

Bylaws and Guidelines of  
Park Cities – Talented and Gifted, Inc.

Amended and Restated: November \_\_, 2008

BYLAWS FOR PARK CITIES – TALENTED AND GIFTED, INC.

*ARTICLE I: NAME*

The name of this organization shall be Park Cities – Talented and Gifted, Inc. (“PC-TAG”).

*ARTICLE II: PURPOSE AND AIMS*

**Section 1. Purpose.**

The purpose of PC-TAG is to advocate for gifted children in the Highland Park Independent School District.

**Section 2. Aims.**

The aims of PC-TAG are:

- a. To increase public awareness of the need for educational opportunities for talented and gifted children.
- b. To open and encourage communication among all who are interested in the needs of talented and gifted children.
- c. To encourage special university, state and local programs for all interested in the education of talented and gifted children.
- d. To encourage and cooperate with research that will benefit talented and gifted children.
- e. To coordinate and to aid others in the coordination of programs and activities that address the needs of talented and gifted children and their families, teachers, staff, administrators and other community forces.
- f. To support, assist, monitor and ensure the enactment and implementation of national, state, and local legislative programs and plans that enhance educational opportunities for talented and gifted children.
- g. To encourage and assist other communities to organize similar non-profit groups with these aims and purposes and cooperate with existing local, state, and national groups.
- h. To support programs which increase the quality of educational programs for all children.

*ARTICLE III: STANDARDS*

**Section 1. Administrative.**

PC-TAG shall be administratively independent of any other organization.

**Section 2. Tax-Exempt Status.**

PC-TAG is tax-exempt under section 501(c)(3) of the United States Internal Revenue Code and will maintain that status.

**Section 3. Administrative Year.**

An Administrative Year shall be the period beginning on the day after the last day of school according to the HPISD school year calendar and ending on the last day of school of the following year.

*ARTICLE IV: MEMBERSHIP*

**Section 1. Admission to Membership.**

Membership in this non-profit organization shall be open to all who have paid the current administrative year’s dues. PC-TAG does not discriminate on the basis of race, creed, religion or national origin. There shall be no deliberative process in the admission system.

**Section 2. Categories of Membership.**

From time to time, the Board may set forth various categories of membership as it sees fit. All dues paying members shall have full privileges of membership, except that persons who do not have a child enrolled in HPISD shall not hold office or vote.

*ARTICLE V: DUES*

Dues will be set by the Board and shall be collected by the Treasurer.

*ARTICLE VI*

**OFFICERS AND BOARD MEMBERS**

**Section 1. Personnel, Terms, Eligibility.**

**a. Officers**

The officers of this organization shall be a Chair, Chair-Elect, Secretary, and Treasurer.

**b. Board Members**

The Board shall consist of the Officers, an Advocacy Chair, a Parliamentarian, a Membership Chair, an Education Chair, a Fundraising Chair, a Communications Chair, a Resources Chair, and a Research and Development Chair. Board positions may be created or eliminated in any Administrative Year by the Chair with approval of at least two-thirds of the Board members present at any meeting and permanently by amendment of these Bylaws. Two persons serving in co-capacities may fill any Board position and one person may fill more than one Board position, provided, however, that in the case of co-chairs, each Board position is entitled to only one vote and in the case of one person filling more than one Board position, such person is entitled to only one vote.

**c. Terms**

The term of office of all Board members shall be one Administrative Year, except for the office of Chair-Elect. The Chair-Elect shall be elected for a two-year term, the first as Chair-Elect and the second as Chair. The Chair shall serve for a one-year term not subject to re-election (except as stated below) unless there has been a resignation of the Chair-Elect. Except for the Chair, Board members may be re-elected any number of times, consecutively or otherwise. The Chair may also be re-elected, but only if agreed by a majority of the Executive Committee (as set forth

below) not counting the vote of the Chair. There shall be no votes to elect a Chair when the office becomes vacant unless the Chair-Elect position has also become vacant.

**d. Eligibility**

Any member in good standing (other than as set forth in Article IV) is eligible to fill any Board position, except the Chair-Elect shall succeed to the position of Chair.

**Section 2. Nomination**

The Nominating Committee (as set forth below) shall prepare a slate designating candidates for each Board position. A copy of the slate shall be posted on the PC-TAG web site, [www.pctag.org](http://www.pctag.org) (or its successor site), no later than ten (10) days prior to the Spring General Membership Meeting, which shall be held in the second semester of each school year. Nominations from the floor will not be accepted at the Spring General Membership Meeting.

**Section 3. Election of the Board.**

The Board shall be elected at the Spring General Membership Meeting by majority vote of all members in good standing present and voting at the meeting. The vote shall be taken by voice or by show of hands. A written ballot may be allowed at the discretion of the Chair.

**Section 4. Quorum and Voting by the Board.**

Except when voting on the removal of a Board member, the members of the Board present at any meeting shall constitute a quorum for the transaction of business. Except when voting on removal, when a quorum is met, a majority vote is required to pass a resolution or action of the Board.

For removal of a Board member, a quorum is met when at least two-thirds of the Board members are present. When voting on removal, when a quorum is met, at least two-thirds of the Board members present must vote in favor of removal for a Board member to be removed.

Voting may be conducted in person, telephonically, or electronically.

**Section 5. Duties.**

Board members shall: (a) oversee the affairs of the organization in general; (b) fill vacancies caused by the resignations of Officers and other Board members and fill those vacancies until the next meeting of the members of the organization; (c) meet at least four times during the school year; (d) be entitled to one vote at meetings of the Board pursuant to Sections 1 and 2 of this Article ; and (e) be entitled to remove any Officer or Board member pursuant to Section 4 of this Article. No salary or compensation will be paid or provided to any Board member.

**a. Chair**

The Chair shall: (a) preside over all membership meetings, Board meetings and Executive Committee meetings; (b) function as the chief executive and business representative of the organization; (c) appoint all committees unless otherwise directed by the membership or Board, and shall be an ex-officio member of all committees; (d) represent the organization in any activities related to the education or interest of talented and gifted children and may delegate any general member to so represent the organization if the Chair is unable to attend or serve.

**b. Chair-Elect**

The Chair-Elect shall: (a) assist the Chair as needed; (b) succeed to the position of Chair upon the termination of the current Chair's term and/or the resignation of the current Chair; and (c) in the event of the absence or inability of the Chair to serve or function at any of the Chair's assigned duties, act in the place and with the authority of the Chair.

**c. Secretary**

The Secretary shall: (a) keep accurate minutes of all membership meetings, Board meetings and Executive Committee meetings; and (b) have responsibility for any necessary correspondence.

**d. Treasurer**

The Treasurer shall: (a) pay all bills and obligations approved for payment by the Board or the Executive Committee; (b) keep a true account of all transactions of the organization; (c) present a full financial report at each Board or Executive Committee meeting when called upon; and (d) maintain or have maintained an accurate dues record for each member.

**e. Advocacy**

The Advocacy Chair shall: (a) together with the Chair, act as official media spokesperson for PC-TAG; (b) serve as the PC-TAG representative to the TAG Advisory Committee; and (c) together with the Chair, present and advocate for the interests of the organization, as determined by the Board, before the School Board, to School Board members, or to members of HPISD administration. The Advocacy Chair shall support, assist, monitor and ensure the enactment and implementation of national, state, and local legislative programs and plans that enhance educational opportunities for talented and gifted children.

**f. Membership**

The Membership Chair shall: (a) maintain a database of membership; and (b) provide a member list to PC-TAG members.

**g. Education**

The Education Chair shall: (a) arrange to provide programs throughout the school year for the membership; and (b) arrange to notify the membership of programs in a timely fashion.

**h. Fundraising**

The Fundraising Chair shall: (a) develop a plan for raising funds for the organization; and (b) coordinate and direct all fund-raising events.

**i. Resources**

The Resources Chair shall supervise at least one representative from each campus in HPISD to assist the members, TAG teachers, school administration and PC-TAG in the manner as determined by the Chair.

**j. Research and Development**

The Research and Development Chair shall work on special projects as directly by the Chair.

**k. Parliamentarian**

The Parliamentarian shall ensure that meetings run according to Article XI, shall arrange for drafts of proposed changes to the bylaws as needed and shall assist the Advocacy Chair in following, reporting and acting, as necessary, on legislation in the field of gifted education.

**l. Communications**

The Communications Chair shall be responsible for distributing all communications to the membership and shall work with the Membership Chair to maintain the membership database. The Communications Chair shall be responsible for all publicity.

**Section 6. Removal of a Board Member.**

A Board member shall be removed if a quorum for removal of a Board member is met pursuant to Section 4 of this Article and at least two-thirds of the Board members present at any meeting vote in favor of removal.

**Section 7. Vacancies.**

Vacancies caused by resignation or removal of a Board member will be filled by appointment of the Executive Committee with approval of at least two-thirds of the Board members.

*ARTICLE VII: EXECUTIVE COMMITTEE*

**Section 1. Personnel.**

The Executive Committee shall consist of the Officers and the Advocacy Chair.

**Section 2. Duties.**

a. The Executive Committee shall watch over the affairs of the organization in general (and in specific) only whenever matters need to be considered and, for practical purposes, cannot wait until the next meeting of the Board.

b. The Executive Committee is also permitted to make decisions with regard to issues governing the organization which are not so material, in its collective decision, to warrant presentation before the Board or to the members of the organization.

c. The Executive Committee shall meet upon the call of the Chair or Chair-Elect with at least three days prior notice and may be held at any time between meetings of the Board.

d. The Executive Committee may form committees, designate members to be committee members, and determine the purposes of committees. The Executive Committee may choose any number of members of the organization to sit on a committee, and may form any number of committees. No committee shall be empowered to act on behalf of the Executive Committee or the Board, and no committee shall have powers that are to be or can be exercised by the Executive Committee or the Board, unless the Executive Committee or Board unanimously delegates specific powers and specific authority to a committee and the committee submits a report to the Executive Committee or the Board detailing at the next duly called meeting of the Executive Committee or Board how the delegated powers and authority were exercised.

*ARTICLE VIII: NOMINATING COMMITTEE*

The Nominating Committee shall consist of the Executive Committee and a member-at-large. The Chair-Elect shall chair the committee and appoint the member-at-large. If any member of the Executive Committee is unable to serve, the Chair-Elect shall appoint a replacement from the Board.

*ARTICLE IX: MEETINGS*

**Section 1. Membership Meetings.**

General membership meetings shall be held at least once a year with 14 days notice given to all members of the organization. Notice may be given by mail, electronically or by posting on the PC-TAG web site, [www.pc-tag.org](http://www.pc-tag.org) (or its successor site). Board elections shall take place at the Spring General Membership Meeting. Special membership meetings may be called by the Chair, two-thirds of the Executive Committee, two-thirds of the Board, or one-fourth of the membership, providing five days notice is given to all members prior to the meeting.

**Section 2. Board Meetings, Executive Committee Meetings, and Programs.**

All meetings and programs of the membership, Board and Executive Committee shall be open to all members in good standing, unless otherwise decided by the Board and/or the Executive Committee for good cause. No meetings or programs may be recorded in any way without prior approval of the Executive Committee.

**Section 3. Voting by the Membership.**

Besides the right to elect the Board members as described in Section 3 of Article VI, the members, by a majority vote of those members in good standing present, may amend these Bylaws. Amendments to the Bylaws must be made available to the membership no less than seven days prior to the vote on the amendments.

*ARTICLE X: FISCAL POLICIES*

**Section 1. Fiscal Year.**

The Fiscal Year of PC-TAG shall be from July 1 to June 30.

**Section 2. Annual Budget.**

At the beginning of each Fiscal Year, the Executive Committee shall set a budget to be approved by the Board. Any budgeted monies not used at the end of the year may be distributed through special action of the Board.

*ARTICLE XI: PARLIAMENTARY AUTHORITY*

Robert's Rules of Order shall govern the conduct of Board meetings except to the extent they are in conflict with these Bylaws, in which case the Bylaws shall govern.

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