

## **BYLAWS**

Approved September 2006

Amended January 2007

Amended January 2016

### **Article I – Membership**

Membership shall be open to school districts and educational organizations in the greater Dane County area. One or more individuals may participate in GDC-ALN activities for each membership. In general, participating individuals will be staff from the member organizations with responsibilities for gifted and talented education. Membership is activated by paying annual dues, which cover general services of the organization to which all members are entitled. Paid members have voting privileges in the organization, with one vote per district membership. Members may also pay additional fees for specific programs and professional development opportunities.

### **Article II - Duties of Officers**

#### **Section 1. The President shall:**

- A. Serve as the chair of the Officers Group.
- B. Review the Constitution at the beginning of the term to ensure that it is followed accurately, or amended as needed.
- C. Facilitate the work of the Officers Group to include budget planning and any other planning needed for the year.
- D. Through discussion and input from others, determine the list of committees, program groups, and function areas that will be active for the year, and the primary contact for each.
- E. With the assistance of the Officers Group, plan the agendas for GDC-ALN meetings.
- F. Preside at all meetings of the GDC-ALN.
- G. Prepare and co-sign with the Treasurer all legal documents.
- H. Perform such duties prescribed or assigned by the membership.

#### **Section 2 – The Vice President shall:**

- A. Serve as a member of the Officers Group.
- B. Preside at meetings of the GDC-ALN in the absence of the President.
- C. Manage and update organization database
- D. Provide membership and program contact information to the secretary.
- E. Assist the President as needed.
- F. Arrange for a meeting location.
- G. Arrange for refreshments at each meeting.
- H. Perform such duties prescribed or assigned by the President and/or membership.

#### **Subsection 3 –The Past-President shall:**

- A. Serve as a member of the Officers Group.

- B. Advise and assist the President as necessary.
- C. Perform such duties prescribed or assigned by the President and/or membership.

Subsection 4 – The Treasurer shall:

- A. Serve as a member of the Officers Group.
- B. Keep the financial records for the GDC-ALN.
- C. Prepare and sign all fiscal documents.
- D. Co-sign all legal documents with the President.
- E. With the assistance of the Officers Group, prepare an annual budget for presentation at the first meeting of the year.
- F. Present a financial report to the members at each meeting.
- G. By August 25, prepare and distribute a financial report for the chair of each student program showing income and expenses for the prior year.
- H. Perform such duties prescribed or assigned by the President and/or membership.

Subsection 5 – The Secretary shall:

- A. Serve as a member of the Officers Group.
- B. By September 5, mail a postcard with a generic name to all former members, requesting information on staff changes and announcing the date of the first meeting.
- C. Record and distribute minutes from each meeting.
- D. Complete other correspondence as needed.
- E. Perform such duties prescribed or assigned by the President and/or membership.

Subsection 6 – The Professional Development Chair shall:

- A. Serve as a member of the Officers Group.
- B. plan the programs for the GDC-ALN meetings for the year, with assistance from others as needed.
- C. Arrange for any equipment and materials needed for professional development opportunities at meetings.
- D. Oversee the planning for any special professional development opportunities that may be initiated.
- E. Perform such duties prescribed or assigned by the President and/or membership.

Article III – Structure of the Organization

The work of the GDC-ALN shall be divided among committees, program groups, and function areas. The specific list of each type and the primary contact for each will be determined by October 1 of each school year. New listings may be added at any time.

Section A – Committees

Committees will be ongoing and will deal with long-term issues related to gifted and talented education. Examples are Acceleration, Identification, Professional Development, and Legislative committees. Committee reports may be given during the business portion of each meeting.

Section B – Student Program Groups

Program Groups will organize and implement student programs in which member organizations may participate. Examples include Math Meet, Fine Arts Weekend, Yahara River Writers, Math 24, and Haiku. Communications about the implementation of programs will take place by e-mail to those

districts who have registered for that program. Chairs of programs will review the prior year's income and expenses for that program and determine fees for the new year. Fees for the year will be communicated to the treasurer by September 10.

#### Section C – Member Roles

Member Roles cover the business of the organization that is focused on the adult participants, and may be handled by groups or individuals. Examples include Mentor Support, Sunshine, Administrative Breakfast, Outreach Events, Website Management, and Adult Awards.

#### Article IV - Rules of Procedure

Section 1: Major decisions will be made through voting. The parliamentary authority for the GDC-ALN is Introduction to Robert's Rules of Order.

Section 2: A quorum of twelve voting members must be present for a vote to be valid. If a quorum is not present at a meeting, any business conducted by the members who are present must be ratified or rejected at the next meeting at which a quorum is present.

#### Article V - Amendments

Members of the GDC-ALN may amend the bylaws by a two-thirds vote of the members present and voting at any meeting, provided such amendment has been submitted to the members at the previous meeting or a minimum of two weeks prior to any meeting.