organizations
- network with professional organizations and inform the Executive Board of contacts and activities
- gather resources for CEASOM meeting for inclusion in conference packet
- facilitate LFMD Board members attendance at any CEASOM conferences
- attend/meet with (as needed) elected government officials on matters related to professional learning
- participate in state and/or national meetings, conferences, etc. in support and advocacy for professional learning

Regional Contacts

Maryland –

Region 1: Calvert, St. Mary's, Charles

Region 2: Anne Arundel, Prince George's, Montgomery

Region 3: Howard, Frederick, Carroll

Region 4: Washington, Allegany, Garrett

Region 5: Baltimore City, Baltimore County

Region 6: Harford, Cecil

Region 7: Queen Anne, Kent, Talbot, Somerset

Region 8: Caroline, Wicomico, Worcester, Dorchester

Area 1: MSDE

Area 2: Educational Associations

Area 3: Nonpublic schools, other educational agencies and partners

Area 4: Colleges and Universities

- provide a communication link with LFMD membership in each state, area or region, regarding LFMD membership, opportunities, issues, resources, and concerns
- contact members to share information about LFMD sponsored events
- coordinate regional membership drive with membership committee
- assist in distribution of membership material to regional contacts
- solicit input from regions regarding events of interest
- meet with other regional contacts to discuss events and ideas to meet the needs of regional membership
- assist in coordinating regional LFMD sponsored events
- hold a fall regional meeting in region/area for local membership

- keep a regional binder including a list of contact names of people in region/area, email addresses, events for region,etc.
- meet with committee members a minimum of two times per year

Section 3 In their absence, chairs and co-chairs may send a representative to the Executive Board meetings.

Section 4. In the event of a committee vacancy, the President and the Executive Board will appoint a new committee co-chairperson(s) who will serve for two years.

Section 5. No committee chairperson is authorized to spend or encumber LFMD funds without authorization from the Executive Board.

ARTICLE VII: MEETINGS

Section 1. LFMD Executive meetings are open to all members.

Section 2. Executive Board meetings will be held monthly excluding July and August. Additional meetings may be called by the President.

Section 3. As possible, LFMD membership meetings will be held by geographic regions. A general membership meeting will be held annually in the September. Additional meetings may be called by the President.

Section 4. Individual committee meetings will be held a minimum of two times per year. Additional meetings will be called by the chairperson(s).

ARTICLE VIII: ELECTIONS

- Section 1.** A four (4) person nominating committee comprised of members of the Executive Board will be appointed by the president biennially at the May retreat to present a slate of candidates for LFMD officers. The election process will take place electronically in April.
- Section 2.** Biennial election of officers will be conducted electronically and new officers will take office for two years at the May retreat.

ARTICLE IX. INTERNAL REVENUE SERVICE

The purposes for which Learning Forward Maryland, Inc. is organized are exclusively educational as defined in the Internal Revenue Law, and notwithstanding any other provision of those articles, Learning Forward Maryland, Inc. shall not carry out any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under 501c (3) of the Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE X: AMENDMENTS

Any member may propose changes to this Constitution by sending the proposed changes to the president at least 90 days prior to an annual September business meeting. The proposed changes must be mailed to all members one month prior to the annual September business meeting. The proposed changes must be approved by two-thirds of the active members present at the annual business meeting.