

**SANTA BARBARA HIGH SCHOOL DISTRICT
ADVISORY COUNCIL FOR GIFTED AND TALENTED EDUCATION**

BYLAWS

ARTICLE 1. ORGANIZATION NAME, MISSION, PURPOSE AND LIMITATIONS

Section 1.1. Name of Organization

The name of this organization shall be the Santa Barbara High School District Advisory Council for Gifted and Talented Education (GATE), hereafter referred to as the GATE DAC.

Section 1.2. Mission

To provide services and support structure to meet the needs of the Santa Barbara High School District GATE students, parents, guardians and teachers. This will be achieved by creating a “mutually supportive and respectful” partnership between parents, guardians, teachers and schools. (California Education Code Section 51101(14)).

Section 1.3. Purpose

To advise the district on the following: fund raising, initiating ideas, reviewing the site, district and state plans, and evaluating programs of the Santa Barbara High School District GATE Program. The many purposes of GATE DAC will be performed in accordance with the requirements of the approved Santa Barbara School District GATE State Application.

Section 1.4. Limitations

Unless otherwise provided by law, GATE DAC shall have no role or authority except to advise the Superintendent of the Santa Barbara High School District.

All actions of the GATE DAC shall be consistent with the policies of the School District Board of Education, the Education Code, and the Administrative Code.

GATE DAC shall not become a policy making body or manage or direct the school administration.

ARTICLE 2. MEMBERSHIP

Section 2.1. ADVISORS of GATE DAC

The GATE DAC shall be governed by the ADVISORS in accordance with Article 3.

Section 2.2. Committees of the GATE DAC

Committees shall be established in accordance with Article 6. Membership on such committees shall be open to any parent/guardian of a Santa Barbara High School District GATE student or any GATE teacher in the Santa Barbara High School District.

ARTICLE 3. ADVISORS

Section 3.1. Number of ADVISORS

The maximum authorized number of ADVISORS shall be twenty-six (26).

Section 3.2. Composition of ADVISORS

The ADVISORS shall be composed of the following individuals:

- A. The three officers as specified in Article 4. (3)
- B. Two parent/guardian delegates from each member school (“School Site Delegates”). (14)
- C. The School Site Coordinator from each member school. (7)
- D. Two individuals from the community at large. (2)
- E. It is preferred that an individual is not both an officer and a delegate. However, in such situations, then that individual shall have only a single vote.

Section 3.3. Term of ADVISORS

The term of any ADVISOR shall be one year, unless removed by the Superintendent.

Section 3.4. Duties of ADVISORS

ADVISORS shall serve on at least one committee. ADVISORS shall either attend each meeting or arrange for the attendance of a proxy ADVISOR.

Section 3.5. Voting

Each ADVISOR shall be entitled to one (1) vote. An ADVISOR may give his/her proxy vote to only another ADVISOR. Proxy votes must be in writing and are valid only for a single meeting.

Section 3.6. Selection of Certain ADVISORS

ADVISORS shall be selected as follows:

- A. Officers: The three officers as provided in Article 4 shall be nominated by the Nominating Committee or by any member at the April GATE DAC meeting. Their selection shall be confirmed by a majority vote. The slate of officers (one name per position) shall be provided to the Superintendent for his/her appointment prior to April 30th.

If the Superintendent fails to appoint an officer, then another selection will be made at the May GATE DAC meeting. Officers shall assume their duties at the first meeting of the subsequent school year. Officers must be a parent/guardian of the Santa Barbara High School District GATE student and, it is preferred, that he/she has attended at least 75% of the prior year GATE DAC meetings.

- B. School Site delegates: The Site Coordinators shall submit those names to the Parliamentarian who will in turn submit to the Superintendent for appointment, no later than the October meeting of the year. Delegates must be a parent/guardian of the Santa Barbara High School District GATE student.

School site delegates shall attend all regularly scheduled meetings; participate in GATE Site Council for the school they represent; and work with Site Coordinators to ensure efficient and accurate communication of information between the GATE DAC and the parents/guardians, students and teachers of the school they are representing.

- C. Community at large members: The GATE DAC shall nominate candidates for the two community at large ADVISORS at the April GATE DAC meeting. The nomination must be confirmed by a majority vote. The Superintendent shall appoint them by April 30th. These individuals must not be a parent/guardian of the Santa Barbara High School District GATE student or an employee of the Santa Barbara School Districts. Their term of office is for the subsequent school year.

These at-large members shall attend all regularly-scheduled meetings of the GATE DAC; act as liaisons between the DAC and the community in general; seek community service opportunities for students; and communicate with the community at large, where appropriate, the goals, objectives and accomplishments of GATE DAC.

- D. No more than one ADVISOR may be from a single household.

Section 3.7. Vacancies

The Parliamentarian may declare an ADVISOR, as described in Section 3.6, position vacant if an ADVISOR or proxy member in his/her stead is unable to attend three consecutive GATE DAC meetings. Any vacancy shall be filled for the remainder of the unexpired term through the same procedures in Section 3.6 above. Such terms will not be considered a year of service for purposes of Section 4.2.

Section 3.8 Co ADVISORS

Two individuals may hold the ADVISOR positions as co-positions. Each of the individual holding the co-positions must be selected pursuant to Section 3.6. Each individual will be treated as serving a year in office for purposes of section 4.2.

Section 3.9 Special Interim Officers

This section only applies to the 2005/06 school year. This section shall be implemented immediately after the approval of these bylaws.

The GATE DAC will make the selection of the officers as defined in section 3.6.A by a majority vote. Their term of office will start immediately. The superintendent prior to the next meeting will appoint the officers. These terms will not be considered a year of service for purposes of Section 4.2.

ARTICLE 4. OFFICERS

Section 4.1. Selection of Officers

The three officers of the GATE DAC are as follows: Fundraising Chair, Secretary, and Parliamentarian.

Section 4.2. Term of Office

Each officer shall serve a term of one (1) year. No individual may serve in the same office for more than three (3) consecutive years.

Section 4.3. Duties of Officers.

- A. The Fundraising Chair shall chair the meetings of the Fundraising Committee; seek funding sources; and, under the direction of the District GATE Coordinator, organize the Annual Phone-a-thon.

At the GATE DAC meeting prior to the phone-a-thon, the GATE District Coordinator will provide an annual accounting of the donor funds. The report shall include, but not be limited to, the beginning fund balance, actual donations, requests by site, disbursement to each site and ending donation balance.

- B. The Secretary shall maintain the roster of current ADVISORS; the record of attendance at meetings; and the minutes of each regular and special meeting for approval by the GATE DAC. The Secretary shall act as liaison between parents/guardians and the GATE office, and ensure that minutes are distributed to all ADVISORS, and are available to all members of the public.

- C. The Parliamentarian shall ensure that DAC meetings are conducted by the principles of Parliamentary procedure, as follows:
 - a. Ensure that justice and courtesy is exhibited to all;
 - b. Ensure that the rights of the minority are protected;
 - c. Ensure that the rule of majority is reflected;
 - d. Ensure that partiality is exhibited to none;
 - e. Ensure that consideration of one subject at a time is before the DAC

The Parliamentarian is an appointed position, whose duties include assisting the Chair in conducting the business of the meeting by keeping track of the order of speakers, keeping track of motions, amendments to motions, and the voting of motions; and assisting when questions of procedure are raised.

The Parliamentarian studies and reviews the Bylaws annually and ensures that the latest version is used and abided by.

The Parliamentarian, at time of elections, assists in the scheduling of the first meeting for the Nominating Committee, but does not Chair the committee. In the Parliamentarian's absence, a Parliamentarian "Pro Tem" (one time only) is appointed by the Chair.

ARTICLE 5. MEETINGS

Section 5.1 Santa Barbara High School District Representatives:

The District Gate Coordinator and a representative of the Superintendent are non-voting adjuncts to the GATE DAC.

The District Gate Coordinator acts as the Chair of the GATE DAC meetings. He/she sets and distributes the agenda.

In the absence of the District Gate Coordinator, the Superintendent's representative will act as Chair of the meeting. GATE DAC meetings require a Chair to be present.

Section 5.2. Regular Meetings

The GATE DAC shall hold a meeting within the first eight (8) weeks of each school year. The GATE DAC shall hold additional meetings during the school year according to a schedule determined at the first meeting.

Meetings will start no earlier than 3:30 pm. All meetings shall be held at the school location of the GATE office.

Section 5.3. Special Meetings

The District GATE Coordinator may in her/his discretion call Special Meetings of the GATE DAC by giving no less than forty-eight (48) hours' notice to all ADVISORS by electronic mail and telephone.

Section 5.4. Open Meetings

All meetings of the GATE DAC shall be open to any member of the public.

Section 5.5. Quorum

The presence of fifty percent (50%) plus one of the current ADVISORS shall be sufficient for the transaction of any business of the GATE DAC.

Refer to Article 7 for special rules applicable to the amendment of the by-laws.

Section 5.6. Conduct of Meetings

Meetings shall be governed by Robert's Rules of Order.

ARTICLE 6 COMMITTEES

Section 6.1. Standing Committees

On or before the second regular GATE DAC meeting of each year, the District Gate Coordinator shall solicit volunteer Chairpersons for each of the Standing Committees (other than the Fundraising Committee). The Chairperson and the District GATE Coordinator shall recruit committee members.

- A. Nominating Committee: Shall meet in March of each year and propose a slate of officers for the following year.
- B. Fundraising Committee: Shall perform the fundraising efforts, including but not limited to the annual Phone-a-thon. The Fundraising Chair is the Chairperson.

- C. Outreach Committee: Shall study student demographics in the Santa Barbara secondary schools and working with the District GATE Coordinator, create initiatives for increasing the number of underrepresented participating in GATE classes; provide information to such students and parents/guardians about the benefits of participation in GATE classes; and present programs for such students and parents/guardians about higher educational opportunities.
- D. Identification Committee: Shall become conversant with the criteria for identification of GATE students; act as liaisons between the GATE office and the public regarding criteria for identification; study identification criteria for other school districts; work with the Parent Education Committee on programs or presentations for the public regarding identification of gifted students.
- E. Parent Education Committee: Shall provide workshops, information, publications, and other services to assist parents of GATE students in understanding the special needs of gifted students.
- F. Evaluation Committee: Shall conduct a tri-yearly review of each secondary school in the district and shall report its findings to each school's principal. This Committee shall consist of the District Coordinator, the Site Coordinator of each school under review, and two parent representatives: one from the school under review and one from a similar grade-level school.
- G. Communication Committee: Shall be responsible for requesting articles from the site coordinators and other DAC members and compiling and publishing the GATE newsletter three times a year. The newsletter will be translated into Spanish. A member of the committee will assist the GATE office with publishing events, articles, DAC agendas, minutes and the newsletter to the GATE website and making other changes to the GATE website as requested by the GATE DAC.

Section 6.2. *Ad Hoc* Committees

The District GATE Coordinator shall establish such *ad hoc* committees as deemed necessary to accomplish specific work of the GATE DAC.

ARTICLE 7. AMENDMENT OF BYLAWS

The Bylaws may be amended at any regular meeting by an affirmative vote of two-thirds of the currently filled ADVISORS positions. No proxy votes will be allowed.

Bylaws adopted March 2004
Bylaws amended January 2006

CERTIFICATION:

We the undersigned hereby certify the following:

Effective Jan 11, 2006, there are vacancies on the current Advisory Committee. Of the twenty-six authorized voting advisors, the following _____ positions are filled:

(1) The seven school-site coordinators,

(2) Parent/guardian delegates from:

a. Santa Barbara Junior High

b. La Cumbre Junior High

c. La Colina Junior High

d. Goleta Valley Junior High

e. Santa Barbara High School

f. San Marcos High School

g. Dos Pueblos High School

When vacancies exist on the Advisory Committee, the presence of fifty percent (50%) plus one of the current board members shall be sufficient for the transaction of any business of the Committee (Article 5, Section 4). Therefore a quorum requires _____ Advisors present at this meeting on January 12, 2006. There were _____ Advisors present at the meeting.

If vacancies exist on the Committee, the Bylaws may be amended by an affirmative vote of two-thirds of the current board members (Article 7). Therefore the bylaws may be amended with an affirmative vote of _____ Advisors at this meeting.

The vote to adopted the above bylaws was: YES _____ NO _____.
After the new bylaws were passed, a Parliamentary was selected pursuant to Section 3.9.

Sandy Robertson
Santa Barbara High School District
GATE Coordinator

Niloofer Kilpelainen
GATE DAC Parliamentarian

