

# **Coppell Gifted Association BYLAWS**

Approved by the Executive Board  
and by general consent of the membership on May 5, 2009.  
Amended by the membership May 11, 2011.

## **ARTICLE I - NAME**

This organization shall be an incorporated non-profit organization and shall be called the COPPELL GIFTED ASSOCIATION (Herein referred to as "CGA" or as the "Association").

## **ARTICLE II - PURPOSE AND GOALS**

**Section 2.1 - Purpose.** COPPELL GIFTED ASSOCIATION is an organization of parents and professionals who are concerned with supporting and creating expanded opportunities for the education of gifted and talented students of all ages and their families. CGA supports and encourages the development of such programs, both within the public schools and as extra-curricular activities utilizing community and individual resources.

**Section 2.2 - Goals.** The goals of CGA shall be as follows:

A. To increase awareness and sensitivity of parents, teachers, school administrators and the public to the intellectual, social and emotional needs of gifted and talented students;

B. To encourage and support the Coppell Independent School District in its efforts to provide a qualitatively differentiated educational program by which each student may advance toward his/her fullest potential;

C. To provide a chain of communication between the Association, the community, the CISD administration and staff, the Coppell School Board, and all who are interested in the needs of gifted students;

D. To provide a base for disseminating information about giftedness and available resources;

E. To provide a support forum for parents of gifted and talented students and to encourage parents' participation in public education and other programs for gifted children;

F. To locate, utilize and create resources for educational opportunities for all persons interested in gifted and talented education;

G. To be an advocate in supporting local, state, and national legislative programs that benefit education for gifted and talented students; and

H. To act as a center for the exchange of ideas with other groups interested in education for the gifted.

### **ARTICLE III - MEMBERSHIP**

**Section 3.1** – Membership. Membership in this non-profit organization shall be open to all that are interested in the purposes of the Association and upon payment of the current year’s dues. CGA shall conduct an annual enrollment of potential members, but may admit members at any time throughout the year.

**Section 3.2** – Benefits of Membership. CGA may have an opportunity to:

1. Provide a support forum for parents of gifted and talented children and to encourage parents’ participation in public education and other programs for gifted children;
2. Keep parents and educators updated on local, state, and national legislative programs which benefit education for gifted and talented students;
3. Familiarize parents with the administrators of the Coppell Independent School District who are the decision makers for G/T programs;
4. Inform parents and educators about resources available to gifted and talented students to achieve their utmost capabilities;
5. Send out informative emails and newsletters regarding important issues for gifted and talented children;
6. Inform members about changes being considered for the G/T curriculum.

### **ARTICLE IV - DUES**

Annual membership dues and due date therefore shall be determined by the Executive Board. One membership includes two parents (or guardians). Any change in the dues shall be set by the Executive board.

### **ARTICLE V - OFFICERS**

**Section 5.1** - Number. The elected officers of the CGA shall be: President & Communications Chair, First Vice President & Program Chair, Secretary, Treasurer, and Membership, The appointed officers of CGA shall be: Second Vice President & Fundraising Chair, Newsletter, Legislative, and Publicity/Historian.

**Section 5.2 - Term.** Term of office shall be June 1 through May 31 of each year with the exception of Treasurer whose term shall be August 1 through July 31 of each year.

**Section 5.3 - Limitation.** No officer shall serve in the same office for more than three (3) full years in succession, nor may any person hold two (2) elected offices at the same time. The President may serve on the Executive Board for one (1) year at the conclusion of his/her presidency for continuity and support.

**Section 5.4 - Vacancies.** Any vacancy in any office for an unexpired term shall be filled by the Executive Board

**Section 5.5 – Office Sharing.** Any elected or appointed position may be held by two persons serving as a single officer with a single vote. For example, two volunteers may serve jointly as Co-Presidents. For the purpose of the By Laws, a single terminology is used (i.e. President).

**Section 5.6 - Records.** Each officer shall be responsible for maintaining written records of that office and shall convey these records to the successor.

**Section 5.7 - Attendance.** It is expected that the Executive Board meetings shall be regularly attended by its members. If at any time during an officer's term of office, an elected officer misses three (3) Executive Board meetings, such member shall be deemed to have immediately resigned his/her position with the CGA, unless a majority of the remaining members agree otherwise.

## **ARTICLE VI - DUTIES OF OFFICERS**

**Section 6.1 - The President & Communications Chair shall:**

- A. Have served previously as a representative on the Association Board in another capacity before serving as President & Communications Chair;
- B. Preside as chairperson of all membership meetings and Executive Board meetings;
- C. Serve as a chairman of the Communications Committee;
- D. Be an ex-officio member of all committees, except the Nominating Committee;
- E. Be authorized to sign on the Association bank account;
- F. Represent the Association in any activities related to the education or interests of talented and gifted students and may delegate any member to represent the Association if the President and First Vice President are unable to serve;
- G. Be responsible for maintenance of all permanent records of CGA.

**Section 6.2** - The First Vice President & Program Chair shall:

- A. Assume the duties of the President in the absence or at the request of the President;
- B. Serve as chairperson of the Program Committee; plan for annual membership meetings and provide information about enrichment programming and other resources;
- C. Perform all other functions as directed by the President.

**Section 6.3** - The Second Vice President & Fundraising Chair shall:

- A. Assume the duties of the President in the absence of the President and the First Vice President;
- B. Serve as chairperson of the Fundraising Committee; solicit foundation and grant awards, and seek avenues to defray Association expenses;
- C. Perform all other functions as directed by the President.

**Section 6.4** - The Secretary shall:

- A. Keep accurate minutes of all membership meetings and Executive Board meetings;
- B. Be responsible for necessary correspondence;
- C. Draft and maintain Association Bylaws;
- D. Have minutes of any prior meeting(s) prepared ahead of each Board meeting in order to be approved by the Board;
- E. Be responsible for notifying Executive Board members of the regular and special meetings of the CGA Board;
- F. Perform all other functions as directed by the President.

**Section 6.5** - The Treasurer shall:

- A. Have custody of all funds of the Association;
- B. Receive and deposit all monies of CGA;
- C. Disburse such sums as approved by the Executive Board;
- D. Keep an accurate record of receipts and expenditures;

E. Present a brief financial statement at every regular Executive Board meeting and, if requested, at any regular meeting of the membership;

F. Submit financial records for audit within thirty (30) days of the end of each July.

G. Perform all other functions as directed by the President.

**Section 6.6** – The Newsletter officer shall:

A. Edit and publish a regular newsletter for its members and extended constituents;

B. Post the newsletter electronically on the Association website;

C. Create other publications as designated by the Executive Board.

**Section 6.7** – The Membership officer shall:

A. Develop and implement a plan to build and maintain general membership;

B. Maintain a current membership roster or database and an up-to-date electronic mailing list for CGA;

C. Manage the membership renewal process and provide incoming membership funds to the Treasurer for deposit.

**Section 6.8** – The Legislative officer shall:

A. Present reviews to the Executive Board and general membership regarding state and national legislative action impacting gifted and talented students;

B. Advise the Executive Board about opportunities to offer input on local, state and national legislation involving talented and gifted students and keep them up to date on legislative developments.

C. Network with other groups interested in legislation affecting talented and gifted students.

D. Represent the CGA in providing input on legislation either in person or in writing to legislators or other appropriate parties.

**Section 6.9** – The Publicity/Historian shall:

A. Publicize upcoming general membership meetings;

B. Publicize programs that are hosted by CGA;

C. Maintain a pictorial record or scrapbook of CGA activities, awards and accomplishments.

## **ARTICLE VII - EXECUTIVE BOARD**

**Section 7.1 - Membership and Authority.** Except as otherwise provided, the Executive Board shall have the power to transact the business of the Coppell Gifted Association.

**Section 7.2 - Meetings/Quorum.** Meetings of the Executive Board shall be held as needed. The date of such meetings shall be set by the President. A quorum shall consist of a majority of the elected Board members.

**Section 7.3 - Notice.** The Executive Board members shall be notified at least three (3) days prior to the Executive Board meeting.

**Section 7.4 - Special Meetings.** Special meetings of the Executive Board may be called by the President or by notice to the President by three (3) members of the Executive Board.

**Section 7.5 - Past President.** The immediate Past President, if available, shall be an ex-officio member of the Executive Board and shall serve as Parliamentarian of CGA.

## **ARTICLE VIII - ELECTIONS**

**Section 8.1 - Eligibility.** Only members in good standing may be nominated for office in the Association.

**Section 8.2 - Nominating Committee.** At a general membership meeting to be designated by the Executive Board, a nominating committee consisting of five (5) persons shall be constituted. Two (2) shall be selected from the Executive Board and three (3) selected from its membership. The Nominating Committee shall select its own chairperson, shall secure consent to serve from prospective nominees, and shall present a written slate of nominees for the five (5) elected offices at the next following general membership meeting. Nominating Committee participants are eligible to run for office and be placed on the officer slate.

**Section 8.3 - Voting.** The slate of officers shall be presented, at which time additional nominees may be nominated from the floor providing consent of the nominee is obtained at that time. The candidates receiving a simple majority (50% plus 1 vote) of the votes cast shall be declared elected. The president shall vote only in the event of a tie.

**Section 8.4 - Term.** Officers shall be elected to serve for one (1) year, or until their successors are elected.

## **ARTICLE IX - STANDING COMMITTEES**

**Section 9.1 - Designation.** The standing committees shall be established and their functions assigned by the elected officers. The elected officers shall also appoint the chairperson for each committee except Programs, Fundraising, and Communications. Each committee chairperson shall appoint committee members as necessary and will provide a plan for committee membership renewal and continuity. This plan will encourage broader membership through the active pursuit of new members and the encouragement of existing members to consider running for chair when the chair's term is up.

**Section 9.2 - Review.** All committee actions will be subject to review by the Executive Board.

**Section 9.3 - Standing Committees.** Standing committees will be established for the purpose of ongoing information and advice. The standing committees of the Association shall include, but not be limited to, the following:

A. Programs Committee. The Programs Committee shall be responsible for planning the programs that further the goals of the Association and providing enrichment resources.

B. Communications Committee. The Communications Committee shall provide a chain of communication and act as a liaison among school personnel, the Coppell School Board, State Department of Education, and the community. The Communications Committee shall support the efforts of the Coppell Independent School District to meet the special needs of its gifted and talented students and shall stimulate interest in the Coppell Independent School District's gifted and talented programs through involving and informing parents and teachers.

C. Scholarship Committee. The Scholarship Committee shall secure sponsors, create a scholarship application and selection process, and may fund annual scholarships for deserving Gifted and Talented students.

D. The G/T Faculty Recognition Committee shall create an appropriate award recognition program for Gifted and Talented teachers and administrators within CISD.

E. The Fundraising Committee shall seek additional sources of revenue in addition to general membership revenue in order to fulfill the mission of the Association.

## **ARTICLE X - MEETINGS**

**Section 10.1 - General Meetings.** General membership meetings of the CGA shall be held at places and times designated by the Executive Board, with appropriate notice given to the members.

**Section 10.2 - Special Meetings.** Special meetings may be called by the President, the Executive Board, or one-fourth (1/4) of the membership, providing five (5) days' notice has been given to the members.

**Section 10.3 - Open Meetings.** All meetings and programs will be open to the public, unless otherwise specified by the Executive Board; however, voting is limited to the paid membership in good standing.

**Section 10.4** – Decisions at the general meetings shall be made by a majority of those present.

**Section 10.5** - Family Memberships. For purposes of voting at regular meetings, a husband and wife shall have one (1) vote each, so long as their family membership is in good standing.

## **ARTICLE XI - VOTING**

All voting shall be by show of hands or ballot. Voting by ballot may be accomplished electronically as guided by policies established by the Executive Board and published at least seven (7) days in advance.

## **ARTICLE XII - AMENDMENTS**

The Association's Charter and/or these Bylaws can be amended by a two-thirds (2/3) vote of the Executive 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 voting.

## **ARTICLE XIII - INDEMNIFICATION**

The Association shall indemnify officers, members, and other persons participating in the activities of the Association.

## **ARTICLE XIV - AFFILIATIONS**

CGA may enter into affiliations with associations with common interests and purposes by recommendation of the Executive Board and vote of the general membership.

## **ARTICLE XV - DISSOLUTION**

Upon dissolution of the Association for any reason, a majority of the Executive Board then in office shall, after providing for the payment of all liabilities of the Association, dispose of the assets of the COPPELL GIFTED ASSOCIATION in according with its original purpose.