

**Huntington Beach City School District
Gifted & Talented Education (GATE)
GATE Parent Organization (GPO)**

Bylaws

**Approved at General Business Meeting
May 30, 2018**

Mission Statement

The Gifted & Talented Education Parent Organization of the Huntington Beach City School District shall contribute program guidelines and make recommendations for the ongoing participation of parents of gifted and talented students in supporting the GATE programs.

The GATE Parent Organization (GPO) of the Huntington Beach City School District shall encourage, promote and assist with identifying supplemental resources for the ongoing funding of programs for gifted and talented students in supporting the GATE programs.

Article I - Responsibilities of the GPO

The Huntington Beach City School District, Gifted & Talented Education (GATE), GATE Parent Organization (GPO), hereinafter referred to as the "GPO", shall carry out the following responsibilities:

1. The GPO shall collaborate with the District staff to offer professional development opportunities to staff, parents, and community members related to gifted education and to provide parent education opportunities related to gifted education. CALIFORNIA DEPARTMENT OF EDUCATION (CDE) Standard 6:2.
2. The GPO shall advocate for continued funding for GATE programs.
3. The GPO shall ensure that parents participate in the GPO which shall meet on a regular basis at least three times a year. CALIFORNIA DEPARTMENT OF EDUCATION (CDE) Standard 6:2.
4. The GPO is encouraged to participate in the development of the district's Local Control Accountability Plan (LCAP).
5. The GPO shall solicit community support and encourage partnerships for the district's GATE programs. CALIFORNIA DEPARTMENT OF EDUCATION (CDE) Standard 6:2.
6. The GPO shall carry out all other duties required by state and federal law.

Article II - Membership

Section A: Representation

1. The GPO shall include:

a. Parents of children attending elementary GATE or middle school GATE/Honors/Advanced classes. Each school having a GATE program shall be represented by a minimum of one (1) member on the Executive Committee.

- GPO parent members may be employees of the school district as long as they have a child attending a GATE class.

b. Teachers, Administrators, and Staff serving GATE children in the elementary and middle school GATE Program.

c. Membership in the GPO shall be open to all individuals regardless of sex, race, ethnic origin, age, or family status.

2. Executive Committee

a. One GATE staff representative from each school site will be designated a member of the Executive Committee as determined by their school site and district GATE staff at the end of each school year for the following school year.

b. One parent representative from each school site will be designated a member of the Executive Committee as determined by vote at the last GPO meeting of the school year.

c. Executive Committee Representatives serve as a liaison between the GPO and the school site.

d. Executive Committee Representatives will attend GPO meetings and actively participate in GPO responsibilities.

e. Any vacancy of the GATE Executive Committee during the school year shall be filled by committee and district staff for the remaining period of time until the end of the school year.

4. Voting

a. Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the GPO. Absentee ballots shall not be permitted.

b. The district GATE staff members shall be non-voting members of the GPO.

5. Termination of Membership

a. The GPO may, by an affirmative vote of a majority of members present, suspend or expel a member. Any member may terminate his or her membership by submitting a written letter of resignation to the GPO chairperson.

Article III - Officers

Section A: Officers

The elected officers of the GPO shall be a Chairperson, Co-Chairperson, Secretary, and other officers the GPO may deem desirable. Both Members and Executive Committee Members may serve as officers.

The Chairperson shall:

- Preside at all meetings of the GPO.
- Sign all letters, reports and other communications of the GPO.
- Perform all duties incident to the office of the Chairperson.
- Have other such duties as are prescribed by the GPO.

The Co-Chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The Secretary shall:

- Keep minutes of all regular and special meetings of the GPO.
- Transmit true and correct copies of the minutes of such meetings to members of the GPO and other interested parents and/or parties upon written request.
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the GPO.
- Keep a register of the names, addresses, telephone numbers and e-mail addresses of each member of the GPO, the chairpersons of school advisory committees, and others with whom the GPO has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the GPO.
- Work with the district GATE staff members to disseminate information to parents of GATE students.

Section B: Election and Terms of Office

The officers shall be elected annually, at the last meeting of the GPO each school year, and shall serve for one year, or until each successor has been elected. The Chairperson, as an exception, shall be elected to a two-year term to ensure consistency for the organization. Nominations shall

be taken in advance and from the floor at the last meeting, provided the nominee has expressed a willingness to serve. Officers may serve in subsequent years if re-elected.

Section C: Removal of Officers

Any officer may be removed from their office by an affirmative vote of a majority of members present.

Section D: Vacancy

Should a vacancy arise in any office, it shall be filled at the earliest opportunity by a special election of the GPO, for the remaining portion of the term of office.

Article IV - Committees

Section A: Sub-Committees

The GPO may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the GPO. No sub-committee may exercise the authority of the GPO.

Section B: Other Standing and Special Committees

The GPO may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the GPO, including, but not limited to, bylaws. No such committee may exercise the authority of the GPO.

Section C: Membership

Unless otherwise determined by the GPO, the GPO chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The GPO shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the GPO, or policies of the district governing board.

Article V - Meetings of the GPO

Section A: Meetings

The GPO shall meet no less than three times each school year, with appropriate notice given to members. The first meeting will be in the month of September or October each school year. Special meetings of the GPO will be when deemed necessary by the chairperson or by a majority

vote of the GPO.

Section B: Notice of Meetings

Written public notice of date, time and location shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: the Huntington Beach City School District website and posted at the GATE elementary and middle schools.

All required notices shall be delivered to GPO and committee members no less than 72 hours in advance of the meeting.

Section C: Quorum

The act of a majority of the members present shall be the act of the GPO.

Section D: Conduct of Meetings

Meetings of the GPO shall be conducted in accordance with the rules of order established in the next paragraph, and with Robert’s Rules of Order or an adaptation thereof approved by the GPO.

Any meeting held by the GPO shall be open to the public and any member of the public shall be able to address the GPO during the meeting on any item within the subject matter jurisdiction of the GPO.

Section E: Meetings Open to the Public

All meetings of the GPO, and of committees established by the GPO, shall be open to the public.

Article VI - Amendments/Miscellaneous

An amendment of these bylaws may be made at any regular meeting of the GPO by a vote of a majority of members present.

The district GATE staff members shall post Bylaws on the website and distribute a copy of the Bylaws to each member in good standing when requested.

The district GATE staff member’s address, email and telephone number is as follows:

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