

Date

SAMPLE

AFFILIATE BYLAWS

Article I

Name and Purpose

SECTION 1: This organization shall be known as (**Insert chapter name**), an affiliate organization of the Pennsylvania Association for Gifted Education.

SECTION 2: The purpose of this organization shall be:

- A. To focus attention on mentally gifted children and their right to an appropriate program of education.
- B. To protect and improve existing legislation for the gifted.
- C. To act as a resource for information and consultation in encouraging study, experimentation, and improvement of education of the mentally gifted.
- D. To educate the public about the needs of the gifted and the activities of the organization.
- E. To act as a support group for parents, children and all other persons interested in the growth and development of gifted children.

Article II

Membership and Rules

SECTION 1: Membership shall be open to all persons interested in the purposes listed in Article 1.

Although the association is primarily interested in promoting its purpose in (**insert geographic location**) Pennsylvania, it is interested in gifted education throughout the state.

SECTION 2: There shall be annual dues, the amount of which shall be

established by the Executive Committee.

Article III

Elected Officers

SECTION 1: The officers of the Association shall be president, vice-president, secretary, treasurer, program director, and past president, each serving a one-year term of office beginning at the fall meeting of the organization. In the event that any officer is unable to complete his/her term, the Executive Committee shall fill the vacancy.

- A. President: Presides over the organization, working closely with the Executive Committee. It is the president's responsibility to see that Association policies and directives are implemented.

Develops agenda for regularly scheduled meetings and has the authority to call emergency meetings.

Is the official representative of the Association. Maintains contact with the state and regional officers of the Pennsylvania State Association for Gifted Education.

- B. Vice President: Conducts Association business and presides over meetings in the absence of the President, as required by the president and/or the Executive Committee, and serves as the chair of the budget committee.

- C. Secretary: Keeps the minutes of all Executive Committee and Association meetings and disseminates them to all members, assumes the role of the Association historian, and notifies the Executive Committee and general membership of all meetings and agenda.

- D. Treasurer: Receives all income and pays all obligations of the Association, maintains the ledger and budget, prepares regular financial reports for the Executive Committee, is responsible for all official financial statements, shall make disbursements only as directed by the Executive Committee, and serves as a regular member of the budget committee.

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- E. Program Director: Contacts speakers, recommends a schedule of programs to the Executive Committee,

organizes special events, and serves as a regular member of the budget committee.

- F. Children's Program Director: Arranges children's program agenda, organizes learning and entertainment activities, and serves as a regular member of the budget committee.
- G. Past President: Serves in an ex-officio capacity as counsel to the Executive Committee, offering continuity, advice, and guidance to the president and other officers of the organization.

SECTION 2: The term of office for all elected officers will begin upon election during the June business meeting and will extend for a period of one year. Elected officers may be re-elected on a yearly basis.

Article IV

Standing Committees

SECTION 1: Standing Committee Chairpersons: Upon their appointment by the elected officers of the Association, the chairpersons of all standing committees will be members of the Executive Committee. In addition to their work as committee chairpersons, they shall attend all meetings of the Executive Committee and shall make regular reports to the Executive Committee. All appointments shall be for one year with possible reappointment on a yearly basis.

SECTION 2: The standing committees of the Association shall be:

- A. Membership.
- B. Publicity and Fund Raising.
- C. Gifted Study and Action Committee.
- D. Budget: The membership of this Committee shall include the Vice-President, Treasurer, and Program Director.

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- E.: Nominating: The Nomination Committee will provide a list of candidates for the elected officers of president, vice-president, secretary, treasurer and program director.

Nominations will be made during the May meeting and presented to the general membership at the annual June business meeting. Other nominations may be made from the floor at the annual business meetings of the association, provided the nominees have approved the presentation of their names. A majority of the members present at the annual business meeting of the Association will elect the officers.

F: Chairpersons of subcommittees shall be elected by the membership of each subcommittee.

G: Newsletter Editor.

Article V

Executive Committee

The elected officers, immediate past-president (non-voting member) and standing committee chairpersons shall constitute the Executive Committee. The Executive Committee shall act for the organization as necessary between Association meetings. An Executive Committee meeting can be called by the President, Vice-President and/or two other members of the Executive Committee. Such action shall be reported to the general membership at the next regularly scheduled meeting.

Article VI

Meetings

SECTION 1: The Executive Committee will meet at regularly scheduled meetings, but not less than two times a year.

SECTION 2: An annual business meeting of the entire membership shall be called during June of each year.

Article VII

Rules of Order

The most recent edition of *Robert's Rules of Order* shall be the authority on all questions of parliamentary procedure.

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Article VIII

Audit

The treasurer shall prepare an annual financial report for the June business meeting of the Association. All financial records and reports will be open to the general membership.

Article IX

Amendments

SECTION 1: Amendments to these Bylaws may be proposed by any member in good standing. Such proposed amendments shall be presented in writing to any member of the Executive Committee. The Executive Committee will study the amendment(s) and present them with recommendations to the membership at the next annual meeting.

SECTION 2: Amendments to these Bylaws may be adopted by a majority vote at the annual business meeting of the Association.

Article X

Quorum

SECTION 1: A quorum shall consist of the members in attendance at the business meeting of the Association.

SECTION 2: Five members of the Executive Committee constitute a quorum to conduct the business of the Association.

Article XI

Adoption of these Bylaws

This Bylaws and all amendments shall be adopted by a majority vote of the members present at a business meeting of the Association.

Article XII

Removal From Executive Committee

A member of the Executive Committee may be removed from office when the following procedure has been observed:

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SECTION 1: Upon receiving a written request with specified reasons for removal from any two members of the Executive Committee, the Executive Committee will review the request.

SECTION 2 The general membership may petition the removal of any

officer by presenting a written request, with specified reasons for removal, to any member of the Executive Committee.

SECTION 3: The officer will be notified of the pending action, and may have the opportunity to address the issue at the next Executive Committee meeting.

SECTION 4: Upon a two-thirds vote of approval, the Executive Committee will remove the officer.

SECTION 5: At the next Association meeting, the change of officer will be announced

Article XIII

PAGE Membership of Executive Committee

All elected and appointed officers of the Executive Committee must be members of the Pennsylvania Association for Gifted Education.