

By-Laws
Of
Association of San Diego Educators of the Gifted
A California Non-profit Public Benefit Corporation
Revised 3/13/2002-7/24/06

DRAFT

ARTICLE I: NAME

Section 1. The name of this organization shall be the Association of San Diego Educators of the Gifted, hereinafter to be referred to as The Association.

ARTICLE 2: GOALS

~~Section 1. The Association will endeavor to improve the education of gifted and talented students.~~

~~Section 2. The Association will endeavor to apprise educators of developments in the field of gifted and talented education.~~

~~Section 3. The Association will endeavor in increase the awareness of legislative information affecting gifted and talented students.~~

MISSION STATEMENT

Section 1. Uniting educators of the gifted.

Section 2. Providing a forum that allows for educational dialoguing, learning and networking.

Section 3. Providing a forum to share ideas and concerns in a supportive atmosphere.

Section 4. Improving the educational opportunities for the gifted and talented student.

Section 5. Increasing awareness of legislative information effecting gifted and talented students.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be open to any interested educator. Membership is recognized upon payment of annual dues ~~or paid attendance at the annual conference. and is valid until December 31 of the following year.~~ Members shall be eligible to vote in elections and upon official actions of the Association. Members shall be eligible to serve on committees, shall be eligible for election to office, and they shall receive literature issued by and for the Association.

Section 2. Honorary membership shall be bestowed by a two-thirds vote of the Board, and carries full membership without the payment of dues.

ARTICLE IV: OFFICERS EXECUTIVE BOARD MEMBERS (Officers)

Section 1. The officers of this organization shall be President, President-Elect, Corresponding Secretary, Recording Secretary and Treasurer. These officers shall be elected by the membership of the Association, and assume office at the ~~February~~ May Board meeting, and serve for two calendar years.

Section 2. The President shall be the executive officer of the Association. The President shall preside at the Association business meetings, serve as chairman of the Executive Board, and make all authorized appointments including appointments to fill vacancies ~~of~~ on the Executive Board. In the event an officer is unable to complete the two year term, the President shall appoint an officer to serve until the next annual election, at which time that Board member could be elected for a one year term. Assumption of an elective office that occurs within the two-year term of a regular Board membership term would preempt the second year of that membership term. Other duties of the President shall include the preparation of all meeting agendas, provision of one article for each *Update* issue, and negotiation and authorization of contracts relative to Association events.

Section 3. The President-Elect shall serve as Chairman of the Annual conference and shall perform the duties of the President in the absence of the President. The President-Elect shall accede to the Presidency the following term.

Section 4. The Corresponding Secretary shall handle all correspondence for the Association and chair the Membership Committee. ~~The Corresponding Secretary shall provide current~~

~~membership list to the Board within two months of the annual conference, and maintain a current roster of members.~~

- Section 5. The Recording Secretary shall maintain a systematic record of all actions taken at Association meetings and at Executive Board meetings. He or she shall distribute minutes and all pertinent documents to the Executive Board members, ~~Membership, and other designated bodies,~~ and shall serve as historian for the Association. Minutes of each Executive Board meeting shall be distributed within two weeks of each meeting to members of the Executive Board. A complete set of minutes and any other records shall be transferred to the incoming Recording Secretary by the ~~February~~ May Board meeting.
- Section 6. The Treasurer shall maintain and render to the Executive Board ~~and to the membership~~ a current, monthly written ~~and certifiable~~ accounting of all receipts and disbursements, be responsible for the financial records of the Association and submit an annual financial report to the Executive Board and to the general Association members. The Treasurer shall provide an itemized, certifiable accounting report for each Board meeting. ~~The Treasurer shall provide the Corresponding Secretary the list of paid Conference attendees with one month of the Conference date. The Treasurer shall transfer all monies and financial records to the incoming Treasurer by the February Board meeting. And receive a receipted accounting of the transfer.~~

ARTICLE V: EXECUTIVE BOARD MEMBERS

- Section 1. The Executive Board shall consist of the President, President-Elect, Corresponding Secretary, Recording Secretary, Treasurer, immediate Past-President, *Update* Editor, Legislative Liaison and ten Members-at-Large. Each officer and standing committee chairperson shall provide ~~a status~~ an oral report to the Board at each Board meeting.
- Section 2. The Members-at-Large shall be elected from the membership by the membership for a two-year term. One-half of the Members-at-Large shall be elected each year. Every effort shall be made to include broad geographic, grade level, and job representation. Each Member-at-Large shall serve on at least one standing committee or sub-committee, determined at the ~~February~~ June Board meeting.
- Section 3. The *Update* editor shall be appointed by the President. The Editor shall be responsible for the publication of the house organ, currently known as the *Update*. The *Update* shall be published at the frequency and schedule determined by the Executive Board. Appointment shall be made as follows: The President shall request fulfillment of the position in writing, with the potential nominee. Upon receipt of the consent by that nominee, the President shall recommend their appointment at the next scheduled Board meeting. This appointment process shall be completed by the time of the annual ballot.
- Section 4. The Legislative Liaison shall be appointed by the President. Unless otherwise specified, committee chairpersons shall select their own committees from the general membership. Appointment shall be made as follows: The President shall request fulfillment of the position in writing, with the potential nominee. Upon receipt of the consent by that nominee, the President shall recommend their at the next scheduled Board meeting. This appointment process shall be completed by the time of the annual ballot. The Legislative Liaison shall study legislation affecting gifted and talented education and inform the Executive Board of such legislation and the consequences thereof in a short presentation at each Board meeting, and shall submit a written review for each issue of the *Update*.
- Section 5. The Executive Board shall be the policy-determining body for the Association, operating within the provisions set forth in the By-laws.
- Section 6. The Executive Board shall be empowered to transact all Association business and conduct the affairs of the Association.
- Section 7. The Executive Board shall hold a minimum of eight meetings per year. Additional meetings may be called by the President or by four Board members. ~~as necessary.~~ Board members shall not miss more than ~~two~~ three meetings in sequence per calendar year. In such event, the member shall be asked to resign. Letters explaining extenuating circumstances may be submitted to the Board for consideration.
- Section 8. One-half of the total membership of the Executive Board shall constitute a quorum at Executive Board meetings.

Section 9. If a Board member is unable to perform their duties in a timely fashion, the ~~Executive~~ Board shall fill their position as deemed necessary.

ARTICLE VI: COMMITTEES

- Section 1. ~~The Standing~~ Committees for the Association shall be President Advisory, Conference, Nominating, Legislative, Bylaws, Membership, Publicity, Hospitality and Newsletter ~~Committees.~~
- Section 2. Committee chairpersons, with the exception of the *Update* editor, are to be appointed or reappointed annually by the President from current ~~Executive~~ Board members. Appointments shall be approved by the Board. Unless otherwise specified, committee chairpersons shall select their own committees from the general membership.
- Section 3. The President's Advisory Committee shall be composed of the President, the immediate Past-President and any advisors selected by the President.
- Section 4. The annual Conference Committee shall be chaired by the President-Elect. Chairman for the sub-committees for Presenters and Registration shall be appointed from the ~~Executive~~ Board. ~~within a month of the previous conference~~ Other sub-committee chairs shall be appointed by the Conference Chairman from either the ~~Executive~~ Board or the general membership.
- Section 5. The Nominating Committee shall be composed and shall function as provided in Article VIII, Section 2.
- Section 6. The Bylaws Committee shall be chaired by the ~~Past~~-President and shall maintain responsibility for the conformity of the Association to the Bylaws, interpret and clarify the Bylaws as needed, receive or initiate amendments and revisions, and make appropriate recommendations to the ~~Executive~~ Board for action.
- Section 7. The Membership Committee, chaired by the Corresponding Secretary, shall develop and implement plans to augment the membership of the Association and maintain the official file of members.
- Section 8. The Publicity Committee, who shall be appointed from the Members-at Large, with at least one from City and one from County representatives, shall prepare and disseminate appropriate information concerning the affairs of the Association.
- Section 9. The Newsletter Committee shall be chaired by the *Update* Editor, ~~and filled by at least 3 members.~~
- Section 10. The Hospitality Committee, who shall be appointed from the Members-at-Large, shall supply appropriate provisions for selected events.
- Section 11. Other committees may be appointed as necessary by the President with the approval of the ~~Executive~~ Board.

ARTICLE VII: MEETINGS

- Section 1. The ~~Executive~~ Board shall have the authority for scheduling the time and place of meetings for the Association.
- Section 2. An annual conference and annual Board business meeting shall be sponsored by the Association.
- ~~Section 3. Eighteen members in good standing shall constitute a quorum at the annual business meeting.~~

ARTICLE VIII: NOMINATIONS, ELECTIONS AND FILLING VACANCIES

- Section 1. Only members in good standing may be nominated for office in the Association.
- Section 2. The Nomination Committee shall consist of the immediate Past-President, serving as the Chairman, a member of the ~~Executive~~ Board, and at least two non-Board members. The Nomination Committee shall ascertain willingness and availability of each potential nominee and present to the ~~Executive~~ Board a slate of nominees for elective office to be filled.
- Section 3. The ~~Executive~~ Board shall submit the slate of nominees to the total membership ~~by mail at such time as will permit a member to return the ballot not later than January 31.~~ in April. A simple majority of the votes cast shall constitute election. The Nominating Committee shall notify the selected candidates immediately and present them at the ~~February~~ May Board meeting.

- Section 4. Candidates for President and President-Elect must have served on the ~~Executive~~ Board for during the preceding year.
- Section 5. Any vacancies on the ~~Executive~~ Board shall be filled by appointment by the President. ~~and a two-thirds vote of the board members present.~~ The appointee shall serve the remainder of the vacated term.