

# Greater Dane County Talented and Gifted Coordinators Network

## CONSTITUTION

Revised and Passed 2/2003

### **Article I – Name**

The name of this non-profit educational organization shall be the Greater Dane County TAG Coordinators Network, hereafter referred to as GDCTGCN.

### **Article II – Mission**

The mission of the GDCTGCN is to be a collaborative support group, a professional network, an advocate for gifted education, and a conduit for opportunities and services to school districts, gifted students, and their families.

### **Article III – Membership**

#### Section A – Members

Membership shall be open to individuals and institutions which subscribe to the mission statement of the GDCTGCN (see Article II). In general, individual members will be TAG Coordinators and instructional members will be school districts. However, other individuals and institutions may apply for membership, if by their personal or professional interest they intend to further the goals of this organization. Application for membership shall include the paying of annual dues, covering general services of the organization to which all members are entitled. Members shall also pay program fees, covering specific opportunities of the organization in which they participate.

#### Section B – Voting

The decision making process shall be made using a voting system. The voting membership shall consist of one vote per membership fee.

### **Article IV – Administration**

#### Section A – Officers

The officers of the GDCTGCN shall be a President, a President-Elect, a Secretary, a Treasurer, and a Past-President. Members shall re-elect a President or elect a President-Elect at the March meeting. The President-Elect shall become President after serving one year. The President shall become the Past President after serving as (President) one or more years. Members shall elect the Treasurer and Secretary at the March meeting. The President, Secretary, and the Treasurer shall be eligible for re-election.

#### Section B – Duties

##### Subsection 1. President

The President shall:

- With the assistance of the Vision Committee, plan the agenda for meetings.
- Preside at all meetings of the GDCTGCN and have voting privileges.
- As necessary, prepare and co-sign with the Treasurer all legal documents.
- Preside over all Organizational Ad Hoc Committees.
- Receive updates from the President-Elect on status of Activity Committees.
- Serve as the chair of the Vision Committee and the Executive Committee.
- As necessary, prepare and co-sign with the President all fiscal documents.
- With the assistance of the Vision Committee, prepare the annual budget.
- Perform such duties prescribed or assigned by the membership.

Subsection 2 – President-Elect

The President-Elect shall:

- Preside at meetings of the GDCTGCN in the absence of the President.
- Preside over all Activity Ad hoc Committees and report to the President on their status.
- Serve as a member of the Vision Committee and the Executive Committee.
- Assist the President as/when needed.
- Assume the role as President after said term or when the vacancy requires.
- Perform such duties prescribed or assigned by the President and/or membership.

Subsection 3 – Past-President

The Past-President shall:

- As necessary, assist the President, especially with the preparation of legal documents.
- Serve as Correspondence Secretary for the GDCTGCN.
- Serve as Constitution Officer, assisting the GDCTGCN Executive Committee and membership.
- Serve as a member of the Vision Committee and the Executive Committee.

Subsection 4 – Treasurer

The Treasurer shall:

- Keep the financial records for the GDCTGCN membership.
- Present a financial report to the members at each meeting.
- As necessary, prepare and co-sign with the President all fiscal document.
- With the assistance of the Vision Committee, prepare the annual budget.
- Present a financial report to each Activity Chairperson showing status of committee budget and expenditures.
- Serve as a member of the Vision Committee and the Executive Committee.
- Collaborate with the Secretary on membership in regard to student activities.

Subsection 5 – Secretary

The Secretary shall

- Serve as a member of the Vision Committee and the Executive Committee.
- Assist the President in creating and distributing the agenda for each GDCTGCN meeting.
- Record and distribute minutes, via e-mail, website, or postal, to all the GDCTGCN members.
- Complete and submit required legal documents/reports when necessary.
- With assistance if needed, create and maintain the GDCTGCN directory and/or website.
- Collaborate with the Treasurer on membership in regard to student activities.
- Perform such duties prescribed or assigned by the President and/or membership.

#### Section C – Meetings

The GDCTGCN shall hold five meetings a year. These meetings shall be scheduled for September, November, January, March, and May. The officers may change or waive any of these meetings with at least two weeks notice to the members.

#### Section D – Quorum

A quorum shall consist of twelve members. If a quorum is not present at a meeting, any business conducted by the members who are present must be ratified or rejected at the next meeting at which a quorum is present.

#### Section E – Vacancies

When an officer resigns or moves from the Greater Dane County area, the members shall fill the vacancy with a person fulfilling the qualifications of the vacant office. Absence from three meetings within an academic year without notice shall constitute a vacancy.

#### **Article V – Committees**

The members may create special committees, as necessary. Committee members shall submit reports to the membership for approval.

#### **Article VI – Parliamentary Authority**

The parliamentary authority for the GDCTGCN shall be the latest edition of Robert's Rules of Order.

The parliamentary authority for the GDCTGCN shall be the attached shortened edition of Robert's Rules of Order.

#### **Article VII - Amendments**

Members of the GDCTGCN may amend this constitution by a two-thirds vote of the members present and voting at any meeting, provided such amendment has been submitted to the members at the previous meeting or a minimum of two weeks prior to any meeting.

#### **Article VIII - Endorsements**

No member of this organization shall use the name of the organization to endorse any product, event, or publication without the approval of the members.

### **Article IX – Dissolution**

In the event of the dissolution of this organization, any assets remaining after all debts or provision therefore will be distributed to organizations and operated exclusively for charitable, education, religious, or specific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the officers or members shall determine. Any assets not so disposed shall be disposed by the Circuit Court for Dane County, Wisconsin, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.