

QUEST ACADEMY GIFTED ADVISORY COUNCIL, INC.

Bylaws
Revised July 15, 2017

Article I Name

The name of this organization shall be the Quest Academy Gifted Advisory Council Inc. (QAGAC), hereinafter referred to as the “Council.”

Article II Governance

The Council shall be governed by these bylaws as amended from time to time in accordance with the provisions herein.

Article III Mission and Goals

Section 1. Mission Statement

Our mission is to build positive partnerships among the school board, schools, teachers, gifted education staff, administration, and parents to support current gifted education services and to advocate for future programming needs. We will examine and review current gifted education best practice research in order to be an informed and united voice in advocacy for the unique needs of gifted learners. We will provide ongoing feedback about current gifted education programming in Hernando County public schools, and we will encourage involvement of parent and community volunteers in activities to enhance gifted programming.

Section 2. Goals

To promote awareness among policymakers, administrators, teachers, parents, and community members of the unique needs of gifted children.

To assist in developing, identifying, and assessing the educational needs, systemic issues, and priorities of gifted students and programs.

To provide a forum for information about school and community programs, advocacy, support, procedural guidelines, Education Plans (EP), school board initiatives, educational enrichment, resources, and data.

To provide suggestions for proposed legislation and tracking of new and existing federal, state, and county legislation addressing educational issues and programs.

To seek legislative support for gifted programs and funding.

To promote and encourage parent and community involvement concerning gifted education issues and initiatives.

To support our district's commitment to identifying and serving students from traditionally underrepresented populations, including economically disadvantaged individuals, individuals of limited English proficiency, and individuals with disabilities.

Article IV Basic Policies

Section 1. Compensation. Members of the Council shall serve without compensation and without reimbursement of any expenses incurred in the performance of their duties, except as may otherwise be provided by the Council.

Section 2. Conflict of Interest. No member of the Council shall take or receive either directly or indirectly any money or thing of value that is to serve as a means of influencing his or her action in his or her capacity as a member of the Council or a Council committee. No member shall solicit, accept, or agree to accept for personal gain any direct or indirect favor, gift, loan, free service, gratuity, entertainment, or other items of economic value if the donor has or is seeking to obtain contractual or other business or financial relations with the Council; has interests that may be substantially affected by the performance or nonperformance of the member's duties on the Council; or is attempting to reward or influence the member's impartiality or give that appearance. These prohibitions do not preclude: (i) acceptance of unsolicited advertising or promotional material of nominal value; or (ii) acceptance of food, entertainment, and refreshments of nominal value of infrequent occasions in the ordinary course of a meeting or other function which the member is properly in attendance.

Section 3. Endorsements. The name of the Council shall not be used in any manner to suggest Council approval or endorsement except in those instances where the Council has considered a matter over which they have authority to act and affirmatively approved by a majority vote of its membership. Nothing in this article shall prohibit a Council member from giving his or her *independent* endorsement. Any Council member using his or her name for an independent endorsement shall so indicate in the endorsement.

Section 4. Representation. No individual member is authorized to speak on behalf of the Council or represent that he/she is speaking on behalf of the Council without prior approval as assigned by the Council in accordance with actions and resolutions which will be written into the minutes of the Council meeting.

Article V Membership

Section 1. Qualifications. The membership of the council shall consist primarily of parents, relatives, guardians, and surrogates of students who are gifted; however, all persons interested in supporting gifted education in Hernando County are welcome, providing that at no time shall school district personnel/teachers comprise more than 49% of the council.

Section 2. Number. The Council shall consist of no more than twenty-one (21) members, to include a Board of Directors comprised of a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 3. Term of Office. Members of the Council shall serve for a period of two (2) years. A member who is filling the unexpired term of a vacant, resigned, or removed member shall serve for the remainder of the unexpired term.

Section 4. Composition. The council shall be composed of the following individuals: Board of Directors comprised of a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary, as well as the following: Chairs of the Standing Committees, Community & Faculty Representatives, and Council Representatives for grades K-2, 3-5, and 6-8.

Section 5. Nomination and Election. Election of council members shall occur no later than the last scheduled meeting of the school year, and members shall assume their duties at the first meeting of the subsequent school year. The Council will have an election procedure in place whereby persons interested in serving on the council will be given notice of said procedure and have adequate time to submit the required information necessary to be considered. Nominations will also be taken from the floor at the election.

Section 6. Resignations. Any member may resign membership by so notifying the Council President in writing.

Section 7. Vacancies. All vacancies shall be filled by a majority vote of the quorum.

Section 8. District Representation. The district's ESE Director and/or his or her designee may participate in Council matters as non-voting adjuncts to the Council.

Article VI Officers and Duties

Section 1. Board of Directors.

- (a) The Board of Directors of this Council shall consist of a President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.
- (b) The President must be a parent or guardian of a legally identified gifted child currently enrolled in the Hernando County Schools. School district personnel/teachers of Hernando County may not serve as a Board member.

Section 2. Election.

- (a) Council members, directors, and committee chairs shall be elected to serve a two-year term as outlined in the election procedure.
- (b) Installation of new directors will be held immediately following the election.

Section 3. Vacancies. If for any reason an elected director is unable to complete the term of office, a new election will be held at the next meeting in the same manner as provided for the original election of the director. If the President is unable to complete the term of office or is removed from office, then the Vice-President will be asked to become the President and an election will be held for the Vice-President position. Should the Vice-President decline to take the President position or not meet the eligibility requirements above, an immediate election will be held for an interim President.

Section 4. Duties.

- (a) The President shall preside at all Council meetings, appoint committee chairs for committees that are not headed by elected positions, serve as an ex-officio member of all committees, and prepare all meeting agendas, which shall be distributed to members at least forty-eight (48) hours prior to each meeting. Additionally, he or she shall have the authority to call special meetings of the Council in the manner provided for in Section 3 of Article VII. Subject to the direction and control of the entire Council, the President shall have general supervision, direction, and control of the business and affairs of the Council and shall perform all duties incident to the office of President and such other duties as may be assigned to him or her by the Council.
- (b) The Vice-President shall preside at Council meetings in the absence of the President, represent the President in assigned duties, and perform such duties as may be assigned to him or her by the Chair.
- (c) The Treasurer shall be entrusted with the collection and safekeeping of all funds of the Council, shall be the person authorized to draw money from the Council funds at the direction of the Council or President and make payment for Council debts, and shall present a written treasurer's report at each of the regular meetings of the Council.
- (d) The Recording Secretary shall keep the minutes of all meetings and shall distribute them to members within two (2) weeks following the meetings. Minutes shall contain the time, date, and place of each meeting; the names of all Council members recorded as present and absent; and a record of matters discussed and votes taken, including the maker of the motion, person seconding, and the results of the vote or decision reached by consensus. Minutes will be made available for public view. Minutes of the previous meeting will be approved at the next meeting with any additions or corrections noted.
- (e) The Corresponding Secretary or his/her designee shall prepare all correspondence as necessary, including notices of all meetings. To this end, the Corresponding Secretary will maintain and keep current an email distribution list and prepare and maintain council membership and committee membership rosters. He/she will perform all other duties as delegated by the President or the Council.

**Article VII
Meetings**

Section 1. Organizational Meeting. The organizational meeting shall be held at the ultimate meeting of the school year. At this meeting, the Council will elect its Directors and committee

chairs from among its members and shall set the schedule of regular meetings for the year. Notification of all regular meeting places, dates, and times will be included in the minutes.

Section 2. Regular Meetings. The Council shall meet at least five times during the calendar school year.

Section 3. Special Meetings. The President shall have the authority to call special meetings of the Council by giving notice to members specifying the time, place, and purpose of the meeting. Such notice will be given by website calendar and/or electronic mail and/or telephone at least 48 hours before that meeting is held.

Section 4. Conducting Business Online. Email discussion and voting shall follow the procedure and guidelines as outlined in the document "GAC Guidelines for Conducting Business Online".

Section 5. Participation.

- (a) All Council meetings shall be open to the public.
- (b) Anyone attending a meeting may speak to any issue in accordance with established Council procedure.

Section 6. Voting.

- (a) Only council members may initiate or amend proposals and motions, and only council members may vote.
- (b) The President is a voting member of the Council.
- (c) When a consensus cannot be reached, a vote of the membership will be taken. All members of the Council shall have one vote each. A voting member must be present to vote.
- (d) Voting will be by voice or by the raising of hands when there is a discrepancy.

Section 7. Quorum and Manner of Acting.

- (a) The council may only act when a quorum is present. A quorum shall consist of seven (7) members of the council.
- (b) A simple majority of the quorum shall be required to adopt a resolution or motion.

Section 8. New Business. New items not covered in the agenda may be proposed by members and may be considered at the conclusion of the regular agenda.

Section 9. Nonfunctioning Council Members. A council member will be removed from the council if the council member has missed two (2) consecutive regular meetings or four (4) regular meetings in a calendar school year, unless excused by a member of the GAC Board. A member may also be removed by a two-thirds vote of the council for failure to comply with the basic policies outlined in Article IV.

Section 10. Dismissal of Board or Council Member. The President of the Gifted Academy Council is granted the authority, after consulting Board Members, to recommend dismissal from the Council those members causing discord within the Council. The acts causing discord are, but not limited to, the following:

- a. Slanderous gossip concerning other Directors or Council members or actions taken by the Council as a whole.
- b. Harassing of Directors or Council members.
- c. Making false statement or accusations toward Directors or Council members and/or concerning Directors or Council actions.

If any of these acts are perpetrated or caused by the President, then the Vice President is to assume this authority.

Article VIII Committees

Section 1. Establishment. The Council (and/or Council President) may establish standing committees and ad hoc committees from time to time as it determines are necessary for its operation provided that if standing committees are created, the Council shall list the committees in an attached appendix and describe the duties and responsibilities of such committees.

Section 2. Duties. The duties and responsibilities of each committee shall be adopted by the Council in the form of a resolution that shall be entered into the minutes of the Council meeting. The duties and responsibilities of standing committees shall be reviewed at least once each year. Recommended changes should be submitted to the Council President.

Section 3. Committee Chairs. Each committee shall be chaired by a member of the Council, and each Committee Chair (or his/her designee) shall provide a report regarding the progress of the committee to the Council at each monthly meeting. Committee Chairs shall be elected at the organizational meeting referenced in Section 1 of Article VII. If during the course of normal business, it is determined that a committee chair is incapable of fulfilling their responsibilities, the Chair may be asked to step down, or in the event they choose not to, the Board reserves the right to vote as to retain or remove the council member from their chair position.

Section 4. Membership. Persons other than members of the Council may serve on its committees upon the recommendation of the Council and the approval of the Committee's Chair.

Section 5. Authority. No standing or ad hoc committee shall exercise the authority of the Council.

Article IX General Provisions

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Council by a two-thirds vote of the Board of Directors provided that notice and the language of

the proposed amendment have been given to each director at least seven (7) days before the meeting at which such amendment is to be considered.

Article X Finances

Section 1. Disbursements. Disbursal of funds shall be approved by a vote of the Council. Disbursal of funds for urgent expenses less than twenty-five dollars (\$25.00) may be approved at the discretion of the Treasurer with verbal approval from the Council President. All funds may be disbursed in the form of a check (or debit card in the event two signers are not available at the time of check disbursement) and a receipt must be received for reimbursement of expenses in support of approved Council activities.

All existing Council expenses pertaining to the existence of, and perpetuation of, the Council that are part of the "cost of doing business" or are of a legal or time sensitive nature shall be maintained without the need of a vote and only requires the approval of the Treasurer and President in that funds are available to do so. This includes website maintenance, banking fees, attorney fees, and accounting fees.

No expenditures shall be made that are not specifically for teachers of Quest Academy students, Quest Academy students, gifted high school students of Hernando County as identified by the Director of ESE or his/her designee, or gifted children once in the Quest Academy still residing in Hernando County but are now home-schooled for one reason or another.

Individual children's needs for field trips can be funded without a vote, but with only the approval of the President AND the Treasurer as long as the fund request does not exceed \$50.

Field trip and class room funding projects shall be entertained after an attempt to obtain funding from the ESE and the Hernando County Educational Foundation and will be voted on by the council.

Article XI Perpetuation

The Council shall exist in perpetuation unless otherwise dissolved. Upon dissolution of Quest Academy Gifted Advisory Council Inc., the Board shall see all just debts are paid. Any funds remaining shall be distributed to one or more qualified charitable or educational organizations to be selected by the Board.

Appendix A
Standing Committees

1. Fundraising
2. Program Development
3. Research, Education, Advocacy & Legislation (R.E.A.L.)
4. Parent Volunteer
5. Communications
6. Gifted Task Force Oversight
7. Grants
8. Entrance
9. Transition
10. Bylaws and Procedure Review
11. Scholarship