

Gifted Education Advisory Council Bylaws – proposed revisions May06

Lake Washington School District

I. Name of Council

The name of this council shall be the Lake Washington Gifted Education Advisory Council (GEAC)

II. Mission of Council

The Mission of GEAC shall be:

- A. Outreach: to foster communication and understanding amongst parents, staff, and community interested in highly capable student learning;
- B. Enhancement: to support student learning enhancement activities, including classroom supplemental resources and extracurricular activities
- C. Advocacy: to continuously research and evaluate issues, best practices and trends related to highly capable learning, and provide input to the district regarding the goals, objectives and general design of the Lake Washington School District (LWSD) highly capable education programs (K-12); to advocate for the needs of the highly capable before parents, the school Board and the school district, and to support state-wide efforts on behalf of the highly capable.

III. General Membership

The General Membership shall consist of persons interested in supporting Lake Washington School District highly capable education (K-12).

IV. Council Officers and Duties

The Board shall consist of a President, President-Elect, Secretary, Treasurer, Elementary and Secondary School Representatives, and Vice President(s) of Standing Committees other than Nominating and Budget.

- A. **President** shall preside at all Board and General Meetings. In addition, the President shall prepare all meeting agendas, serve as a liaison to the Administration, approve financial expenditures, establish special committees, appoint School Representatives, and appoint committee chairs for committees that are not headed by elected positions.
- B. **President – Elect** shall assist the President in all duties. In addition, the President-Elect will assume the office of President following the final term of the President.

- C. **Vice President(s)** shall be responsible for chairing standing committees as defined in Article VI, other than Budget and Nominating, that further the mission of GEAC. The Vice Presidents may also be Elementary or Secondary Representatives.
- D. **Secretary** shall take and maintain written minutes of all meetings, record all votes taken, prepare a membership roster, and maintain all permanent files.
- E. **Treasurer** shall be responsible for developing a budget, the disbursal of funds at the direction of the President or Board, reconcile accounts, submit a written monthly report to the Board, and file a yearly non-profit status report with the state, file a tax return and maintain 501c(3) status.
- F. **Elementary School Representatives**
Full Time Quest will have up to two (2) representatives from each full time site; preferably with representation at both the primary and intermediate levels. Enrichment Pull Out QUEST will have up to two (2) representatives from each Enrichment Pull Out QUEST site.

Their duties shall include acting as liaisons between parents, teachers, building principals and the Board. They will serve as members of the nominating committee and may also assume other responsibilities designated by the President or Board.

- G. **Secondary School Representatives**
The Secondary Representatives will have up to two (2) representatives from each junior and senior high school.

Their duties shall include acting as liaisons between parents, teachers, building principals, and the Board. They will serve as members of the nominating committee and may also assume other responsibilities designated by the President.

- H. **Succession**
If the office of President is vacated before the term of office expires, the President-Elect shall assume the office as interim Chair. If unable to serve, the line of succession shall be Secretary, then Treasurer. The interim Chair shall serve until a President can be elected at the next Board meeting.

- I. **Removal of Officers**
Officers may be removed prior to expiration of their term by a two-thirds (2/3) vote of the Board.

J. Election of Officers

1. Nominating Committee consisting of Elementary and Secondary Representatives shall begin work in February.
2. The Nominating Committee will present a slate of officers at the Spring General meeting and accept any additional nominations from the floor at that time. Elected officers shall be President, President-elect, Secretary, Treasurer, Vice President - Membership Outreach, Vice President - Enhancement, and Vice President – Advocacy.
3. Election shall be by a majority vote at the April, May, or June Board meeting, April or May preferred, with the general membership invited to attend the elections.
4. The term of office for all positions shall be for one (1) year, June to May.
5. Elected officers may serve no more than two (2) consecutive terms in the same office. In the event there is a delay in filling an elected position, the incumbent may choose to fulfill the duties of the office in an acting capacity until a successor is appropriately elected. Representatives are exempt from this rule and may serve unlimited consecutive terms

K. Board Meetings

Board meetings shall be held monthly September through June and/or at the request of three or more Board members, or the President. All Board Meetings are open to the General Membership.

L. Voting

All matters before the Board shall be approved by a simple majority of the members in attendance, with the exception of Bylaw Amendments and Officer Removal where a 2/3 majority is required. A quorum is required, and is defined as at least 50% of the Board.

V. General Membership Meetings

A. Location

GEAC shall hold its General Membership meetings in a facility provided by the Lake Washington School District when possible.

B. Frequency

1. General Membership Meetings shall be held at least three (3) times yearly, September through May, of each year, with more meetings at the discretion of the Board and President.
2. Dates and times of General meetings shall be established by the newly elected President for the following school year and

submitted to the District's Public Information Officer prior to the district calendar printing deadline.

3. Special General meetings may be called by the President on five (5) days notice to all Board members. The President shall call a special meeting upon request of five (5) or more members.

C. Planning and Development

1. Prior to each General Meeting the entire membership will be sent a meeting announcement in a timely manner. This announcement will include meeting specifics and other timely information regarding issues before the Board and of general interest to the membership. Because this meeting announcement is sent from school, no editorial announcements of a political nature or negative program comments are allowed.
2. The Board shall decide on appropriate General Meeting topics at the September Board meeting. Meeting topics and speakers must be arranged in a timely manner.
3. The President shall appoint a Board member to plan and implement the details of the General Meeting, including arranging for a speaker or panel, room preparation, videotaping, etc.

D. Attendance

Each person attending a GEAC meeting shall sign an attendance roster and all meetings shall be open to the public.

E. Voting

An affirmative vote by a simple majority of members present shall be required for Board action. Recommendations of GEAC to the District shall require an affirmative vote by a simple majority of the members in attendance at a Board, General or special meeting.

VI. Committees

All committees shall be established by the Board. All Committee Chairs and representatives shall be appointed by the President after discussion with the Board. All Committee Chairs shall periodically submit a written report, preferably monthly, to the President regarding the progress of the committee. The President may appoint special committees at his/her discretion.

The following standing committees shall be established and be headed by the designated Board Officer or appointed Vice President.

A. Nominating

Responsible for developing the slate of candidates for election to Board Officer positions, as outlined in Article IV (J). Committee

members are all Elementary and Secondary School Representatives. Nominating Committee Chair is appointed by the Board President.

B. Budget

Responsible for developing the annual GEAC budget for approval by the Board, as outlined in Article VII (A). Committee members are the Treasurer, and Vice-Presidents of the Membership Outreach, Enhancement, and Advocacy Committees. The Treasurer shall be Budget Committee Chair.

C. Membership Outreach

Responsible for developing programs to support and further the GEAC mission as outlined in Article II (A). Activities include, but are not limited to, General Membership communications and forums, fund raising, and the development of School Representative program resources and best practices.

D. Enhancement

Responsible for developing programs to support and further the GEAC mission as outlined in Article II (B). Activities include, but are not limited to, classroom grants, brainsports, and sharing of information on summer enrichment programs.

E. Advocacy

Responsible for developing programs to support and further the GEAC mission as outlined in Article II (C). Activities include, but are not limited to, awareness of highly capable educator professional organizations, input into LWSD highly capable program testing and admissions processes, and awareness of legislative issues that affect highly capable learners.

VII. Finances

- A. A yearly budget must be submitted to the Board and approved not later than the October meeting.
- B. The checking account will have two (2) signatories, one (1) being the President and one (1) the Treasurer. Only one (1) signature is required on checks.
- C. Disbursal of funds not approved in the budget of less than fifty dollars (\$50.00) shall be at the discretion of the Treasurer, with verbal approval from the President. This should be for urgent expenses only.
- D. Disbursal of funds for expenses not approved in the budget over fifty dollars (\$50.00) shall be approved by a vote of the Board.
- E. All GEAC operational funds must be disbursed in the form of a check and a receipt must be received for reimbursement of expenses in support of approved GEAC activities.

- F. A classroom teacher may receive funds for classroom materials at the discretion of the Board after a budget review. The Board may also establish a Uniform grant program for teachers. The Board may choose to disburse such classroom related monies without requiring receipts.

VIII. Bylaws

Section 1: Review

The Bylaws shall be reviewed by the Board at the April or May meeting each year.

Section 2: Amendments

Bylaw amendments may be proposed by any member at any meeting. Amendments may be voted upon only if notice of the proposed changes is given to members at least one week in advance of the meeting. E-mail distribution shall qualify as notice.

Section 3: Conditions

The Bylaws are a condition for the operation of the Council and may be amended only by a two-thirds (2/3) vote of members in attendance at a Board meeting.