

AGATE



ARKANSANS for GIFTED & TALENTED EDUCATION

AGATE BY-LAWS

By-Laws will be used to guide the AGATE Board of Directors in carrying out their duties as outlined in the AGATE Constitution. The Board of Directors may change them at any time in order to accomplish their duties. The format of the By-Laws follows the articles and sections of the AGATE Constitution. If nothing is specified in the By-Laws, it is outlined specifically in the AGATE Constitution.

I. Name

II. Purposes

III. Membership

1. Eligibility

2. Annual Dues

A. Regular

1. Individual - \$30

2. Emeritus - \$15

3. Student - \$5

B. Business/Institutional

1. Affiliate - \$60 (2 voting members)

2. Schools, businesses, or institutions can receive a discounted rate of 20% if registering a minimum of five (5) individual memberships at one time.

3. Term

4. Voting Privileges

5. Local Chapters

IV. Board of Directors

V. Officers

1. Eligibility
2. Numberation
3. Nomination
4. Election
 - A. Voting Procedures
 1. The Election Chair will coordinate with the Nominating Committee Chair to create a digital and/or paper ballot to be distributed to all current members and made available for up to 12 hours for submission.
 - B. Absentee Voting (See sample absentee ballot in By-Laws addendum.)
5. Term of Office
6. Succession
7. Vacancy
8. Removal From Office
9. Resignation
10. Execution of Written Instruments

VI. Duties of Officers

These board positions are responsible for the maintenance and growth of the organization. Officers, board members, and any contracted employees are expected to avoid any situation that may present a conflict of interest with their responsibilities to the organization. No individual shall engage in activities or relationships that compromise, or appear to compromise, their ability to make objective and fair decisions in the course of their duties. Any potential conflicts of interest must be promptly disclosed to the Executive Committee and managed by the AGATE Board of Directors to ensure the integrity of the organization and its operations.

1. AGATE President

The office of AGATE President is to coordinate the activities of AGATE's Board of Directors and members and effectively maintain and support AGATE in achieving its goals. The President will serve as the official spokesperson of AGATE within limitations. (Article XIII, Section 4, AGATE Constitution: No officer or member of this organization should speak on behalf of this organization without the express approval of the Board of Directors.)

Other duties shall include:

1. Schedule and preside over four quarterly meetings of AGATE's Board of Directors.
2. Secure a meeting place for all Board meetings.
3. Inform Board members of meetings.
4. Create and distribute an agenda for all Board meetings.
5. Conduct and coordinate a planning session/professional development to set short and long-term goals.
6. Confer with officers, committee chairpersons, and district directors to review and approve decisions and activities of committees.
7. Maintain knowledge of all current events and activities of AGATE.
8. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
9. Write "President's Message" for AGATE publications.
10. Serve as a liaison between the AGATE board and any organization with which AGATE is affiliated.
11. Promote AGATE membership drive and support AGATE-sponsored events.
12. With the President-Elect, develop a budget of the administrative expenses of AGATE and submit a budget to the Board of Directors for approval.
13. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
14. Establish Ad Hoc committees and appoint their chairperson to facilitate purposes of AGATE.
15. Create an Ad Hoc Constitutional/By-Law Review Committee for review of documents.
16. Inform the Chairperson of the Governor's Advisory Council for the Education of Gifted and Talented Children and the Administrative/Director of Office of Gifted and Talented and Advanced Placement in Division of Elementary and Secondary Education (DESE) at the Arkansas Department of Education (ADE), and the current President of Arkansas Association of Gifted Education Administrators (AAGEA) of Board meetings as invited guests.
17. Appoint a Conference and Co-Conference Committee Chair. Get approval from the Board for these appointments.
18. Submit documents to be signed (as needed) by the Board of Directors at the annual Board Retreat
19. Maintain an official digital document that includes minutes of the year's Board meetings, job description, goals for the year, a timeline of annual duties, the year's expenditures, and budget. This document will be given to the successor.

2. President-Elect

Purpose: The purpose of the Office of President Elect is to allow two years to prepare for the office of President by taking an active role in the administrative duties of AGATE.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors
2. Consult with and serve as an aide to the President.
3. Serve as a member of the Executive Committee.
4. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
5. Promote AGATE membership and support AGATE sponsored events.
6. With the President, develop a budget of the administrative expenses of AGATE and submit the budget to the Board of Directors for approval.
7. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
8. Serve on or chair Ad Hoc committees at the discretion of the President.
9. Preside at meetings in the absence of the President.
10. Serve as Gifted and Talented Awareness Week Coordinator (or appoint someone to serve in that role) to facilitate the last week of February annually to recognize and celebrate, with activities, the Governor's official proclamation of Gifted and Talented Awareness week.
11. Maintain a digital document that includes minutes of the year's Board meeting, job description, goals for the year, a time-line of annual duties, the year's expenditures, and budget. This document shall be given to the successor for this office.

3. Membership Chair

Purpose: The Membership Officer will encourage membership that will contribute to AGATE's development, and will help to retain and support the existing membership. AGATE membership is July 1 - June 30.

Other duties shall include:

1. Attend all meetings of the Board of Directors.
2. Form a committee as needed to promote a fall membership drive prior to the AGATE conference and serve as chairperson.
3. Create a yearly membership goal(s).
4. Conduct at least two membership committee meetings per year.
5. Maintain records of committee meetings.
6. Prepare and make available a current membership list.
7. Notify members of expiration of membership and send invoices.
8. Report the activities of the membership growth at Board meetings.

9. Prepare and issue a letter of welcome to all new members.
10. Respond to all correspondence dealing with membership, including thank you letters to contributors as needed.
11. Serve as a member of the Spring Conference Committee, noting and following conference protocol.
12. Support AGATE sponsored events.
13. Develop a budget for the Membership Committee and submit the budget to the Board of Directors for approval.
14. Stay within the budget approved by the Board of Directors and keep a current balance at all times.
15. Provide updated membership lists to the Newsletter Chair prior to each AGATE newsletter distribution (or quarterly as decided by the Board of Directors).
16. Maintain a digital document that includes minutes of the year's Board meeting, job description, goals for the year, a timeline of annual duties, the year's expenditures, and budget. This document shall be given to the successor.

4. Immediate Past-President

Purpose: The purpose of the immediate Past-President is to provide the organization with continuity in leadership and to serve as Chairperson of the Nominating Committee.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Post a call for nominations in the fall.
3. Create a nominating committee to consist of the four District Directors and the Nominating Chairperson (Immediate past president)
4. Convene the members of the Nominating Committee at least four months before the Spring Conference and serve as the chairperson of the committee.
5. Maintain records of the Nominating Committee meetings.
6. Contact prospective nominees for permission to present their names to the nominating committee.
7. Present a slate of proposed nominees to the Board of Directors at least two months prior to the Spring Conference.
8. Announce to the membership the slate approved by the Board of Directors at least 30 days prior to the Spring Conference.
9. Prepare Google Form ballots for the election at the Spring Conference.
10. Prepare absentee ballots (if needed) to be included in the January Newsletter.
11. Present the nominees for elected offices at the Spring Conference luncheon.
12. Promote AGATE membership and support AGATE-sponsored events.
13. Develop a budget for the Nominating Committee and the Ad Hoc Constitutional / By-Laws Review Committee and submit to the Board of Directors for approval.
14. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times
15. Obtain the PDSAM (Professional Development Submission and Management) from the Arkansas Department of Education.
16. Maintain a digital document that includes minutes of the year's Board and committee meeting, job description, goals for the year, a timeline of annual duties, the year's expenditures, and budget. This document shall be given to the successor.

5. Secretary

Purpose: The purpose of the Secretary is to maintain accurate records of the meetings of the Board of Directors and to manage the distribution of AGATE's correspondence.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors and others as designated by the President..
2. Record and type the minutes of all Board meetings. The minutes are to include the names of the Board members and guests who attend each meeting and the names of Board members who are absent.
3. Notify in writing Board members who miss two consecutive meetings that a third absence will result in that position being declared vacant.
4. Email minutes to each Board member within three weeks of a meeting.
5. Amend Board minutes when necessary.
6. Maintain a file of all minutes, agendas, names, addresses, and telephone numbers of Board members, and any special materials distributed at Board meetings.
7. Serve as the custodian of all official records and documents.
8. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
9. Promote AGATE membership and support AGATE sponsored events.
10. Develop and submit a budget to the Board of Directors for approval.
11. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
12. Receive, prepare, and administer correspondence.
13. Maintain a digital document that includes minutes of the year's Board, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

6. Treasurer

Purpose: The purpose of the Treasurer is to maintain records of AGATE's finances and to contribute to its financial management.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Secure bonding to protect the fiscal assets of AGATE.
3. The Treasurer is the only Officer that can add/delete budget items. This should be done with the approval of the Executive Board.
4. Prepare and present a Treasurer's report at all regular meetings of the Board of Directors.
5. Monitor and review all budgets, notify the President and other officers of potential deficit spending in budget categories.
6. Record all transactions of funds.
7. Issue payment for authorized expenditures.
8. Deposit all money received into appropriate accounts.
9. Chair the Finance and Audit Committee consisting of the Treasurer, President, President-Elect, Conference Chair, and Secretary (to keep record of meetings).

10. Serve as a member of the Spring Conference Committee and coordinate conference registration.
11. Note and follow Conference Protocol.
12. Work with an accountant retained by the Board to prepare IRS reports.
13. Receive mail/email and respond to it or route it to the appropriate person.
14. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
15. Stay within the AGATE budget approved by the Board of Directors and keep a current balance at all times.
16. File annually the non-profit status documentation with the Secretary of State.
17. Maintain a folder on the budget to submit to the auditor, which includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and budget. Audit reports of the last five-years (receipts) are maintained and passed to the successor.

7. District Directors

Purpose: The purpose of the District Directors is to coordinate activities and communicate AGATE's mission in his/her district and to represent his/her region on the Board of Directors.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Coordinate AGATE one-day District Workshops for teachers and/or parents. Maintain records of workshops.
3. Appoint a committee representing all geographic areas of the Congressional District and consult with the committee on the needs of parents, students, teachers.
4. Maintain records of committee meetings.
5. Work to encourage local affiliates in his/her district, and provide information as requested.
6. Report at each regular Board meeting the district events including any legislative contacts.
7. Submit a written report of the in-district events to the Newsletter Chairperson.
8. Promote AGATE membership and support AGATE sponsored events.
9. Develop and submit a budget to the Board of Directors for approval.
10. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
11. Share Current and pertinent information with legislators in his/her district.
12. Collaborate with the Legislative Committee to secure legislator's attendance at the AGATE Conference luncheon.
13. Serve on the Nominating Committee to assist the Past-President in finding qualified candidates across the state to join the AGATE Board of Directors.
14. Maintain a digital document that includes the minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

8. Affiliate Committee Chair

Purpose: The AGATE Affiliate Director is a position on the AGATE Board of Directors designed to facilitate the work of the four District Directors and provide support to AGATE affiliate groups around the state.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Visit affiliates when needed and present programs and/or give pertinent information relative to the needs of the affiliates as assessed by the affiliates.
3. Work closely with the AGATE Membership Chair to keep up-to-date on affiliates and their officers.
4. Work closely with District Directors to attend functions that the District Directors or affiliates organize.
5. Work closely with the AGATE Spring Conference organizers in preparing activities for affiliate members at the conference.
6. Update the Affiliate Handbook and aid in its distribution.
7. Write articles for the AGATE Newsletter when it is timely and necessary.
8. Stay within the budget allocated by the AGATE Board for use by the Affiliate Committee.
9. Coordinate affiliate renewals and new affiliate members, and provide the AGATE Board with updated information.
10. Maintain a digital document that includes the minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

VII. Committees

A. Executive Committee

B. Standing Committees

1. Awards Committee

Purpose: The purpose of the Awards Committee Chairperson is to recognize outstanding achievement and service to gifted education and to solicit and review nominations and select winners for the various AGATE awards.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors and report pertinent information to the AGATE Board of Directors.
2. Attend Conference Committee meetings and report pertinent information to the Conference Committee.
3. Update nomination forms and awards flyer annually.
4. Provide awards flyer for publicity.
5. Announce "call for nominations" electronically.
6. Receive and approve awards nominations.

7. Organize a committee for awards selection.
8. Present the name of the person selected for the Award of Excellence to the AGATE Board of Directors for their approval.
9. Notify the person nominating possible award recipients of the selection committee's decision. When possible, the decision of the selection committee will remain secret *except* in cases of Curriculum Awards and the Award of Excellence.
10. Notify Curriculum Awards recipients that they are expected to collaborate with the AGATE Webmaster to display a copy of their award-winning unit made available for members-only section of the AGATE website and/or present at the AGATE conference the following year.
11. Notify Award of Excellence recipient of award and that the recipient is expected to make a two-three minute talk after the presentation of the award.
12. Write an article about the Award of Excellence recipient and provide a picture of the recipient for the AGATE Conference Program.
13. Provide conference chair/co-chair with a list of curriculum awards for the AGATE Conference Program.
14. Proof the AGATE Conference program awards pages for accuracy and provide the conference chair/co-chair with any corrections or revisions prior to publication.
15. Notify the treasurer to write checks for Curriculum Awards.
16. Provide a list of award recipients to the AGATE Webmaster for the conference program.
17. Write a very brief speech about each award recipient to be used when presenting awards.
18. Order and pick-up trophies, plaques, and/or framed certificates.
19. Present the awards at the annual AGATE conference.
20. Provide a list of award recipients to the AGATE Newsletter Chair and send out electronically on the GT list-serve.
21. Maintain a digital document that includes the minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

2. Legislative Committee

Purpose: The purpose of the Legislative Committee is to develop a legislative plan that is in the best interests of AGATE as it relates to appropriate education for the gifted and talented students in Arkansas.

Other duties shall include:

1. Attend legislative meetings.
2. Create a legislative committee that can attend legislative meetings as needed.
3. Review state and federal legislation related to gifted education and recommend any course of action to the AGATE Board.
4. Confer, guide, and participate as it relates to the organization's responsibilities.
5. Provide information and perform duties related to legislative issues as requested by the AGATE President and the AGATE Board of Directors.
6. Actively advocate for legislative issues that AGATE supports.
7. Recommend representation for attendance at legislative training.
8. Maintain a digital document that includes the minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, and any year's expenditures. This document shall be given to the successor.

3. Finance and Audit Committee (as needed by Treasurer)

4. Conference Committee

Purpose: The purpose of the Conference Committee Chairperson is to contribute to the education and professional development of the AGATE membership by providing quality programs that benefit and serve their professional and/or parental needs.

Other duties include:

1. Attend all meetings of the AGATE Board of Directors.
2. Promote AGATE membership and support AGATE sponsored events.
3. Form a committee to include the President, Webmaster/Public Relations, Treasurer, Membership Chair, and others as needed to plan the program for the Spring Conference and serve as its chairperson.
4. Appoint a Hospitality and Proposal Seat for the AGATE Conference.

5. Maintain records of the Spring Conference Committee meetings.
6. Report the progress of the Spring Conference Committee at each Board meeting.
7. Seek input and communicate with District Directors.
8. Report the committee recommendations for keynote, pre-conference, and special speakers and topics to the Board of Directors for approval.
9. Plan and coordinate the Spring Conference with the conference co-chair.
10. Note and follow conference protocol.
11. Develop and submit a budget to the Board of Directors for approval.
12. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
13. Provide an evaluation for Spring Conference participants to evaluate the conference and its speakers.
14. Analyze the evaluation and tabulate the responses to determine the success of the conference.
15. Review and recommend changes and/or additions to the conference protocol.
16. Maintain a digital document that includes minutes of the years Board and committee meetings, job description, goals for the conference, a time-line of duties performed, the budget, and expenditures. This document should be given to the successor.

5. Membership Committee

Purpose: The purpose of the Membership Committee is to Maintain and keep a current membership file, send renewal notices, retain and support the existing AGATE membership while also working to increase membership.

Other Duties are detailed in Duties of Membership Chair

1. Attend all meetings of the Board of Directors.
2. Form a committee as needed to promote fall membership drive prior to AGATE Conference and serve as chair.
3. Maintain records of committee meetings.
4. Prepare and make available a current membership list.
5. Notify members of expiration of membership and send invoices.
6. Report the activities of the membership growth.
7. Prepare and issue a welcome letter to all new members.
8. Respond to all correspondence dealing with membership, including thank you letters to contributors.
9. Serve as a member of the Spring Conference Committee.
10. Note and follow conference protocol.

11. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and budget. This notebook shall be given to the successor.
12. Promote AGATE membership and support AGATE-sponsored events.
13. Develop a budget for the Membership Committee and submit the budget to the Board of Directors for approval.
14. Stay within the budget approved by the Board of Directors and keep a current balance at all times.
15. Provide updated membership lists to the newsletter chair prior to each AGATE newsletter distribution.

6. Public Relations Committee

The purpose of the Public Relation Chair is to organize and maintain systems of communication that promote AGATE, its purposes, and its programs.

Other duties include:

1. Attend all meetings of the AGATE Board of Directors.
2. Promote AGATE Membership and support AGATE sponsored events.
3. Develop and submit a budget to the Board of Directors for approval.
4. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
5. Form a Public Relations Committee and serve as chairperson.
6. Maintain records of the Public Relations Committee meetings.
7. Serve as a member of the Spring Conference Committee.
8. Work closely with the Conference Chair/Co-Chair to coordinate the Conference webpage.
9. Note and follow conference protocol.
10. Work with ALL chairpersons of special events and oversee press releases and publicity of the events (pre, during, and post conference) in a timely manner.
11. Work closely with the Webmaster Chair to coordinate publicity of events within newsletter deadlines.
12. Send news releases to hometown newspapers of presenters at AGATE, award winners, newly elected officers and appointees.
13. Maintain a digital document that includes minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual

duties, the year's expenditures, and the budget. This document shall be given to the successor.

7. Webmaster Committee

Purpose: The purpose of this Webmaster Committee Chair is to provide information to the AGATE membership, other stated organizations, and the National Association for Gifted Children about AGATE functions and current related events through digital publications and website. The webmaster establishes and maintains an AGATE presence on the internet (AGATE website) to disseminate information about the organization.

Other duties shall include:

1. Attend all meetings of the Board of Directors.
2. Promote AGATE membership and support AGATE sponsored events.
3. Select a Webmaster Committee (if needed) and serve as the chairperson.
4. Maintain a record of Webmaster Committee meetings.
5. Prepare and publish a newsletter three times per fiscal year.
 - Edit copy and work on the layout and digital design of the newsletter.
 - Research current material in the field of gifted education and write or collect articles pertaining to this information.
 - Acquire any articles and information from other chairpersons.
 - Have the final copy proofread by a designee and make any necessary changes.
 - Coordinate the distribution of the newsletter to the current membership.
6. Develop and submit a budget to the Board of Directors for approval.
7. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
8. Webmaster will maintain the AGATE website at all times and solicit items from AGATE Board of Directors and Conference Committee for posting.

9. Maintain a digital document that includes minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

8. Education Committee

Purpose: The purpose of the Education Committee Chair is to work to increase the awareness of the need for appropriate education for the gifted and talented students in Arkansas.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Promote AGATE membership and support AGATE sponsored events
3. Form a committee (if needed) to promote the needs of Arkansas' gifted and talented
4. students and serve as its chairperson. All levels should be included, but not limited to:
 - Enrichment
 - Elementary
 - Middle/Junior High
 - High School/AP
 - Post Secondary
 - Identification/Acceleration/Diverse Populations
 - Mentorship
 - Student Engagement/Parent-Community Involvement
 - State/National Trends in G/T
5. Maintain a record of the Education Committee meetings.
6. Prepare and present a report and/or recommendations from the education committee at each regular Board meeting.
7. Write and submit an article on the activities of the Education Committee to the newsletter chair/editor.
8. Plan and coordinate with the other conference committee members to present a newsletter workshop at the AGATE Spring Conference.

9. Develop and submit a budget to the Board of Directors for approval.
10. Stay within the budget balance at all times.
11. Keep in regular contact with college/university gifted and talented endorsement programs to ensure continuity of information and clarity for teachers seeking GT certification/Masters.
12. Coordinate with the public relations committee any professional development announcements or opportunities for teachers, students, and/or AGATE members related to the needs of the gifted and talented education.
13. Maintain a digital document that includes minutes of the year's Board and any committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, the budget, and digital copies of the year's newsletters. This document shall be given to the successor.

9. Nominating Committee

Purpose: The purpose of the Nominating Committee is to provide the organization with continuity in leadership. The Nominating Committee consists of the four District Directors and the Nominating Committee Chairperson (Immediate Past-President). Other duties are detailed in Duties of Officers. See duties of the Immediate Past-President.

10. Elections Committee

Guidelines: The AGATE President, in the first year of his/her term will appoint an Ad Hoc election committee by September 15th. Members of the Election Committee will serve for two years.

Membership: Membership on the committee should include but not limited to:

- A member of the AGATE Board.
 - A representative of an AGATE affiliate who is also a member of AGATE.
 - A representative of each congressional district.
1. One member of the Election Committee will be designated by the AGATE President as chairperson of the committee.

2. The election committee will be furnished with a list of current voting members of AGATE.
3. The Election Committee will:
 - Conduct elections at the annual AGATE conference.
 - Conduct absentee balloting for AGATE officers include the Affiliate Director (see absentee ballot guidelines)
 - Conduct runoff elections if necessary.
 - Count ballots
 - Complete an official ballot with vote counts for each officer. Each member of the Elections Committee should sign the completed official ballot.
 - Report election results at conference and/or in the AGATE newsletter.
Included in the report should be who won, the number of persons voting, the number of absentee ballots, and the
 - number of spoiled ballots (both regular and absentee).
4. The chairperson or designee will file the official signed ballot results with the AGATE secretary.

11. AGATE Scholarship Chair/Committee

Purpose: The purpose of the Scholarship Chair is to collect information and secure a committee to review data and select up to five (5) \$1,000 scholarships to encourage college and active teachers to pursue hours in Gifted and Talented certification or a master's degree in Gifted Education.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Send out information concerning scholarships to colleges, AGATE Board, AGATE website, AGATE Listserv, and local GT Coordinators and other interested parties to ensure all are informed.
3. Form a committee to select scholarship recipients. Notify selected and non-selected applicants.
4. Release information to AGATE Board, AGATE website, and the GT Listserv.

5. Give information to the Conference Chair/Co-Chair and webmaster for the AGATE program.
6. Secure checks from Treasurer and frame certificates for presentation at AGATE Spring Conference luncheon.
7. Notify selected scholarship recipients to attend AGATE Spring Conference luncheon and reserve a place for them.
8. Meet and greet recipients at AGATE Spring Conference luncheon.
9. Stay within the budget approved by the AGATE Board of Directors.
10. Maintain a digital document that includes minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

12. AGATE Emeritus

Purpose: The purpose of the Emeritus Chair is to encourage and increase AGATE Emeritus participation via an AGATE Emeritus-level membership, encourage attendance at the annual AGATE conference and other advocacy activities.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Promote AGATE Emeritus membership and support AGATE-sponsored events among retired or former members.
3. Communicate, as necessary, with AGATE Membership Chair and President.
4. Report progress to the AGATE Board of Directors.
5. Contact State GT District Specialists and/or AGATE District Directors for a list of retiring GT educators to solicit for Emeritus membership by May or June of each year.
6. Stay within budget approved by the AGATE Board of Directors.
7. Recognize retirees at the annual Spring Conference.

8. Maintain a digital document that includes minutes of the year's Board and committee meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This document shall be given to the successor.

VIII. Meetings

1. Board Meetings
2. Annual Meetings
3. Special Meetings
4. Notification
5. Quorum
 - A. Quorum shall consist of the President or chairperson or a simple majority of the members, except that, in a general meeting, a quorum shall consist of the members present.
 - B. Proxy votes shall be permitted at board meetings only as follows:
 1. No member shall vote the proxy of more than two other voting board members.
 2. Such proxy votes must be submitted in writing and signed by the absent member using the AGATE proxy form (See Sample Absentee Ballot in addendum) and presented to the Secretary at the time of the meeting date.
 3. No proxy shall be valid for more than one AGATE Board meeting.

IX. Additional Fiscal Concerns

1. Fiscal Year
2. Accounts and Audits
3. Unbudgeted Expenditures

X. Parliamentary Authority

XI. Amendments, Revisions, and By-Laws

XII. Dissolution

XIII. Restrictions

ABSENTEE BALLOT

Photocopies of the ballot will not be counted.

Procedure:

1. Mark the ballot.
2. Sign and date the verification stub.
3. Detach the verification stub along the dotted line
4. Place the ballot and only the ballot in an envelope and seal it. Print the words "absentee ballot" on the envelope.
5. Place the sealed envelope in a larger envelope and seal. Be sure to show a return address on the larger envelope and mail it to:

AGATE Election Committee
P.O. Box 250754
Hillcrest Station
Little Rock, AR 72225

Candidates:

Constitutional Revisions: (if needed)

VERIFICATION STUB

Printed Name: _____

Signature: _____

Email: _____ Date: _____

ARTICLE VIII, Section 5B Addendum
Arkansans for Gifted and Talented Education (AGATE)

Proxy with FULL POWER or SUBSTITUTION

I, _____, do hereby
appoint _____ to be my proxy
agent with full power of substitution and to vote for me in all business
matters to be considered at the Arkansans for Gifted and Talented
(AGATE) Executive and/or Governing Board meeting.

_____ shall have all the power
that I would possess with respect to voting and granting my consent. I
hereby ratify and confirm all acts that my proxy shall so or cause to be
done by virtue of and within the limitations set forth in this proxy.

This proxy voids and supersedes any proxy heretofore executed by me,
and in the even I will attend the meeting, I reserve the right to revoke
this proxy and vote in person.

AGATE Board Member Signature

Printed Name

AGATE Position/Title

Date