

# **BYLAWS**

## **Oklahoma Association for the Gifted, Creative, & Talented, Inc.**

**Revised 2019**

### **ARTICLE I: NAME**

Section 1: This organization shall be known as the Oklahoma Association for the Gifted, Creative, & Talented, Inc.

Section 2: The Association is duly incorporated as a nonprofit organization under the laws of the State of Oklahoma pursuant to the Articles of Incorporation filed August 18, 1978.

Section 3: This Association shall be governed by these Bylaws which may be amended in accordance with the provisions herein. However, these Bylaws shall not conflict with the Articles of Incorporation.

### **ARTICLE II: PURPOSE**

Section 1: To bring together concerned professionals and other persons interested in gifted, creative and talented youth for their mutual support and growth.

Section 2: To support appropriate educational opportunities for gifted, creative and talented youth.

Section 3: To encourage the improvement of educational services to all youth, specifically those who are gifted, creative and talented.

Section 4: To inform the general public of the needs of gifted, creative and talented youth.

Section 5: To disseminate news and information of interest and concern to parents, teachers, administrators and other persons interested in gifted, creative and talented youth.

Section 6: To foster professional growth of educators so that they may better serve the needs of gifted, creative and talented youth.

Section 7: To support legislation and funding for programs that benefit gifted, creative and talented youth.

Section 8: To work in cooperation with and support of the philosophy and goals of the National Association for Gifted Children (NAGC).

Section 9: To provide a forum for the exchange of information and ideas among the membership.

### **ARTICLE III: MEMBERSHIP**

Section 1: Membership shall be open to any interested person.

Section 2: Affiliate membership shall be open to existing organizations, such as another state's gifted organization, another Oklahoma educational organization, or similar association, whose purposes are consistent with those of the Oklahoma Association for the Gifted, Creative, & Talented, Inc. Such

affiliate membership will carry the following privileges: access to an online copy of the quarterly newsletter sent to the affiliate email address and two representatives to attend the annual conference at the membership rate.

Section 3: Institutional membership shall be offered to a school district wishing to join as a group. Employees and representatives of the district joining through institutional membership of \$250 (1-15 individuals) or \$500 (16+ individuals) will be afforded the privilege of attending the annual conference at the membership rate. Such institutional membership will have access to an online copy of the quarterly newsletter sent to the institutional email address.

Section 4: Members in good standing shall be those persons who maintain their status by proper payment of dues (\$50 individual) and assessments and who abide by the Bylaws. Membership is valid for one calendar year.

Section 5: Members in good standing shall be eligible to vote in elections and official actions of the Association and shall be eligible to serve on committees and/or hold any office in the Association with the exception of the President and President-Elect, which may be held only by Oklahoma certified educators.

#### **ARTICLE IV: EXECUTIVE COMMITTEE**

Section 1: The Executive Committee of this organization shall be composed of the following officers: President, President-Elect, Conference Chairperson(s), Conference Chairperson-Elect, Membership Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, and Treasurer-Elect. The voting members of the Association shall elect all officers. President, President-Elect, Treasurer, Treasurer-Elect may not be employed by the Oklahoma State Department of Education while in office. Terms of office of the newly elected officers begin at the June Board of Directors meeting. The Executive Committee shall function as the decision-making body to handle routine decisions of the Association not requiring a vote of the current membership.

Section 2: The President shall be an Oklahoma certified educator and shall preside at the annual state conference and at all Association business meetings. The President's duties shall be to: attend all official meetings of the Association, chair the Executive Committee and the Board of Directors; make appointments; fill vacancies with approval of the Executive Committee; carry out the intent of these Bylaws; and maintain a record of the operations of the office. The President's term of office shall be one year. The President serves on the Board of Directors as the Immediate Past President the following year.

Section 3: The President-Elect shall be an Oklahoma certified educator and shall assist the President with all duties. In case the office of the President is vacated for any reason, the President-Elect shall complete the President's term of office. Should the President be absent, the President-Elect shall perform the duties of the President. The President-Elect's duties shall be to: attend all official meetings of the Association, keep a record of board members' attendance at board meetings, serve as chairperson of the Nominating Committee; supervise all aspects of the election, including ballot generation and tallying; keep a record of and have available the minutes of all official meetings of the Association; assist the Conference Chairperson with planning and coordination of the state conference, and maintain a record of the operations of the office. The President-Elect's term of office shall be one year. The President-Elect shall then become President.

Section 4: The Conference Chairperson(s) shall be responsible for the annual state conference. The Conference Chairperson's duties are to: convene a conference committee as needed; supervise all

conference arrangements; secure a conference speaker with a Board approved contract; create, in cooperation with the Treasurer, a conference budget; maintain a record of the operations of the office, and report the progress of conference planning at each board meeting. The term of office shall be one year. The Conference Chairperson shall serve the following year on the Conference Committee as a consultant.

Section 5: The Conference Chairperson(s)-Elect shall assist the Conference Chairperson(s) with all duties. In case the office of Conference Chairperson is vacated for any reason, the Conference Chairperson-Elect shall complete the term of office. The term of office shall be one year; then the Conference Chairperson-Elect shall become the Conference Chairperson.

Section 6: The Membership Chairperson shall attend all official meetings of the Association. The Membership Chairperson will work closely with the Treasurer and the Corresponding Secretary to maintain a current membership list, and mail or email renewal notices. The Membership Chairperson will report the number of members and provide the Corresponding Secretary with an updated membership list, complete with email addresses, at least one week prior to the board meeting. The Membership Chairperson will email an updated membership list to the Corresponding Secretary one week prior to the posting of the newsletter on August 1, November 1, February 1, and May 1. The Membership Chairperson will work in cooperation with the Webmaster to update membership status. The Membership Chairperson will convene a membership committee as necessary. The term of office shall be two years.

Section 7: The Recording Secretary shall maintain a systematic record of all actions of the general membership, the Board of Directors, and the Executive Committee, in any regular or called meeting. The Recording Secretary's duties include: attend all official meetings of the Association, record the proceedings of all official meetings, transcribe the minutes within one week of the meeting, and email them to the members of the Board of Directors for revisions and editing. The Recording Secretary will send to the Board of Directors the edited and revised minutes one week prior to the next board meeting. The term of office shall be two years.

Section 8: The Corresponding Secretary shall attend all official meetings of the Association. The Corresponding Secretary shall be directly responsible for all correspondence on behalf of the Association. The duties of the Corresponding Secretary include: send out the newsletter to all current members; write thank you notes; respond to and/or distribute e-mail and phone calls from the OAGCT website to the appropriate officers, disseminate information to appropriate outside associations (i.e., NAGC); and maintain a record of the operations of the office. The term of office shall be two years.

Section 9: The Treasurer and/or Treasurer-Elect shall attend all official meetings of the Association. The Treasurer shall maintain and render to the Board of Directors and to the membership a formal financial accounting of the Association. Duties of the Treasurer include: maintain a record of receipts of income and expenditures; bring or email a treasurer's report to the members of the Board of Directors at least one week prior to the board meeting; file an annual tax return; arrange for a periodic audit; submit an annual operating budget; work in cooperation with the Conference Chair to develop a conference budget; with the assistance of the Treasurer-Elect, collect and record all conference registrations; forward registrations to Conference Chair; and maintain a record of the operations of the office. The term of office shall be two years.

Section 10: The Treasurer-Elect shall work with the Treasurer in order to facilitate transition of duties. Duties of the Treasurer-Elect include invoicing, working in cooperation with the Treasurer and

Conference Chairs to collect, record, and all conference registrations. The term of office shall be two years.

## **ARTICLE V: BOARD OF DIRECTORS**

Section 1: The Board of Directors shall consist of the Executive Committee of the Association and positions specified by the Bylaws. The Board of Directors will consist of at least a 2/3 majority of educators. One voting seat shall be reserved for an official representative of Gifted and Talented Education of the Oklahoma State Department of Education. Representatives of other state and community agencies and organizations may, upon the approval of the Board of Directors, send a non voting member. Association members who serve as National Association of Gifted Children Board Members shall automatically become members of the Board of Directors during their term of office with NAGC.

Section 2: The Board of Directors shall be the policy-determining body for the Association operating within the provisions set forth in these Bylaws. No one other than a member of the Board of Directors may represent the official position of the Association unless given authority by the Executive Committee or the Board of Directors.

Section 3: The Board of Directors shall be responsible for conducting the affairs of the Association subject to the actions taken officially at all business meetings of the Association.

Section 4: The Board of Directors shall hold Board meetings at least three times a year, either in person or through electronic means.

Section 5: All Board meetings shall be open to all members with meeting times and locations announced in the newsletter whenever possible.

Section 6: If a Chairperson of a Standing Committee or Special Committee is unable to attend a Board of Directors meeting, he/she shall appoint a member of his/her committee to be a voting representative.

Section 7: The term of office for the Board of Directors will be one year, except as noted for specific elected positions, and begin with the June Board Meeting.

Section 8: The Board of Directors by majority vote shall authorize the employment of temporary personnel as deemed necessary to fulfill functions of the Association. Permanent employment shall be subject to approval by vote of the membership in good standing.

Section 9: The Immediate Past President shall attend all official meetings of the Association and serve as parliamentarian for the Board of Directors. The Immediate Past President shall serve as chairperson of the ad hoc bylaws committee and provide support as necessary to the President. The term of office is one year. The Immediate Past President shall be a voting member of the Board of Directors.

Section 10: It is the responsibility of each board member to notify the OAGCT Recording Secretary and President-Elect of his/her absence at a meeting. An OAGCT board member shall appoint a designee to attend and present reports in his/her place. If a designee is sent, the board member will not be considered absent. An OAGCT board member may have no more than three absences from OAGCT Board Meetings per calendar year. Upon the third absence, the board member is

automatically removed from the board. The removed board member may reapply for membership to the OAGCT Board twelve (12) months after his/her date of removal for the next open term.

## **ARTICLE VI: APPOINTED POSITIONS**

Section 1: Other positions for ad hoc committees will be appointed by the President, for the term of one year.

- The Bylaws Committee shall annually review the Bylaws. The Immediate Past President shall be the Chairperson. The committee shall suggest changes and amendments as necessary and shall be responsible for updating the revised Bylaws. Additionally, the committee shall see that the Bylaws are distributed to the Board of Directors.

- The Awards Committee shall develop and arrange for distribution of the nomination and application forms for the Nicholas Green Outstanding Student Award, the Cheryl Kennedy Scholarship, the Outstanding Service Award, the Beverly Riggs Scholarship, and/or other awards approved by the Executive Committee. The Chairperson will convene a committee, which includes the treasurer, to review annually the nominations and applications and make recommendations to the Executive Board for consideration. The Awards Committee will arrange for the appropriate physical award or scholarship to be ordered and prepared for distribution at the annual conference or other meeting as deemed appropriate and will supply the treasurer with said information. Treasurer contact information shall be placed on all correspondence sent to awardees.

Section 2: Standing Committees: Such committees may include, but are not limited to Newsletter, Advocacy, Parent, Curriculum, Special Populations, and Awards. Chairpersons of standing committees shall be voting members of the Board of Directors.

- The Newsletter Chairperson shall be the editor of the Newsletter and shall prepare official publications for the Association. The Newsletter Chairperson shall solicit articles from each Chairperson and members of the Association. The Newsletter Chair shall be responsible for sending the Newsletter to the Corresponding Secretary for distribution to the membership.

- The Advocacy Chairperson shall act as a public advocate and shall coordinate the public relations needs of the Association. The Advocacy Committee shall represent the Association's needs to the Legislature, colleges and universities, and the Oklahoma State Board of Regents. Additional duties include sponsoring a conference breakout session and providing newsletter articles related to advocacy in gifted education.

- The Parent Committee shall seek active participation of parents and others interested in the improvement of gifted education in Oklahoma and advocate for the needs of parents of gifted, creative and talented youth. Additional duties include sponsoring a conference breakout session and providing newsletter articles related to advocacy in gifted education.

- The Curriculum Committee shall provide leadership in reviewing and recommending appropriate curriculum for gifted, creative and talented youth. Additional duties include sponsoring a conference breakout session and providing newsletter articles related to curriculum appropriate for gifted education.

- The Special Populations Committee shall provide leadership in increasing awareness of the needs of and services for special populations of gifted, creative, and talented youth. Additional duties include

sponsoring a conference breakout session and providing newsletter articles related to special populations in gifted education.

- The Publicity Committee shall work to develop promotional materials to support the organization's activities (i.e., State Conference). The materials developed shall be sent to the appropriate board members for approval prior to publication and/or distribution. The committee will maintain the OAGCT Facebook page in addition to other social media outlets (i.e., Twitter).

- The Webmaster works with committee chairs to maintain the OAGCT website and keep information current. The webmaster will coordinate conference registration in cooperation with Membership Chair.

## **ARTICLE VII: MEETINGS**

Section 1: The Board of Directors shall have the authority for scheduling the time and place of the meetings of the Association.

Section 2: The Association shall sponsor an annual conference and an annual business meeting.

Section 3: A minimum of four elected officers shall constitute a quorum at a Board of Directors meeting.

Section 4: The members present shall constitute a quorum at the annual business meeting.

Section 5: The governance of business meetings for the Association shall be in accordance with these bylaws, the latest revision of Robert's Rules of Order, and the Association's Operating Procedures Manual.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

Section 1: Only members in good standing may be nominated for office in the Association, as specified in ARTICLE III, Section 4.

Section 2: Nominations for the offices of President, President-Elect, Treasurer, and Treasurer-Elect may not be employees of the Oklahoma State Department of Education. The slate of nominees will be published in ballot form at the state conference registration.

Section 3: Elections will be held at the annual spring conference and provision will be made for write-in candidates.

## **ARTICLE IX: DUES**

Section 1: Any alterations of annual dues in the Oklahoma Association for the Gifted, Creative, & Talented, Inc. shall be recommended by the Board of Directors and approved by the voting membership of the Association.

## **ARTICLE X: FINANCES**

Section 1: The fiscal year of the Oklahoma Association for the Gifted, Creative, & Talented, Inc. is July 1 through June 30.

Section 2: All non-budgeted expenses in excess of \$100.00 must be approved by the Board of Directors prior to payment.

Section 3: The annual conference budget shall be approved by the Board of Directors before any expenditure is made.

Section 4: The Treasurer will arrange for an audit of the books prior to the end of his/her term of office.

#### **ARTICLE XI: PROHIBITION AGAINST DISCRIMINATION**

This Association affirms the policy of not discriminating on the basis of sex, race, ethnic origin, age, family status, religion, gender identity or area of academic specialization in its membership.

#### **ARTICLE XII: TERMINATION**

In the event the Association is dissolved, the Board of Directors shall continue until all affairs of the Association have been officially terminated. Any assets remaining after the payment of debts and obligations shall be disposed of in accordance with the Articles of Incorporation.

#### **ARTICLE XIII: GRIEVANCES**

Any grievance or formal appeal against any member of the Association shall be submitted in writing to the Executive Committee and acted upon within 30 days. The grievance must be resolved by unanimous vote and may include suspension of membership. The final resolution, including termination of membership, if recommended, will be determined at the next regular meeting of the Board of Directors.

#### **ARTICLE XIV: AMENDMENTS AND REVISIONS**

These Bylaws can be amended by a simple majority of votes, cast by members in good standing, provided the amendment has been submitted in writing to the Board of Directors of the Association and to the entire current membership at least thirty days prior to voting.