

BYLAWS

Southlake Association for Gifted and Talented

ARTICLE I: NAME

This organization shall be the Southlake Association for Gifted and Talented (SAGT) (the Organization.)

ARTICLE II: PURPOSE

Section 1. **Mission Statement.** The Southlake Association of Gifted and Talented is an organization dedicated to fostering the understanding of gifted children and their exceptional needs while working in partnership with educators, parents, administrators, legislators and others to promote an appropriate education.

Section 2. **Organization.** SAGT is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. This organization will abide by all guidelines and regulations set forth by the **Carroll Independent School District** (hereafter referred to as **CISD**) and **Texas University Interscholastic League** (hereafter referred to as **U.I.L.**) as well as State and Federal Laws as they apply to Non Profit Tax Exempt organizations.

ARTICLE III: OBJECTIVES

Section 1. The objectives of the Organization are

- To promote awareness of and provide information regarding the unique intellectual, social and emotional needs of gifted students.
- To support the Administration, Teachers and Board of Trustees in their efforts to meet the needs of gifted students.
- To serve as an advocate for the parents of gifted and academically advanced students.

Section 2. The name of the Organization, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern or with any partisan, religious, or political interest, or for any purpose other than the regular work of the organization.

Section 3. The Organization is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Membership shall be open to any interested party upon payment of dues.

Section 2. The annual dues shall be determined by the Board, and may be revised with a 2/3 vote during a session.

Section 3. An annual membership drive shall be conducted each year from September through October 31st by the Membership Committee. Membership will be available on an ongoing basis. After January 1 of each membership year, the Board has the discretion to prorate dues or extend membership through the following member year.

Section 4. Membership must be renewed each fiscal year to remain active.

Section 5. Each family membership shall be entitled to a single vote in any elections and official actions of the Organization.

Section 6. Members are eligible to be nominated or to nominate themselves as officers and to serve on committees, and are encouraged to support all activities and to attend all meetings of the Organization.

ARTICLE V: OFFICERS OF THE BOARD

Section 1. The Officers of the Board of the Organization shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Each officer is entitled to only one vote. The Officers of the Board shall have control and management of the affairs of the Organization and must be members in good standing.

Section 2. Nomination of the Officers of Board shall occur yearly in April. All terms of office shall commence on July 1st and shall last until June 30th of the following year, or until their successor is chosen, if the need arises during their term.

Section 3. Officers of the Board shall hold office for a term of one year and may serve up to two consecutive terms in the same office. A term may be extended by a unanimous vote of the Officers of the Board.

Section 4. The President shall have served as an Officer of the Board for any one year prior to serving as President. If no officer is able or willing to serve as President, a President may be appointed with unanimous approval of the Officers of Board.

Section 5. In the event the President is unable or unwilling to complete a term, the First Vice-President will assume the role of the President. If the First Vice-President is also unable or unwilling to complete the term, the Second Vice-President will assume the role of President.

Section 6. Any vacancy in the Officers of the Board for an unexpired term shall be filled by the remaining officers.

Section 7. Each Officer shall be responsible for maintaining written records of that position and shall convey these records to the successor.

Section 8. Officers of the Board will be required to attend regularly scheduled meetings in addition to general Board meetings. A special meeting of the Officers of the Board may also be called by any two Officers with no less than 72 hours written notice to all Officers.

Section 9. Officers of the Board may also chair a standing or special committee at the discretion of the Officers.

Section 10. No Officer of the Board or appointed Committee Chairperson/Coordinator shall receive compensation for serving in said positions.

Section 11. An Officer of the Board may be removed when sufficient cause exists for such removal by a $\frac{3}{4}$ majority of the Officers of the Board.

Section 12. The immediate Past President, if available, may participate as a non-voting Officer of the Board.

ARTICLE VI: DUTIES OF OFFICERS OF THE BOARD

Section 1. The President shall:

- Preside as chairperson of all meetings of the Organization;
- Serve as primary spokesperson for the Organization or may delegate any member to represent the Organization if the President and Vice-Presidents are unable to do so;
- Act as the primary contact for the Organization in all business related to the Administration and School Board;
- Be responsible for maintenance of all permanent records of the Organization;
- Be an ex-officio member of all committees except the Audit Committee;
- Chair of the Budget committee;

- Act as point of contact for Campus Liaison Chair and Website Chair;
- Appoint representatives to district committees as deemed appropriate;
- Be authorized to sign on the bank account;
- Confirm that a quorum is present;
- Any other duties applicable to the office as prescribed by Robert's Rules of Order Newly Revised.

Section 2. The First Vice-President shall:

- Assume the duties of the President in the absence of or at the request of the President;
- Serve as secondary spokesperson for the Organization in the event the President is unable or unwilling to do so;
- Act as a secondary point of contact for the Organization in all business related to the Administration and School Board;
- Oversee the following standing committees: Student Programs and Membership and/or any other committees on an as-needed basis;
- Be authorized to sign on the bank account;
- Perform all other functions as directed by the President.

Section 3. The Second Vice-President shall:

- Assume the duties of the President in the absence of or at the request of the President and First Vice-President;
- Serve as spokesperson for the Organization in the event the President and First Vice-President are unable or unwilling to do so;
- Oversee the following standing committee: Parent Programs, Grants and/or any other committees on an as-needed basis;
- Chair the Audit committee;
- Perform all other functions as directed by the President.
- Perform a review of the bank statements each month.

Section 4. The Secretary shall:

- Keep and distribute accurate minutes of meetings of the Officers;
- Keep and distribute accurate minutes of meetings of the Board;
- Maintain an attendance record of Officers and Board members;
- Have parliamentary authority at all meetings of the Organization and make sure the organization is governed by Robert's Rules of Order, Newly Revised, in cases where applicable;
- Maintain current by-laws and update as deemed necessary by the Board;
- Be responsible for necessary correspondence;
- Be responsible for notifying the membership of meetings of the Organization;
- Perform all other functions as directed by the President.

Section 5. The Treasurer shall:

- Receive and deposit all monies of the Organization;
- Disburse such sums as approved by the Board and/or the Officers of the Board;
- Keep an accurate record of receipts and expenditures;
- Present a brief financial statement at every regularly scheduled Board meeting;
- Be responsible for the prompt and accurate filing of Form 990 after the June 30 closing date as per Federal Tax Laws;
- Ensure that all official filings be completed prior to the transfer of duties;
- Submit financial records for audit within thirty (30) days of the end of the fiscal year;
- Be authorized to sign on the bank account;
- Serve on the Budget Committee;
- Report the findings of the annual audit to the Officers of the Board;

- Perform all other functions as directed by the President.

Section 6. The Nominating Committee shall consist of three (3) or more members of the Board. An Officer of the Board shall be appointed by the President as chairperson of the Nominating Committee. The Nominating Committee shall fill all of the Board positions and present the slate for approval to the Officers of the Board prior to the April Board meeting. After the Officers vote to approve the slate, the President shall present the slate for approval at the April Board meeting. To be eligible for nomination to an office, a person must be a member of the Organization.

ARTICLE VII: DUTIES OF THE BOARD

Section 1. The Board shall consist of the five (5) Officers of the Organization and all chairpersons/coordinators of the standing and special committees.

Section 2. The duties of the Board shall be to:

- Transact necessary business of the Organization;
- Present a report at the Board meetings;
- Prepare and submit an annual budget for approval at the September Board meeting.

Section 3. Meetings of the Board shall be held once a month during the school year or as otherwise directed by the Officers of the Board. The dates of such meetings shall be set by the President. A quorum shall consist of a majority of the Board members.

Section 4. The Board members shall be notified at least three (3) days prior to the Board meeting.

Section 5. Special meetings of the Board may be called by the President or by notice to the President by three (3) members of the Board with no less than 72 hours written notice to all board members.

ARTICLE VIII: STANDING COMMITTEES

Section 1. The Officers of the Board may create such standing and special committees, as it deems necessary to promote the objectives and carry out the work of the Organization. The term of the chair of each committee shall be one (1) year or until the selection of a successor. A committee chairperson/coordinator can serve for up to two consecutive terms. A term may be extended by a unanimous vote of the Officers of the Board. A committee chairperson/coordinator shall appoint committee members as necessary.

Section 2. All committee actions will be subject to the approval of the Board.

Section 3. Committee chairpersons/coordinators are expected to attend the monthly Board meetings. If unable to attend, a written report should be delivered to the appropriate Officer.

Section 4. All committee chairpersons/coordinators shall ensure their responsible Officer receives a copy of all correspondence relating to their area of responsibility.

Section 5. Chairpersons/Coordinators shall maintain a working notebook with a timeline and budget outline for committee work and suggestions to pass on to their successors.

Section 6. A Chairperson/Coordinator may be removed when sufficient cause exists for such removal by a $\frac{3}{4}$ vote of the Officers of the Board.

Section 7. The following positions are recommended standing committees but may be changed by the Officers of the Board as the need arises and as is necessary to achieve the objective of the Organization without amendment of the bylaws:

- A. Audit. Conducts review of financial records within 60 days of the fiscal year end, consists of three (3) persons not involved with the disbursement or control of the Organization's finances. The Second Vice-President chairs this committee and members of the committee do not need to be members of the organization.
- B. Website. This committee shall be responsible for maintaining the website.
- C. Membership. Coordinates the annual membership drive from September 1 through October 31st. Responsible for display of membership materials at all relevant CISD and Organization events and on all CISD campuses. Maintains membership database.
- D. Parent Programs. This committee shall be responsible for coordinating various parent programs that provide education and support to members of the Organization in accordance with the Organization's mission and goals.
- E. Student Programs. This committee shall be responsible for coordinating various student programs that provide education and entertainment to children of members of the Organization in accordance with the Organization's mission and goals.

ARTICLE IX: MEETINGS

Section 1. The Officers of the Board shall have the authority for scheduling the time and place of the Board meetings. Appropriate notice of time and place shall be given to all members. Board meetings shall be held at least once a month during the school year or as directed by the Officers of the Board.

Section 2. Special meetings may be called by the President, the Officers of the Board, or three or more Board members, providing 72 hours notice has been given to the members.

Section 3. All meetings and programs will be open to the public.

ARTICLE X: FISCAL POLICIES

Section 1. The fiscal year of the Organization shall begin July 1st and end June 30th of the following year.

Section 2. Audits. The financial records shall be reviewed annually by the Audit Committee after the end of the fiscal year and presented to the Officers. The results shall be made available to the Board at the September meeting. A review may be requested at any other time by a simple majority of the Officers of the Board.

Section 3. Budget Committee. The Budget Committee shall be chaired by the President and comprised of the First Vice-President, Treasurer and the Gifted and Talented Coordinator. The Committee shall prepare and present the new fiscal year's proposed budget for the Board's approval at the September monthly meeting.

Section 4. Disbursements.

- i. Budgeted Disbursements. Disbursements approved in the annual budget will not require further approvals.
- ii. Signatures. All disbursements from the Organization accounts in excess of \$500.00 shall require two authorized signatures of unrelated individuals, one of which must always be the Treasurer. Officers authorized to sign on accounts for the Organization are the President, the First Vice-President and the Treasurer.
- iii. Unbudgeted disbursements under \$300. Unbudgeted disbursements of less than \$300, which are not specifically covered in the annual budget, may be authorized in special circumstances by a vote of the Officers of the Board, providing funds are available.
- iv. Unbudgeted disbursements over \$300. Unbudgeted disbursements in excess of \$300 must be voted on and approved by the Board at a regularly scheduled meeting.
- v. Unbudgeted expenditures between June and August. Any unbudgeted expenditures in excess of \$300 between the June and August meetings require the unanimous approval of the Officers prior to expenditure or commitment, then must be reported at the next Board meeting.

Section 5. Tax Exempt Compliance per IRS Section 501 (c)(3)

- i. 501(c)(3) Activities. Notwithstanding any other provisions of these articles, the Organization shall not carry on any activities not permitted to be carried on by an association exempt from federal income taxes under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

- ii. Net earnings use. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons.
- iii. Dissolution and Distribution of Funds. In the event the Organization is dissolved, the Officers shall continue until all affairs of the Organization have been officially terminated. Any assets remaining after the payment of debts and obligations shall be disposed of in accordance with the original purpose of the Organization.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association.

ARTICLE XII: AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the Officers of the Board for presentation in writing to the general membership prior to the vote, and then by a two-thirds (2/3) majority of the members present, a quorum of the Board being present.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote of those attending at a general meeting or by a 2/3 vote of the Officers of the Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII: AFFILIATIONS

Section 1. The Organization may enter into affiliations with associations with common interests and purposes by recommendation and 2/3s vote of the Officers of Board.

