

NORTHWEST ASSOCIATION FOR GIFTED & TALENTED BYLAWS

Approved by the Executive Board

and by general consent of the membership on August 27, 2020.

Amended by the membership _____.

ARTICLE I - NAME

This organization shall be an incorporated non-profit organization and shall be called the NORTHWEST ASSOCIATION FOR GIFTED & TALENTED (Herein referred to as “NAGT” or the “Association”).

ARTICLE II - PURPOSE AND GOALS

Section 2.1 - Purpose.

NORTHWEST ASSOCIATION FOR GIFTED & TALENTED 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. NAGT 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 NAGT shall be as follows:

- To provide a group where learners and parents can connect with one another for the sharing of information and support.
- To provide and increase awareness of resources available to parents of gifted children.
- To foster a working partnership with the educators of Northwest ISD to enhance the learner’s educational environment through the provision of scholarships, resources, and support.
- To advocate for learners, parents, and educators at the community, school, district, and state levels through awareness.

Section 2.3 – Serving Northwest ISD

The Primary focus of NAGT will be the learners, parents, and educators within the Northwest Independent School District of Texas (Herein referred to as “NISD” or as the “District”).

Section 2.4 – General Provisions

The Fiscal year and Membership year shall begin on June 1 each year.

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. NAGT shall conduct an annual enrollment of potential members but may admit members at any time throughout the year.

Section 3.2 – Benefits of Membership.

NAGT members 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 Northwest 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 maximize their capabilities and potential;
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 and not to be changed during the current fiscal year.

Current Dues are established at the following rates based on the acceptance and approval by the Executive Board:

1. Individual Membership: \$10
2. Family Membership: \$20
3. Individual Educator: \$5
4. Family Educator: \$10

ARTICLE V - OFFICERS

Section 5.1 – Number and Positions.

The elected officers of the NAGT shall be:

President, First Vice President & Membership Chair, Second Vice President & Program Chair, Third Vice President & Fundraising, Secretary, Treasurer, Communications Officer, Legislative Officer, and Community Officer.

Section 5.2 - Term.

Term of office shall be June 1 of the elected year through May 31 of the following 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 term limit may be lifted if (a) no one can be found to fill the office, (b) the current officer is willing to continue, and (c) the exception is approved by a $\frac{2}{3}$ majority of the Executive Board. 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 (other than Treasurer) 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 NAGT, unless a majority of the remaining members agree otherwise.

ARTICLE VI - DUTIES OF OFFICERS

Section 6.1 - The President shall:

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

- F. Serve as the public representative for NAGT in all external capacities, such as presenting to the NISD board and promoting events with the media;
- G. Be responsible for maintenance of all permanent records of NAGT.

Section 6.2 – The First Vice President & Membership officer shall:

- A. Assume the duties of the President in the absence or request of the President 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 NAGT;
- C. Manage the membership renewal process and provide incoming membership funds to the Treasurer for deposit.

Section 6.3 - The Second Vice President & Program Chair shall:

- A. Assume the duties of the President in the absence of the President or First Vice-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 6.4 - The Third Vice President & Fundraising Chair shall:

- A. Assume the duties of the President in the absence of the President and the First and Second Vice Presidents;
- 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 6.5 - 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 NAGT Board;
- F. Perform all other functions as directed by the President.
- G. Serve as the registered agent for NAGT.

Section 6.6 - The Treasurer shall:

- A. Have custody of all funds of the Association;
- B. Receive and deposit all monies of NAGT;
- C. Be a signer on the checking account.
- D. Disburse such sums as approved by the Executive Board;
- E. Keep an accurate record of receipts and expenditures;
- F. Present a brief financial statement at every regular Executive Board meeting and, if requested, at any regular meeting of the membership;
- G. Submit financial records for audit within thirty (30) days of the end of each July.

- H. Complete and file all necessary tax and sales documents on time.
- I. Perform all other functions as directed by the President.

Section 6.7 – The Communication officer shall:

- A. Edit and publish a regular communication for its members and extended constituents;
- B. Post the communications electronically on the Association website;
- C. Create other publications as designated by the Executive Board.
- D. Provide Social Media presence.
- E. Maintain a pictorial record or scrapbook of NAGT activities, awards and accomplishments.

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 gifted & talented students and keep them up to date on legislative developments.
- C. Network with other groups interested in legislation affecting gifted & talented students.
- D. Represent the NAGT in providing input on legislation either in person or in writing to legislators or other appropriate parties.
- E. Serve as liaison to TAGT (Texas Association for Gifted and Talented) and report on legislative, conference, and parent division activities;
- F. Develop relationships with neighboring parent groups and create opportunities for collaboration and networking.

Section 6.9 – The Community officer shall:

- A. Coordinate the Campus Liaison Team and maintain at least one Liaison from each campus or middle school feeder pattern.
- B. Serve as liaison to private and homeschool gifted families.
- C. Develop relationships with community leaders and businesses.

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 Northwest Association of Gifted & Talented.

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 and appointed 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 NAGT with no voting power.

Section 7.6 – Action Without Meeting.

Any action required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if a consent in writing setting forth the action taken is signed by the number of members of the Executive Board necessary to take such action at a meeting. The written consent must state the date of each signature. Transmission of signatures on such written consent may be by personal delivery, electronic mail, facsimile transmission, or by United States mail. Prompt notice of the taking of an action by less than unanimous written consent shall be given to each member of the Executive Board who did not consent in writing to the action.

Section 7.7 – Advisors and Liaisons.

A minimum of two (2) Northwest ISD employees shall be included on the Executive Board to serve in a Liaison and Advisor Capacity.

1. The District Advisor/Liaison – Section 7.8
2. The GT Specialist Liaison – Section 7.9

The following guidelines and responsibilities include:

- A. Will advocate for the Association within Northwest ISD.
- B. Individuals in these roles will serve as a non-voting member of the Executive Board.
- C. In the event an individual is no longer able to serve in this capacity, it is requested they nominate or assist in providing a replacement.
- D. Recommended, but not required, to be a paid member of NAGT. As a paid member in good standing, the individual holding these positions maintain the benefits and rights afforded to General Membership, including voting on NAGT elections and general business.
- E. These positions will be voluntary, will receive no monetary compensation, and have no term limit or expiration.
- F. Any individual serving in one of these roles may be requested to step down and excluded from the Executive Board only if done so in writing by a majority of the Voting Officers of the Executive Board.
- G. Additional Advisors/Liaisons may be added temporarily by a majority vote of the Executive Board as needed.

H. Additional Advisors/Liaisons may be added to the NAGT Bylaws in accordance to the procedures set forth by the Bylaws.

Section 7.8 – District Advisor/Liaison.

In addition to the guidelines set forth in Section 7.6, this position will:

- A. Preferably be the Advanced Academics Coordinator for Northwest ISD. If that individual is unable to serve, refuses, or the position is vacant, may be any member of the District's Central Office Administration.
- B. Serve as an Advisor and a primary Liaison between The Association and Northwest ISD.

Section 7.9 – GT Specialist Liaison.

In addition to the guidelines set forth in Section 7.6, this position will:

- A. Be a current GT Specialist for Northwest ISD.
- B. Will work with NAGT to encourage GT Specialists and Educators from within Northwest ISD to join and take an active part in NAGT.
- C. Will maintain a two-way relationship with GT Educators within Northwest ISD; including, but not limited to, soliciting the needs and requests from them, sending NAGT information, news, and events to be disseminated by GT Educators to GT Parents(Within NISD Policy), and be a resource to GT Educators regarding NAGT.

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 any of the (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.

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 may 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 Northwest Board of Trustees, and the community. The Communications Committee shall support the efforts of the Northwest Independent School District to meet the special needs of its gifted and talented students and shall stimulate interest in the Northwest 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, educators, and NAGT members.
- D. The G/T Faculty Recognition Committee shall create an appropriate award recognition program for Gifted and Talented teachers and administrators within NISD.
- 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.
- F. Bylaws Committee: every 3 years a Bylaws committee shall be formed to review and update the bylaws subject to approval by the Executive Board.
- G. Special Committees: Special Committees (such as strategic planning, etc.), as may be deemed appropriate to implement the work of the Executive Board, may be created and appointed by the Executive Board.

ARTICLE X - MEETINGS

Section 10.1 - General Meetings.

General membership meetings of the NAGT 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 current members in good standing.

Section 10.4 – Decisions.

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, parents/guardians shall have one (1) vote each, so long as their family membership is in good standing.

Section 10.6 - Committee Meetings

All meetings & programs of NAGT shall be held at places and times designated by the associated committee chair, with appropriate notice given to the committee members, President and Executive Board. Committees may or may not hold public meetings as deemed appropriate by the committee chair.

ARTICLE XI - VOTING

All voting shall be by a show of hands or ballot. Voting by ballot may be accomplished electronically as guided by the 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

NAGT 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 NORTHWEST ASSOCIATION FOR GIFTED & TALENTED in accordance with its original purpose.