



ARKANSANS FOR GIFTED & TALENTED EDUCATION BY-LAWS

By-laws will be used to guide the AGATE Board of Directors in carrying out their duties as outlined in the AGATE Constitution. The Board of Directors may change them at any time in order to accomplish their duties. The format of the By-laws follows the articles and sections of the AGATE Constitution.

- I. Name
- II. Purposes
- III. Membership
 1. Eligibility
 2. Annual Dues
 - A. Regular
 1. Sponsor \$ 100
 2. Friend \$ 40
 3. Couple \$ 30
 4. Individual \$ 25
 5. Affiliate \$ 30
 - B. Business/Institutional
 1. Partner \$1,000
 2. Patron \$ 500
 3. Annual \$ 100
 4. School \$ 50
 5. Civic Org \$ 30
 3. Term
 4. Voting Privileges
 5. Local Chapters
- IV. Board of Directors
- V. Officers
 1. Eligibility
 2. Numeration
 3. Nomination
 4. Election
 - A. Voting Procedures

Ask if the person is casting an individual membership vote or voting as the representative for an institutional membership. Depending on the answer, follow directions below. Make sure that persons

voting absentee do not vote at the conference. See election committee job description in VII. 3. A.

Individual Membership

1. Have person give their name
2. Find their name on the list and have them sign beside the name.
3. Hand the person a ballot, have them mark it, and place in the ballot box.

Institutional Membership

1. Have person give the name of the institution and their name.
2. Check to see if an official representative is designated. If “yes”, only the person listed may vote. If no delegate is listed, have the person sign by the institution’s name and allow the person to vote.

Special Notes

1. The AGATE membership list should be up-to-date as of the first date of the conference. Anyone who joined on site will present election committee members with a receipt. Allow the person to vote. Add their name at the bottom of the page on which their name should appear alphabetically.

B. Absentee Voting (See sample absentee ballot in By-Laws addendum.)

5. Term of Office
 6. Succession
 7. Vacancy
 8. Removal From Office
 9. Resignation
 10. Execution of Written Instruments
- VI. Duties of Officers

1. President

Purpose: The president shall coordinate the activities of AGATE’s Board of Directors and members and effectively maintain and support AGATE in achieving its goals.

Other duties shall include:

- A. Schedule and preside over four meetings (Professional Development fall meeting, December, February and May) of AGATE’s Board of Directors.
- B. Create and distribute an agenda for all meetings of the Board.
- C. Secure a meeting place for all Board meetings.
- D. Inform board members of meetings. Inform ex-officio board members of meetings through the AGATE newsletter.

- E. Conduct and coordinate a planning session/professional development to set short-term and long-term goals.
- F. Confer with officers, committee chairpersons, and district directors to review and approve decisions and activities of committees.
- G. Maintain knowledge of all current events and activities of AGATE
- H. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
- I. Write "president's message" for AGATE publications.
- J. Serve as the official spokesperson of AGATE within limitations established in Article XIII, Section 4 of the AGATE Constitution.
- K. Serve as a liaison between the AGATE Board and any organization with which AGATE is affiliated.
- L. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures and budget. This notebook will be given to the successor.
- M. Promote AGATE membership drive and support AGATE-sponsored events.
- N. With the president-elect, develop a budget of the Administrative expenses of AGATE and submit budget to the Board of Directors for approval.
- O. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
- P. Establish ad hoc committees and appoint their chairpersons to facilitate purposes of AGATE.
- Q. Inform the chairperson of the Governor's Advisory Council and the Administrator of Gifted Education at the Arkansas Department of Education of regular board meetings.

2. President-Elect

Purpose: The purpose of the office of president-elect is to allow two years to prepare for the office of president by taking an active role in the administrative duties of AGATE.

Other duties shall include:

- A. Attend all meetings of the AGATE Board of Directors
- B. Consult with and serve as an aide to the President.
- C. Serve as a member of the Executive Committee.
- D. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
- E. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties,

the year's expenditures and budget. This notebook shall be given to the successor.

F. Promote AGATE membership and support AGATE-sponsored events.

G. With the President, develop a budget of the administrative expenses of AGATE and submit the budget to the Board of Directors for approval.

H. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

I. Serve on or chair ad hoc committees at the discretion of the president.

J. Preside at meetings in the absence of the president.

3. Membership Vice-President

Purpose: The membership vice-president will encourage membership that will contribute to AGATE's development, and will help to retain and support the existing membership.

Other duties shall include:

A. Attend all meetings of the Board of Directors.

B. Form a committee as needed to promote fall membership drive prior to AGATE Conference.

C. Maintain records of committee meetings.

D. Prepare and make available a current membership list.

E. Notify members of expiration of membership.

F. Report the activities of the membership growth.

G. Prepare and issue a welcome letter to all new members.

H. Issue membership cards.

I. Respond to all correspondence dealing with membership, including thank you letters to contributors.

J. Serve as a member of the Spring Conference Committee.

K. Note and follow conference protocol.

L. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and budget. This notebook shall be given to the successor.

M. Promote AGATE membership and support AGATE-sponsored events.

N. Develop a budget for the Membership Committee and submit the budget to the Board of Directors for approval.

O. Stay within the budget approved by the Board of Directors and keep a current balance at all times.

P. Provide updated membership lists to the newsletter chair prior to each AGATE newsletter distribution.

4. Immediate Past President

Purpose: The purpose of the immediate past president is to provide the organization with continuity in leadership and to serve as Chairperson of the Nominating Committee.

Other duties shall include:

- A. Attend all meetings of the AGATE Board of Directors
- B. Post a “call for nominations” in the fall edition of the AGATE newsletter.
- C. Convene the members of the Nominating Committee at least four months before the Spring Conference and serves as chairperson of that committee.
- D. Maintain records of the Nominating Committee meetings.
- E. Contact prospective nominees for permission to present their names to the Nominating Committee.
- F. Present a slate of proposed nominees to the Board of Directors at least two months before the Spring Conference.
- G. Announce to the membership the slate approved by the Board of Directors at least 30 days prior to the Spring Conference.
- H. Prepare written ballots for the election at the Spring Conference.
- I. Prepare absentee ballots to be included in the January newsletter.
- J. Convene and chair an ad hoc Constitutional Review Committee and make recommendations to the President at least one month prior to the annual Board of Directors retreat or planning meeting.
- K. Maintain an official notebook that includes minutes of the Board of Directors meetings, job description, goals for the year, a time-line of annual duties, the year’s expenditures, and budget. This notebook shall be given to the successor.
- L. Promote AGATE membership and support AGATE-sponsored events.
- M. Develop a budget for the Nominating Committee and the ad hoc Constitutional Review Committee and submit to the Board of Directors for approval.
- N. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

5. Secretary

Purpose: The purpose of the secretary is to maintain accurate records of the meetings of the Board of Directors and to manage the distribution of AGATE’s correspondence.

- A. Attend all meetings of the AGATE Board of Directors and others as designated by the President.
- B. Record and type the minutes of all Board meetings. The minutes are to include the names of the Board members and guests who attend each meeting and the names of Board members who are absent.

- C. Notify in writing Board members who miss two consecutive meetings that a third absence will result in that position being declared vacant.
- D. Mail (or email) minutes to each Board member within three weeks of a meeting.
- E. Amend the Board minutes when necessary.
- F. Maintain a file of all minutes, agendas, names, addresses, and telephone numbers of Board members, and any special materials distributed at Board meetings.
- G. Serve as the custodian of all official records and documents.
- H. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.
- I. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.
- J. Promote AGATE membership and support AGATE-sponsored events.
- K. Develop and submit a budget to the Board of Directors for approval.
- L. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
- M. Receive, prepare, and administer correspondence.

6. Treasurer

Purpose: The purpose of the treasurer is to maintain records of AGATE's finances and to contribute to its financial management.

Other duties shall include:

- A. Attend all meetings of the AGATE Board of Directors.
- B. Secure bonding to protect the fiscal assets of AGATE.
- C. Prepare and present a treasurer's report at all regular meetings of the Board of Directors.
- D. Monitor and review all budgets, and notify the president and other officers of potential deficit spending in budget categories.
- E. Record all transactions of funds.
- F. Issue payment for authorized expenditures.
- G. Deposit all receipts into appropriate accounts.
- H. Chair the Finance and Audit Committee consisting of the Treasurer, President, President-Elect, and Conference Chair.
- I. Prepare an annual financial summary.
- J. Serve as a member of the Spring Conference Committee and coordinate conference registration.
- K. Note and follow the Conference Protocol.

L. Work with an accountant retained by the Board to prepare Internal Revenue reports.

M. Receive mail and respond to it or route it to the appropriate person.

N. Approve, in conjunction with the Executive Committee, over-budget expenditures that do not exceed \$500.

O. Maintain folder on the budget to submit to auditor, which includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and budget. Audit reports of the last five-years (receipts) are maintained and passed to successor.

P. Stay within the budget approved by the Board of Directors and keep a current balance at all times.

7. District Directors

Purpose: The purpose of the District Directors is to coordinate activities and communicate AGATE's mission in his/her district and to represent his/her region on the Board of Directors.

Other duties shall include:

A. Attend all meetings of the AGATE Board of Directors.

B. Coordinate AGATE one-day regional workshops in his/her district.

C. Appoint a committee representing all geographic areas of the Congressional District and consult with the committee on the needs of parents, students, and teachers.

D. Maintain records of committee meetings.

E. Work to encourage and develop local affiliates in his/her district, and provide information as requested.

F. Report at each regular Board meeting the events in his/her district.

G. Submit a written report of in-district events to the Newsletter Chairperson.

H. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.

I. Promote AGATE membership and support AGATE-sponsored events.

J. Develop and submit a budget to the Board of Directors for approval.

K. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

8. Affiliate Director

Purpose: The AGATE Affiliate director is a position on the AGATE Board of Directors designed to facilitate the work of the five District Directors and provide support to AGATE affiliate groups around the state.

Other duties shall include, but are not limited to:

- A. Attend all meetings of the AGATE Board of Directors.
- B. Visit affiliates when needed and present programs and/or give pertinent information relative to the needs of the affiliates as assessed by the affiliates.
- C. Work closely with the AGATE Membership Vice-president to keep up-to-date on affiliates and their officers.
- D. Work closely with District Directors to attend functions that District Directors or affiliates organize.
- E. Work closely with AGATE Spring Conference organizers in preparing activities for affiliate members at the conference.
- F. Update the Affiliate Handbook and aid in its distribution.
- G. Keep a notebook and pass it on to the successor.
- H. Write articles for the Affiliates Edge in the AGATE Newsletter when it is timely and necessary.
- I. Stay within the budget allocated by the AGATE Board for use by the Affiliate Director.
- J. Coordinate affiliate renewals and new affiliate members, and provide the AGATE Board with updated information.

VII. Committees

- 1. Executive Committee
- 2. Standing Committees
 - A. Awards Committee

Purpose: The purpose of the Awards Committee chairperson is to recognize outstanding achievement and service to gifted education and to solicit and review nominations and select winners for the various AGATE awards.

Other duties shall include:

- 1. Attend all meetings of the AGATE Board of Directors and report pertinent information to the AGATE Board of Directors.
- 2. Attend Conference Committee meetings and report pertinent information to the Conference Committee.
- 3. Update nomination forms and awards flyer annually.
- 4. Provide awards flyer for publicity.
- 5. Announce call for nominations electronically.
- 6. Receive and approve awards nominations.
- 7. Organize a committee for awards selection.
- 8. Present the name of the person selected for the Award of Excellence to the AGATE Board of Directors for their approval.
- 9. Notify the person nominating possible award recipients of the selection committee's decision. When possible, the decision of the selection committee will remain secret except in cases of Curriculum Awards and the Award of Excellence.

10. Notify Curriculum Awards recipients that they are expected to set up a trifold display of their award-winning unit at the AGATE Conference and present a breakout session at the AGATE Conference the year after receiving the award.
11. Notify Award of Excellence recipient of award and that the recipient is expected to make a two-three minute talk after the presentation of the award.
12. Write an article about the Award of Excellence recipient and provide a picture of the recipient for the AGATE Conference program.
13. Provide conference co-chair with a list of curriculum awards recipients for the AGATE Conference program.
14. Proof the AGATE Conference program awards pages for accuracy and provide the conference co-chair with any corrections or revisions prior to publication.
15. Authorize the treasurer to write checks for Curriculum Awards recipients.
16. Write a speech about each award recipient to be used when presenting awards.
17. Order and pick up trophies, plaques and framed certificates.
18. Present awards at the annual AGATE Conference.
19. Provide a list of award recipients to the AGATE Webmaster, AGATE Newsletter chair, and send the list out electronically on the GT list-serve.
20. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.

B. Legislative Committee

Purpose: The purpose of the Legislative Committee is to develop a legislative plan that is in the best interests of AGATE as it relates to appropriate education for the gifted and talented students in Arkansas..

Other duties shall include:

1. Attend legislative committee meetings as called by the legislative chair.
2. Review state and federal legislation related to gifted education and recommend any course of action to the AGATE board.
3. Confer, guide and participate as it relates to the legislative advocate's responsibilities.
4. Provide information and perform duties related to legislative issues as requested by the AGATE President and AGATE Board of Directors.
5. Actively advocate for legislative issues that AGATE supports.
6. Recommend representation for attendance at legislative training.

C. Finance and Audit Committee

D. Conference Committee

Purpose: The purpose of the Conference Committee chairperson is to contribute to the education and professional development of the AGATE membership by providing quality programs that benefit and serve their professional and/or parental needs.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Form a committee, including President, Public Relations Chairperson, Treasurer, Membership Vice-President, and others as needed to plan the program for the Spring Conference and serve as its chairperson.
3. Maintain records of the Spring Conference Committee meetings.
4. Report the progress of the Spring Conference Committee at each Board meeting.
5. Seek input and communicate with District Directors.
6. Report the committee recommendations for keynote, pre-conference, and special speakers and topics to the Board of Directors for approval.
7. Plan and coordinate the Spring Conference with co-chair.
8. Note and follow Conference Protocol.
9. Provide forms for Spring Conference participants to evaluate the conference and its speakers.
10. Collect the evaluation forms and tabulate the responses to determine the success of the program.
11. Review and recommend changes and/or additions to the Conference Protocol.
12. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.
13. Promote AGATE membership and support AGATE-sponsored events.
14. Develop and submit a budget to the Board of Directors for approval.
15. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

E. Membership Committee

Purpose: The purpose of the Membership Committee is to maintain and keep a current membership file, send renewal notices, and work to increase membership.

Other duties are detailed in Duties of Officers. See duties of Membership Vice-President.

F. Public Relations Committee/Webmaster

Purpose: The purpose of the public relations committee chairperson is to organize and maintain systems of communication that promotes AGATE, its purposes, and its programs. The webmaster establishes and maintains an AGATE presence on the Internet to disseminate information about the organization.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Form a public relations committee and serve as its chairperson.
3. Maintain a record of the Public relations Committee meetings.
4. Serve as a member of the Spring Conference Committee.
5. Note and follow conference protocol.
6. Work with chairpersons of special events and oversee press releases and publicity of the events (pre, during, and post).
7. Work closely with Newsletter Editor to coordinate publicity of events within newsletter deadlines.
8. Recognize retirees at the annual Spring Conference.
9. Send news releases to hometown newspapers of presenters at AGATE, award winners, newly elected officers and appointees.
10. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.
11. Promote AGATE membership and support AGATE-sponsored events.
12. Develop and submit a budget to the Board of Directors for approval.
13. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.
14. Webmaster will maintain website and solicit items from AGATE Board of Directors and Conference Committee for posting.

G. Newsletter Committee

Purpose: The purpose of the newsletter committee chair is to provide information to the AGATE membership, other state organizations, and the National Association for Gifted Children about AGATE functions and current related events through written publications.

Other duties include:

1. Attend all meetings of the AGATE Board of Directors.
2. Select a newsletter committee if needed and serve as its chairperson.

3. Maintain a record of the newsletter committee meetings.
4. Prepare and publish a newsletter three times per fiscal year.
 - Edit copy and work on the layout and design of the newsletter.
 - Research current material in the field of gifted education and write or collect articles pertaining to this information.
 - Acquire any articles and information from other officers, committees, or members to be included in the newsletter.
 - Proofread final copy and make any necessary changes.
 - Coordinate the distribution of the newsletter to the current membership.
5. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.
- 6 Promote AGATE membership and support AGATE-sponsored events.
7. Develop and submit a budget to the Board of Directors for approval.
8. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

H. Education Committee

Purpose: The purpose of the education committee chair is to work to increase the awareness of the need for appropriate education for the gifted and talented students in Arkansas.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Form a committee if needed, to promote the needs of Arkansas' gifted and talented students and serve as its chairperson.
3. Maintain a record of the education committee meetings.
4. Prepare and present a report and/or recommendations from the education committee at each regular Board meeting.
5. Write and submit an article on the activities of the education committee to the newsletter editor.
6. Plan and coordinate with AEA convention personnel a workshop presentation by AGATE to be presented at the annual AEA Conference.
7. Maintain an official notebook that includes minutes of the year's Board meetings, job description, goals for the year, a time-line of annual duties, the year's expenditures, and the budget. This notebook shall be given to the successor.

8 Promote AGATE membership and support AGATE-sponsored events.

9. Develop and submit a budget to the Board of Directors for approval.

10. Stay within the budget approved by the Board of Directors and keep a current budget balance at all times.

I. Nominating Committee

Purpose: The purpose of the nominating committee is to provide the organization with continuity in leadership. The nominating committee consists of four members and the nominating committee chairperson (Immediate Past-President). Each nominating committee members shall serve on the committee for a term of two years. Two members are elected in even fiscal years, and two are elected in odd fiscal years. Nominating committee members are elected by a majority vote of members voting at the annual meeting or by absentee ballot.

Other duties are detailed in Duties of Officers. See duties of Immediate Past-President.

3. Ad Hoc Committees

A. Elections Committee

Guidelines: The AGATE President in the first year of his/her term will appoint an ad hoc election committee by September 15. Members of the election committee will serve for two years.

Membership: Membership on the committee should include but not be limited to the following:

- A member of the AGATE Board
- A representative of an AGATE affiliate who is also a member of AGATE
- A representative of each Congressional District

1. One member of the election committee will be designated by the AGATE President as chairperson of the committee.

2. The election committee will be furnished a list of current members of AGATE.

3. The election committee will:

- Conduct election at the annual AGATE conference;
- Conduct absentee balloting for AGATE officers including the affiliate director (see absentee ballot guidelines);
- Conduct runoff elections if necessary;
- Count ballots;

- Complete an official ballot with vote counts for each officer. Each member of the elections committee should sign the completed official ballot;
- Report election results at the Friday luncheon and to the AGATE newsletter. Included in the report should be who won, the number of persons voting, the number of absentee ballots, and the number of spoiled ballots (both regular and absentee).

4. The chairperson of the election committee or a designee will report the results of the AGATE elections at the Friday luncheon of the AGATE conference and to the AGATE newsletter. The chairperson or designee will file the official signed ballot results with the AGATE secretary.

B. Secondary Representative

Purpose: The secondary representative will represent secondary teachers on the Board of Directors. This chairperson will provide input to the Board from the perspective of secondary teachers concerning matters currently before the Board.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Carry out duties assigned to them by the Board of Directors.
3. Promote AGATE membership and support AGATE-sponsored events.
4. Recruit secondary teacher attendance at Pre-AP and AP College Board endorsed professional development opportunities.

C. AGATE Scholarship Coordinator

Purpose: The purpose of the AGATE scholarship coordinator is to collect information and secure a committee to review data and select up to seven, \$700 scholarships to encourage college students to pursue hours for G/T certification or a master's degree in Gifted Education.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Send out information concerning scholarships to colleges, cooperative supervisors, AGATE Board, AGATE web, AGATE Listserv, and local GT Coordinators to ensure all are informed.
3. Form a committee to select scholarship recipients. Notify selected and non-selected applicants.
4. Release information to AGATE Board, AGATE website and AGATE Listserv.
5. Give information to Conference Co-chair for AGATE program.
6. Secure checks from Treasurer and frame certificates for presentation at AGATE Spring Conference luncheon.

7. Notify selected scholarship recipients to attend AGATE Spring Conference luncheon and reserve a place for them.
8. Meet and greet recipients at AGATE Spring Conference luncheon.
9. Stay within budget approved by AGATE Board of Directors.

D. Membership Assistance Program Chair

Purpose: The purpose of the Membership Assistance Program chair is to select and convene a committee as needed to review applicants for the various program options.

Other duties shall include:

1. Attend all meetings of the AGATE Board of Directors.
2. Promote AGATE membership and support AGATE-sponsored events.
3. Communicate, as necessary, with AGATE treasurer.
4. Publicize MAP options to the membership in a timely fashion.
5. Report progress to the executive board.
6. Stay within budget approved by AGATE Board of Directors.

4. Appointment of Committee Members

VIII. Meetings

1. Board Meetings
2. Annual Meetings
3. Special Meetings
4. Notification
5. Quorum

IX. Additional Fiscal Concerns

1. Fiscal Year
2. Accounts and Audits
3. Unbudgeted Expenditures

X. Parliamentary Authority

XI. Amendments, Revisions and By-Laws

XII. Dissolution

- 1.
- 2.

XIII. Restrictions

- 1.
- 2.
- 3.

4.

5.

Amended September 2011

ABSENTEE BALLOT

Photocopies of the ballot will not be counted.



Procedure:

1. Mark the ballot.
2. Sign and date the verification stub. Include your AGATE membership number.
3. Detach the verification stub along the dotted line.
4. Place the ballot and only the ballot in an envelope and seal it. Print the words absentee ballot on the envelope.
5. Address to AGATE a larger envelope including a complete return address.
6. Place the sealed envelope and the completed verification stub in the larger envelope and mail to: AGATE Election Committee

Candidates

Constitutional Revisions (if there are any)



VERIFICATION STUB

Signature: _____

Membership Number: _____

Date: _____