

MCGT Chapter BYLAW TEMPLATE

Each chapter must have a president and treasurer, at a minimum. Officers are required to file a chapter financial report (link to form), annually, by Oct. 1. MCGT can assist with that filing.

<district name, locale, or affiliation> Chapter of the Minnesota Council for the Gifted and Talented

Chapter Bylaws

1. Name and Affiliation

1.1. The name of this nonprofit organization shall be the **<district name, locale, or affiliation>** of the Minnesota Council for the Gifted and Talented. It shall serve the geographic area primarily described as **<district name, locale, or affiliation>** .

1.2. It shall be a duly recognized chapter of the Minnesota Council for the Gifted and Talented. As such, it is subject to MCGT's general supervision and control pursuant to Article VI, Section 4 of the MCGT bylaws.

1.3. In this document, the **<district name, locale, or affiliation>** shall be referred to as the **<district name, locale, or affiliation>** Chapter.

1.4. The **<district name, locale, or affiliation>** Chapter's affiliation with MCGT provides it with group exemption status under the Internal Revenue Code pursuant to Section 501(c)(3).

2. Aims and Purposes

2.1. To provide and support programs that increase the quality of education for gifted and talented children and to support the parenting of gifted and talented children.

2.2. To increase public awareness of the need for educational opportunities for gifted and talented children.

2.3. To open and encourage communication regarding the needs of gifted and talented children.

2.4. To encourage and support special university, state, and local programs in the education of gifted and talented students.

2.5. To assist parents, teachers and other community members in the development and dissemination of materials for gifted and talented students.

2.6. To develop and disseminate materials for gifted and talented children.

2.7. To provide information about local and state policies that improve the educational opportunities for gifted and talented children.

2.8. To connect with similar groups who share these aims and purposes.

3. Membership

3.1. Membership in this organization shall be open to all individuals who have paid the current year's fees to **<district name, locale, or affiliation>** Minnesota Council for Gifted and Talented. These members will be considered to be in good standing and will be welcome to vote at all general membership meetings.

3.2. Honorary annual membership may be given by the President or co-Presidents to any person having contributed in an outstanding manner to projects of this organization or to the educational welfare of gifted and talented children.

3.3. Annual membership scholarships may be granted at the discretion of the Board.

3.4. A "voting member" is any individual present at a meeting who is in good standing, including honorary and scholarship memberships. Each current membership shall be entitled to one vote on each matter submitted to a vote of the **<district name, locale, or affiliation>** Chapter.

4. Officers

4.1. The Officers of the **<district name, locale, or affiliation>** Chapter shall be: President or Co-Presidents, Vice President, Secretary, Treasurer, and the immediate Past President or Co-Presidents.

4.2. The term of each office shall be one year beginning June 1.

5. Duties of Officers

5.1. The President or Co-Presidents shall:

A. Preside over membership events, general membership meetings and Executive Board meetings.

B. Function as the chief executive and business representative of **<district name, locale, or affiliation>** Chapter.

C. Appoint all committees, unless otherwise requested by the membership.

D. Represent **<district name, locale, or affiliation>** Chapter in any activities related to the education or interests of gifted and talented children and delegate any general member to so represent **<district name, locale, or affiliation>** Chapter if the President or the Vice Presidents are unable to serve.

E. Serve as a member of the Executive Board.

5.2. The Vice President shall:

A. Act in the place and with the authority of the President or Co-Presidents in the event of the absence or inability of the aforementioned to function in any of his/her assigned duties.

B. Assist the President or Co-Presidents as needed.

C. Serve as a member of the Executive Board.

5.3. The Secretary shall:

A. Keep accurate minutes of all membership and Executive Board meetings and provide copies to the Executive Board members, at least, one week prior to the meetings during the school year via email.

B. Have responsibility for necessary correspondence.

C. Serve as a member of the Executive Board.

D. Keep and maintain an attendance record at all meetings.

5.4. The Treasurer shall:

A. Collect and forward as directed, the portion of membership dues designated for the MCGT.

- B. Keep a true and accurate account of all transactions of **<district name, locale, or affiliation>** Chapter.
- C. Present a financial report at each meeting.
- D. Maintain an accurate dues record for each member and notify members when it is time to renew their membership.
- E. Keep membership records up-to-date and maintain lists of all current and former members, including name, address, and telephone number.
- F. Serve as a member of the Executive Board.
- G. Report any donations received by **<district name, locale, or affiliation>** Chapter.
- H. Attend Executive Board meetings and provide the President or CoPresidents with complete financial reports no later than one week prior to annual budget meeting for their review and preparation.

6. Board

- 6.1. The Board is composed of the Chapter officers.
- 6.2. Meeting of the Board shall be held regularly during the school year. The date of such meetings shall be set by the president or co-presidents. A quorum shall consist of a simple majority of the Board.
- 6.3. The Board shall fill any vacancy in its membership from members of the Chapter in good standing.
- 6.4. Termination of Board membership due to conduct detrimental to the purpose, goals and/or philosophy of the **<district name, locale, or affiliation>** Chapter requires a 2/3 majority vote of the Board. Said membership in question shall be given no less than 10 days written notice of the termination vote and an opportunity to defend against any and all charges in writing.
- 6.5. The Board shall have the authority to appoint additional members of the Board.

7. Election of Officers

- 7.1. Chapter officers shall be elected once yearly by simple majority at the spring meeting of the **<district name, locale, or affiliation>** Chapter.
- 7.2. All Chapter members in good standing shall be eligible to vote for Chapter officers.

8. Amendments

- 8.1. Changes to the bylaws may be proposed by the Board or by a Chapter member as necessary to achieve the **<district name, locale, or affiliation>** Chapter's purposes, goals and objectives.
- 8.2. Amendments shall be introduced at a Board meeting. Changes to amendments shall be entertained and must be agreed to by the proposer.
- 8.3. A simple majority of the Board votes is required to pass the amendment.
- 8.4. Amendments shall take effect immediately upon their adoption.

9. Operating Policies

- 9.1. The Board is empowered to issue operating policies to provide members with the necessary procedures for day-to-day activities.

11. Dissolution

11.1. In the event that the **<district name, locale, or affiliation>** Chapter of the Minnesota Council for the Gifted and Talented is dissolved, its board shall pay all outstanding debts and claims and shall distribute any remaining property of the **<district name, locale, or affiliation>** Chapter to state treasury of the Minnesota Council for the Gifted and Talented. These bylaws shall be made available upon request to any **<district name, locale, or affiliation>** Chapter member in good standing.

5 Adopted Oct. 11, 2017