

*Irvine Unified School District*  
Community Advisory Committee For Gifted And Talented Education

BYLAWS\*

ARTICLE I - NAME

The name of the organization shall be Community Advisory Committee for Gifted and Talented Education.

ARTICLE II - PHILOSOPHY

We believe that each gifted and talented student should be guided by a strategic individual plan toward achieving his/her fullest potential. This plan, developed jointly by staff, parents, and when appropriate, by the student, will establish the framework for diagnosis, prescription, and ongoing evaluation of cognitive and effective developmental needs.

ARTICLE III - PURPOSES

The committee shall function in accordance with the following purposes:

1. Develop greater awareness throughout the district of the unique needs of gifted and talented students.
2. Assist in developing parent, staff, and student in-service activities.
3. Assist in developing evaluation and survey instruments to monitor existing programs.
4. Facilitate improved communications between parents, staff, and school volunteers.
5. Provide education programs based on identification needs and requests.
6. Assist in developing and monitoring a district master plan which includes short and long-term goals, curriculum objectives, standards, definition of gifted and talented, identification policies and processes, program alternatives, provisions for individual student plans, staff and parent education/participation, and an advocacy process.
7. (a) Function as a non-profit organization. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the

corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

- (b) Provide funds for committee operations and special student activities if fundraising efforts are successful.
- (c) Complete annual paperwork to maintain appropriate status in the state of California. The CAC Treasurer will be responsible for completing this paperwork.

#### ARTICLE IV – MEMBERSHIP

Section 1. Composition. The committee shall have parent, teacher, district staff, and community representation.

Section 2. Number and Selections. Each school is encouraged to have one teacher representative. The teacher representative shall be actively involved in the GATE program and shall be selected by the administrator from that school.

There shall be one parent representative who has a GATE or APAAS child from each school.

The District Staff Representative shall be the Coordinator and/or TOSA (Teacher on Special Assignment).

All community members are encouraged to attend quarterly meetings.

Section 3. Attendance. Members are encouraged to attend all meetings.

Section 4. Responsibilities. Members are encouraged to serve on an active subcommittee.

#### ARTICLE V – OFFICERS

Section 1. The officers of the committee shall be:

Chairperson (a parent)  
Vice Chairperson  
Secretary  
Treasurer

All officers shall have served as a member of the CAC-GATE.

Section 2. Elections. The officers of the committee shall be elected by the membership. Elections shall take place by the first meeting following April 1<sup>st</sup> of each year.

Section 3. Vacancies. Vacancies other than that of the Chairperson shall be filled by election from the membership. The office of Chairperson shall be filled by the Vice-Chairperson until the end of the term of office.

Section 4. Term of office. The officers shall serve a one-year term, beginning July 1.

Section 5. Chairperson. The duties of the Chairperson shall include, but not be limited to, the following:

Conduct meetings

Prepare agenda in consultation with the district staff

Appoint committees

Assure that annual objectives for the committee are established and worked toward

Maintain ongoing communication with the district staff

Be responsible for follow-through on decisions of the committee

Section 6. Vice chairperson. The duties of the Vice Chairperson shall include, but not be limited to, the following:

Conduct meetings in the absence of the Chairperson

Arrange for meeting speakers/programs in consultation with district staff

Be responsible for review and execution of the bylaws.

Section 7. Secretary. The duties of the Secretary shall include, but not be limited to, the following:

Record and proofread meeting minutes before distribution

Maintain membership and attendance records

Chair the nominating committee

Assist with the correspondence

Section 8. Treasurer. The duties of the Treasurer shall include, but not be limited to, the following:

Maintain funds and records including compliance documents for the non-profit corporation and up-to-date signature cards at the bank where the non-profit funds are deposited.

Present a written financial report at each meeting

Prepare for an annual audit

Sign checks, together with one other officer – two signatures required.

## ARTICLE VI – MEETINGS

Section 1. Place of Meetings. Meetings shall be held at a place designated by the District Coordinator.

Section 2. Time of meetings. Meetings shall be held at a time most convenient for the membership to maximize attendance. All attempts shall be made to adhere to posted call to order and adjournment times.

Section 3. Number of Meetings. Meetings shall be held on a quarterly basis.

Section 4. Special Meetings. A special meeting may be called at the request of the Officers.

Section 5. Quorum. A quorum shall be defined as 20 members present.

Section 6. Notice of Meetings. The calendar of meetings will be agreed upon at the first meeting of the year and distributed with the minutes.

Section 7. Voting. All members of the committee shall be entitled to vote. A simple majority vote of members present shall be sufficient for action.

Section 8. Agenda. A standard agenda format shall be developed to parallel the current activity of the committee. The meeting agenda shall then be written by the Chairperson in consultation with the district staff. All members are invited to request agenda items. Agenda additions shall be requested at the beginning of each regular meeting. The agenda shall be sent to each member at least one (1) week prior to each meeting.

Section 9. Format. All meetings shall be open to the public and parents. Community members, students, and teachers shall be encouraged to attend.

## ARTICLE VII – RECORDS AND REPORTS

Section 1. Meeting Minutes. Minutes shall be recorded at each regularly scheduled and special meeting. (The minutes shall be handwritten or typed, and distributed by the district staff.) The minutes shall be proofread by the Secretary before distribution. Copies of the minutes and reports shall be included in the quarterly GATER Newsletter.

Section 2. Records. All records referred to in Article VII, Section 1, shall be maintained at the district office.

Section 3. The Board of Education. One member of the Board of Education will serve as liaison with the Community Advisory Committee and will include, as appropriate, reports to the Board of Education of current activities of the committee.

## ARTICLE VIII – SUBCOMMITTEES

Section 1. Appointment. The Chairperson may designate sub-committees as needed each consisting of two (2) or more members

Section 2. Authority. Subcommittees shall not have authority to take action or recommend to staff except as approved by full committee action.

Section 3. Minutes. Subcommittee members will keep minutes of each meeting.

Section 4. Nominating Committee.

(a) Composition. The Nominating Committee shall consist of at least three (3) members. The Chairperson of the Nominating Committee shall be the CAC Secretary. The other members shall be appointed by the chairperson and include both parents and district staff members.

(b) Duties. This committee shall present nominations for the offices of Chairperson, Vice Chairperson, and Secretary at the first meeting of the calendar year after April 1 to the membership. Nominations may also be made from the floor. All nominations shall have the consent of the nominee.

(c) Meetings. The committee shall meet at least once prior to presentation of the nominations, and shall keep a written record of the proceedings.

Section 5. Executive Committee.

(a) Composition. The Executive Committee shall consist of the committee officers, chairpersons of each subcommittee, and district staff.

(b) Duties. The Executive Committee shall discuss items of business in need of discussion between meetings. Reports of the meetings shall be made to the committee.

(c) Meetings. Meetings shall be called by the chairperson or at the request of three (3) or more officers/subcommittee chairpersons.

(d) Bylaws. The Executive Board shall approve the Bylaws on an annual basis.

## ARTICLE IX – BYLAWS PROTOCOL

Section 1. Amendments. These bylaws may be amended after submission of the proposed amendment at any regular or special meeting of the committee. The amendment proposal shall be publicized to the majority of the membership. The proposed amendment will be presented for adoption at a regular or special meeting at which a quorum is present. To be adopted, an amendment will require a two-thirds vote of the members present.

Section 2. Adoption. These bylaws shall be distributed annually to the members at the first meeting of the school year.