

**OHIO ASSOCIATION FOR GIFTED CHILDREN
TEACHER DIVISION
POLICIES AND PROCEDURES**

Revised
August 2010

**ARTICLE I
NAME**

The organization shall be named Teacher Division of the Ohio Association for Gifted Children, hereafter referred to as OAGC.

**ARTICLE II
PURPOSES**

The purpose of the Teacher Division of OAGC shall be to support the goals of OAGC and the needs of teachers who serve gifted students.

**ARTICLE III
MEMBERSHIP**

Membership is open to any OAGC member upon receipt of division fees. Fee-paying Teacher Division members may participate in Teacher Division elections and are eligible to run for office.

**ARTICLE IV
TEACHER DIVISION COUNCIL**

Section 1. Composition

The Teacher Division Council shall consist of the following members:

- A. Elected Officers: Standing Chair, Immediate Past Chair, Chair-Elect, Recording Secretary, and Financial Chair.
- B. Region Representatives
- C. Affiliate Council Members
- D. Appointed Members: as needed and as approved by the Teacher Division Council.

Section 2. Voting Privileges

- A. Voting members are Elected Officers and Region Representatives.
- B. Each voting member shall have one vote.

Section 3. Election to the Teacher Division Council

A Nomination Committee shall consist of two or three Division members including at least one Teacher Division Council member. Each nominee must be a member of the Teacher Division of OAGC.

Section 4. Term of Office

- A. The Elected Officers shall serve a two-year term. Region Representatives from odd numbered regions plus the Financial Chair shall be elected in the odd numbered calendar years. Region Representatives from even numbered regions plus the Chair-Elect and the Recording Secretary shall be elected in the even numbered calendar years.
- B. Term of office expires at the end of the fiscal year on August 31st.
- C. A slate of nominations will be prepared by the chair in April for May elections.

Section 5. Powers and Duties

- A. The Standing Chair shall:
 - 1.) be that member of the Teacher Division Council who just completed his/her term as Chair-Elect.
 - 2.) call and preside at all meetings of the Teacher Division Council of OAGC
 - 3.) appoint all committees and committee chairpersons with approval of the majority of the elected Teacher Division Council Members.
 - 4.) serve as ex-officio member of all committees except the Nominating Committee.
 - 5.) represent the membership in coordinating its activities with those of OAGC.
- B. The Chair-Elect shall:
 - 1.) aid the Standing Chair in all executive duties.
 - 2.) act in the Standing Chair's place and with the authority of the Standing Chair in case of absence or inability to perform prescribed duties.
- C. The Recording Secretary shall:
 - 1.) keep a complete record of meetings of the Teacher Division Council
 - 2.) have general charge and supervision of the records of the Teacher Division Council.
 - 3.) make a full report of all matters and business pertaining to the Teacher Division Council.
 - 4.) turn all records and Teacher Division property over to successor.
 - 5.) handle all miscellaneous correspondence.
 - 6.) provide the Standing Chair with minutes of the previous meeting
- D. The Financial Chair shall:
 - 1.) report Teacher Division budget as allocated by OAGC Governing Board.
 - 2.) report at Teacher Division Council meetings receipts and expenditures as recorded by OAGC Treasurer.
 - 3.) submit bills to the OAGC Administrative Secretary

- 4.) present a proposed budget for the fiscal year by the spring deadline set by OAGC treasurer.

E. The Region Council Members and Affiliate Council Members shall:

- 1.) attend Council meetings
- 2.) serve as liaison to the membership
 - a.) function as region resource person in disseminating information.
 - b.) assist in forming new and support existing affiliate organizations in their regions.

Section 6. Filling Vacancies

- A. The Chair-Elect and the Recording Secretary, in that order, shall fill a vacancy in the office of the Standing Chair for the unexpired term.
- B. Any vacancy occurring on the Teacher Division Council may be filled by appointment of the Standing Chair with the approval of the Teacher Division Council. The appointees will serve the unexpired term.

Section 7. Censure and Removal

- A. Any council member may be censured or removed by the Teacher Division Council whenever, in its judgment, the best interests of OAGC would be served thereby, but such censure or removal shall be without prejudice to the council member so censured or removed.
- B. Attendance at fewer than two Council meetings per fiscal year is grounds for removal from Council.

ARTICLE V **MEETINGS**

- A. There will be a minimum of four Teacher division Council meetings per year.
- B. A simple majority of voting members of the Teacher Division Council shall constitute a quorum.
- C. A conference shall be held annually at which time a general membership meeting shall be held.
- D. Fifteen voting members of the Teacher Division shall constitute a quorum for general membership meetings.
- E. Special meetings of the members of the Teacher Division of OAGC may be called at any time by order of the Teacher Division Council.

ARTICLE VI
COMMITTEES

- A. Nominating Committee shall canvas for potential nominees and present a slate for ballot preparation.
- B. Other committees as appointed by Chair with Council approval.

ARTICLE VII
PARLIAMENTARY AUTHORITY

The rules of parliamentary practice contained in the current edition of Robert's Rules of Order shall govern the proceedings of the Teacher Division subject to special rules that have been or may be adopted.

ARTICLE VIII
PROPOSED CHANGES TO POLICIES AND PROCEDURES

- A. Proposed amendments shall be presented to the Teacher Division Council for consideration.
- B. Proposed changes recommended by the Teacher Division Council will be presented in writing to OAGC Governing Board for approval.