

Revised: September 1997, October 2000, March 2002, April 2003

**THE CARROLLTON-FARMERS BRANCH  
ASSOCIATION FOR THE GIFTED AND TALENTED  
BYLAWS**

**ARTICLE I. NAME**

Section 1. The name of this organization shall be the Carrollton-Farmers Branch Association for the Gifted and Talented (C-FB AGT).

**ARTICLE II. PURPOSE AND OBJECTIVES**

Section 1. The Carrollton-Farmers Branch Association for the Gifted and Talented advocates and supports both excellent and equitable district-wide gifted and talented educational opportunities for those children in the Carrollton-Farmers Branch Independent School District (C-FB ISD) requiring this type of special needs attention. The Association shall initiate, encourage, and facilitate constructive communications with its members, the C-FB ISD Board of Trustees, central administration, Advanced Academic Services, campus administrators, g/t teachers, counselors, campus g/t parent groups and others involved with the formulating and delivering of gifted and talented educational services. The Association shall make every reasonable effort in helping the district become and maintain an exemplary gifted and talented program that is easily accessible to any deserving child.

Section 2. The Association shall keep its members currently informed through its website, newsletters, and e-mail on the following subjects:

- Speaker forums throughout the year;
- How to support and develop effective campus groups;
- Local, state and national legislation significant to gifted and talented education;
- Current information about gifted and talented learners;
- A materials resource pool for parents and educators.

Section 3. The Association shall maintain its alliance with the Texas Association for the Gifted and Talented (TAGT) and the National Association for Gifted Children (NAGC).

**ARTICLE III. STRUCTURE**

Section 1. The Carrollton-Farmers Branch Association for the Gifted and Talented is a local, not for profit organization composed of individuals interested in meeting the needs of gifted and talented children and their families.

**ARTICLE IV. MEMBERS AND DUES**

- Section 1. Membership will be open to any interested person.
- Section 2. The membership year shall be from August 1 through July 31 of the following calendar year. Association dues as established by the Executive Board are due on August 1 of each membership year. After December 31st of each membership year, the Executive Board has the discretion to prorate dues or extend membership through the following member year.
- Section 3. This Association shall conduct an annual enrollment of its members, but may admit persons to membership at any time.
- Section 4. Each family membership shall be entitled to a single vote in the elections and official actions of the Association.
- Section 5. Members are eligible to be elected officers and serve on committees, and are encouraged to support all activities and to attend all meetings of the Association.
- Section 6. All dues or other money raised will be used to further the cause of gifted education.

#### **ARTICLE V. OFFICERS AND THEIR ELECTION**

- Section 1. The officers of this Association shall be the President, Vice-President, Secretary, and Treasurer.
- Section 2. Election of officers shall occur yearly in April. All terms of office shall commence at the close of the school year and shall last for a term of one year or until their successor is elected.
- Section 3. The President shall:
- Preside at all meetings of the Association;
  - Appoint all committee chairmen subject to the approval of the Executive Board;
  - Be authorized to sign on the bank account;
  - Be an ex-officio member of all committees except the nominating and auditing committees;
  - Serve in all other capacities authorized by the Bylaws;
  - Confirm that a quorum is present.
- Section 4. The Vice-President shall:
- Preside over meetings in the President's absence;
  - Serve as chairperson of the Program Committee;
  - Be authorized to sign on the bank account.
- Section 5. The Secretary shall:
- Record minutes of all Executive Board and general membership meetings;
  - Maintain an attendance record of officers and chairpersons;
  - Have minutes of any prior meeting(s) prepared ahead of each Executive Board meeting in order to be approved by the Executive Board.

Section 6. The Treasurer shall:

- Maintain and render to the Executive Board and to the general membership a formal accounting of all receipts and income;
- Have custody of all the funds of the Association;
- Maintain books of account records and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for five years;
- Make disbursements in accordance with the budget adopted by the Association;
- Submit books to the audit committee as requested;
- Be authorized to sign on the bank account.

Section 7. The Nominating Committee shall consist of three (3) or more members of the Association. The committee shall elect its own chairman. The nominating committee shall nominate an eligible person for each officer position to be filled and report its nominees at the April general meeting. To be eligible for nomination to an office a person must be a member of the Association. The President shall not serve as a member of this committee.

#### **ARTICLE VI. MEETINGS**

Section 1. The Executive Board shall have the authority for scheduling the time and place of the general meetings for the Association. The general meetings shall be held throughout the year and approved by the membership at the first general meeting of the year.

Section 2. Special meetings may be called by the President or by a majority of the Executive Board with five (5) days notice being given.

Section 3. The election meeting shall be held in April.

Section 4. Five (5) members shall constitute a quorum for the transaction of business in any General or Executive Board meeting of the Association.

#### **ARTICLE VII. EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers of the Association, the Parliamentarian, and the chairmen of standing committees.

Section 2. The duties of the Executive Board shall be to:

- Transact necessary business in the intervals between the Association's General meetings;
- Create standing and special committees;
- Present a report at the General meetings;
- Prepare and submit an annual budget to to recommend to the General Association at the first General meeting of the year for adoption;
- Appoint an auditing committee consisting of two or more members who are not signers to audit the Treasurer's accounts.

Section 3. Regular Executive Board meetings shall be held and determined by the Executive Board. Five (5) Executive Board members shall constitute a quorum.

## **ARTICLE VIII. STANDING AND SPECIAL COMMITTEES**

- Section 1. The Executive Board may create such standing and special committees, as it deems necessary to promote the objectives and carry out the work of the Association. The term of the chair of each committee shall be one (1) year or until the selection of a successor.
- Section 2. The newly elected President shall appoint a Parliamentarian and the chairs of special committees, subject to approval by the Executive Board.
- Section 3. The President shall be a non-voting ex officio member of all committees except for the nominating and auditing committees.

## **ARTICLE IX. FISCAL YEAR**

- Section 1. The fiscal year of this association shall begin August 1 and end July 31 of the following year.
- Section 2. The auditing committee (two or more members who are not authorized signers) shall be appointed by the Executive Board before the end of each school year and shall meet sometime after July 31 in order to reconcile the books before the budget for the new fiscal year is submitted.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

- Section 1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association.

## **ARTICLE XI. AMENDMENTS**

- Section 1. These bylaws may be amended at any regular or special called meeting of the Association provided a quorum is present, by a two-thirds (2/3) vote of the members present. The proposed amendments will be posted on the Association's website for at least 30 days prior to being considered for adoption.
- Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote of those attending at a general meeting or by a 2/3 vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

## **ARTICLE XII. TERMINATION**

- Section 1. In the event the Association is dissolved, the Executive Board then in office 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 original purpose of the Association.