

Greater Dane County Talented and Gifted Coordinators Network

CONSTITUTION

Approved September 2006

Amended January 2007

Article I – Name

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

Article II – Mission

The mission of the GDCTGN 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

Membership shall be open to school districts and educational organizations in the greater Dane County area. One or more individuals may participate in GDCTGN activities for each membership. In general, participating individuals will be staff from the member organizations with responsibilities for gifted and talented education. Membership is activated by paying annual dues, which cover general services of the organization to which all members are entitled. Paid members have voting privileges in the organization: one vote per membership. Members may also pay additional fees for specific programs and staff development opportunities.

Article IV – Administration

Section A – Officers

The officers of the GDCTGN shall be a President, a President-Elect, a Past President, a Secretary, a Treasurer, and a Staff Development Chair. Election of officers will take place at the final meeting of the year. The President, President-Elect, and Past President shall serve terms of one year. The Secretary, the Treasurer, and the Staff Development Chair shall be eligible for re-election. The six officers will be known as the Officers Group.

When there is a vacancy, it shall be filled by a vote of the members. A vacancy occurs when an officer resigns or moves from the Greater Dane County area, or is absent from three meetings without notice within an academic year.

Section B – Duties

Subsection 1. President

The President shall:

- Serve as the chair of the Officers Group.
- Review the Constitution at the beginning of the term to ensure that it is followed accurately, or amended as needed.
- Facilitate the work of the Officers Group to include budget planning and any other planning needed for the year.

- Notify the Bishop O'Connor Center of all meeting dates.
- Through discussion and input from others, determine the list of committees, program groups, and function areas that will be active for the year, and the primary contact for each.
- With the assistance of the Officers Group, plan the agendas for GDCTGN meetings.
- Preside at all meetings of the GDCTGN.
- Prepare and co-sign with the Treasurer all legal documents.
- Perform such duties prescribed or assigned by the membership.

Subsection 2 – President-Elect

The President-Elect shall:

- Serve as a member of the Officers Group.
- Preside at meetings of the GDCTGN in the absence of the President.
- Assist the President as needed.
- Assume the role of President at the end of the term.
- Perform such duties prescribed or assigned by the President and/or membership.

Subsection 3 – Past-President

The Past-President shall:

- Serve as a member of the Officers Group.
- Assist the President as necessary.
- Perform such duties prescribed or assigned by the President and/or membership.

Subsection 4 – Treasurer

The Treasurer shall:

- Serve as a member of the Officers Group.
- Keep the financial records for the GDCTGN.
- Prepare and sign all fiscal documents.
- Co-sign all legal documents with the President.
- With the assistance of the Officers Group, prepare an annual budget for presentation at the first meeting of the year.
- Provide membership and program contact information to the person maintaining those databases.
- Present a financial report to the members at each meeting.
- By August 25, prepare and distribute a financial report for the chair of each student program showing income and expenses for the prior year.
- Perform such duties prescribed or assigned by the President and/or membership.

Subsection 5 – Secretary

The Secretary shall

- Serve as a member of the Officers Group.
- By September 5, mail a postcard with a generic name to all former members, requesting information on staff changes and announcing the date of the first meeting.
- Record and distribute minutes from each meeting.
- Complete other correspondence as needed.
- Perform such duties prescribed or assigned by the President and/or membership.

Subsection 6 – Staff Development Chair

The Staff Development Chair shall

- Serve as a member of the Officers Group.
- With others as needed, plan the programs for the GDCTGN meetings for the year.
- Notify the Bishop O'Connor Center of any equipment and materials needed for meetings.
- Oversee the planning for any special staff development opportunities that may be initiated.
- Perform such duties prescribed or assigned by the President and/or membership.

Section C – Meetings

The GDCTGN 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 – Decision Making

Major decisions will be made through voting. The parliamentary authority for the GDCTGN is *Introduction to Robert's Rules of Order*. A quorum of twelve voting members must be present for a vote to be valid. 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.

Article V – Structure of the Organization

The work of the GDCTGN shall be divided among committees, program groups, and function areas. The specific list of each type and the primary contact for each will be determined by October 1 of each school year. New listings may be added at any time.

Section A – Committees

Committees will be ongoing and will deal with long-term issues related to gifted and talented education. Examples are Acceleration, Identification, and Legislative committees. Committee reports may be given during the business portion of each meeting.

Section B – Program Groups

Program Groups will organize and implement student programs in which member organizations may participate. Examples include Math Meet, Fine Arts Weekend, Yahara River Writers, Math 24, and Haiku. Communications about the implementation of programs will take place by e-mail to those districts who have registered for that program. Chairs of programs will review the prior year's income and expenses for that program and determine fees for the new year. Fees for the year will be communicated to the treasurer by September 10.

Section C – Function Areas

Function Areas cover the business of the organization that is focused on the adult participants, and may be handled by groups or individuals. Examples include the Officers Group, Staff Development, Mentor Support, Sunshine, Website Management, Member/Contact Databases,

Administrative Breakfast, and Adult Awards. Brief announcements from Function Areas may be made during the business portion of the meetings. Lengthier information will be communicated through printed material or e-mail.

Article VI - Amendments

Members of the GDCTGN 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 VII - 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 VIII – 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.