

Constitution

of the



Northern Wisconsin
District Teachers'
Conference

ARTICLE I—NAME

The name of this organization shall be the Northern Wisconsin District Teachers' Conference.

ARTICLE II—AIM

The aim of the organization shall be: Mutual instruction and encouragement of the colleagues in our office so that they may perform the Christian service into which they are called with greater joy and efficiency.

ARTICLE III—MEMBERSHIP

All elementary teachers of the Wisconsin Evangelical Lutheran Synod serving in the Northern Wisconsin District shall be eligible for membership and shall become members by signing the constitution.

1. Every member who is unable to attend the annual convention of this organization shall feel himself duty bound to send a written excuse to the principal of the host school.
2. Every member should be encouraged to accept and present topics that may be assigned to him by the Program Committee. If any member is unable to present an assigned topic, he shall excuse himself to the chairman of the Program Committee at least two months before the Conference meets.

ARTICLE IV—OFFICERS

1. The list of officers for the Conference shall be as follows:

President	Vice –President	Secretary
Assistant Secretary	Treasurer	Assistant Treasurer
Webmaster		

*All positions are two-year terms.

2. An election shall be held in any year as needed to fill positions left vacant.
3. A Vice –President, an Assistant Secretary, or an Assistant Treasurer shall be elected in each of these elections as needed to fill any vacancies.
4. The assistant officers shall become regular officers after serving two years as assistants or in the event of a vacancy.
5. A new position or vacancy shall be filled at the next regular convention of the Conference.
6. The duties of these officers shall be outlined in the by-laws to the Constitution.

ARTICLE V—ELECTION OF OFFICERS

1. A nominating and election committee shall be appointed by the Chairman.
2. The duty of this committee shall be to present a slate of candidates for the offices of vice-president, assistant secretary, and assistant treasurer, and to supervise the elections.
3. Three candidates shall be nominated for each position to be

filled.

4. To be elected, a candidate must receive a majority of the votes cast.

ARTICLE VI—TIME OF CONFERENCE

The conference shall assemble annually for a two-day meeting, the days of the meeting being the second Thursday in February and the Friday thereafter.

ARTICLE VII—PROGRAM COMMITTEE

1. The Program Committee shall consist of six members, three men and three women teachers. Two members of this committee shall be elected each year by ballot. To be elected, a candidate must receive the highest number of votes cast.
2. Candidates for the Program Committee shall be nominated by a Nominating Committee appointed by the President of the Conference.
3. A Chairman shall be elected by the Program Committee.
4. The President of the Conference shall be an ex-officio member of the Program Committee.
5. The duty of the Program Committee shall be to formulate and assign an acceptable program for the ensuing year.
6. Any member of the Conference shall have the privilege of

making suggestions to the Program Committee.

7. The Program Committee shall act as a Steering Committee during session, so that lessons and papers do not exceed a time limit designated by this committee.

ARTICLE VIII—SPEAKERS AND ESSAYISTS

Since Christian Education is based on Scriptural principles, only persons who understand and hold correct Scriptural truths and principles of education shall appear as essayists or speakers on the Conference Program.

Resources and speakers that do not fully meet the criteria above may be invited with the approval of the Program Committee.

ARTICLE IX— AMENDMENTS

The constitution shall be amended by a two-thirds majority vote of the members present. Any proposed change to the constitution shall be presented in writing to the president of the Conference. He will submit the same for study to a committee appointed by him, so that this committee might have a proposed resolution ready to be sent to the Program Committee for mailing with the program for the next conference.

BY-LAWS

1. Dues will be assessed as determined by the Executive Committee.
2. Attendance and excuses shall be reported by the host school.
3. All officers of the Conference and members of the Program Committee cannot be re-elected prior to one year after the expiration of their term of office.
4. All bills for expenses must be submitted to the Treasurer of the Conference on an official form which may be obtained from him.
5. Duties of the PRESIDENT
 - A. Preside at the meetings of the Conference.
 - B. Be responsible for ensuring opening devotions and closing prayers for all sessions are organized and scheduled by the host school.
 - C. Confer with the principal of the host congregation and provide him with the necessary information for the Conference.
 - D. Meet with the Program Committee.
 - E. Appoint a Nominating and Elections Committee to present a slate of candidates for a vice-president, an assistant secretary, and an assistant treasurer as needed to fill vacant positions and candidates for two positions on the Program Committee each year.
 - F. Conduct an annual audit of the conference funds and report that to the assembly.

6. Duties of the VICE-PRESIDENT

- A. Assist the PRESIDENT as requested, to be better prepared to eventually assume the duties of the PRESIDENT.

7. Duties of the SECRETARY

- A. Record the minutes of the Conference sessions.
- B. Send out the letters of thanks resolved at the Conference sessions.
- C. Obtain from the host congregation the current list of schools and teachers of the Conference. This list should be copied and supplied to the President, Treasurer, Chairman of the Program Committee, and the Nominations and Elections Committee.
- D. Convey condolences of the Conference to the families of those colleagues, active or retired, who have been called to their eternal rest.

8. Duties of the ASSISTANT SECRETARY

- A. Assist the SECRETARY as requested, to be better prepared to eventually assume the duties of the SECRETARY.

9. Duties of the TREASURER

- A. Hold the funds of the Conference and disburse them for official Conference business.
- B. Collect dues.

- C. Deposit Conference funds in a bank in the name of the Conference, not in the name of the Treasurer.
- D. Send the offering of the opening service as designated by the Conference.
- E. Give the Treasurer's report for the annual meeting, which should include the balance on hand at the beginning of the period, disbursements made during the period, and the balance on hand at the end of the period.
- F. Give receipts for monies collected.

10. Duties of the ASSISTANT TREASURER

- A. Assist in the collection of dues.
- B. Help count the offering of the opening service.
- C. Take over the duties of the TREASURER.

11. Duties of the WEBMASTER

- A. Maintain and update the conference website with accurate and timely information, ensuring website security, functionality, and user-friendliness. Oversee website hosting, domain registration, and necessary software updates.
- B. Assist with online registration system, ensuring a smooth process for attendees, troubleshoot registration issues and provide technical support as needed.
- C. Organize and maintain digital files, including conference records, reports, and archives.
- D. Assist in managing email lists and digital

communication platforms.

- E. Provide technical assistance during virtual meetings or online conference components.

12. Duties of the PROGRAM COMMITTEE CHAIRMAN

- A. Present to the Conference a program for the coming year.
- B. Notify those responsible for Conference presentations of their assignments.
- C. Send a copy of the Conference program to the host congregation not later than November 15.
- D. Serve as a Steering Committee to the President during sessions.
- E. Meet with the Conference President.
- F. Meet with the principal of the host congregation.
- G. Inform speakers concerning the final program before January 1.
- H. Submit a list of suggested topics to the principal of the host congregation to be given to each member of the Conference. Each teacher is asked to volunteer for the topic of his choice.
- I. Present the succeeding year's program to the Conference.

12. Duties of the HOST CONGREGATION

- A. Publications
 - a. Initial registration mailing (return to host school)

- b. Registration dues (returned to Treasurer)
- c. Roster of all district schools (for officers)

B. Meals

- a. Large meal at school
- b. Snacks and beverages during sessions

C. Worship (speakers, organists, ushers, choirs, etc.)

- a. Opening Service - Thursday morning (communion optional for host congregation)
- b. Devotions (speaker secured by President)
 - i. Thursday afternoon
 - ii. Friday morning
 - iii. Closing Service—Friday afternoon

D. Logistics

- a. Printing (reimbursements by Conference)
- b. Rooms and equipment (floor plan of school if possible)
- c. List sectional attendees
- d. Displays and retailers
- e. Save and file helpful information for future hosts

13. PRESENTER HONORARIUM REVIEW

A. The Executive Committee of the NWDTC should annually review the honorarium amount given to presenters and create a proposal to present to the Conference should the committee feel that the amounts should change.

13. DISTRIBUTION OF CONFERENCE ASSETS

In the event that the NWDTC would vote to dissolve, all

conference assets remaining after conference expenses have been paid would be divided by the number of registered teachers at the conference during which the vote was made to dissolve. This amount would then be multiplied by the number of registered teachers from each school to determine each member school's portion of the conference's assets. Checks would be issued by the NWDTC treasurer to each school for the determined amount.

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Revised February 1984

Revised February 2004

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