

**BYLAWS
OF**

**Ankeny Extended Learning Program Parent Organization
(AELP Parent Organization)**

ARTICLE I—NAME AND PURPOSE

Section 1—Name: The name of the organization shall be **Ankeny Extended Learning Program Parent Organization**. It shall be a nonprofit organization incorporated under the laws of the State of Iowa.

Section 2—Purpose: The mission of the Ankeny Extended Learning Program Parent Organization is to support and advocate for the optimal education and the unique needs of gifted and talented students through collaboration between parents and educators in the Ankeny Community School District.

The goals of this organization are as follows:

- To bring together parents, educators, and supporters of gifted and talented children
- To encourage school districts and officials to plan for and provide necessary budget allowances, staffing, course offerings, other educational experiences, and associated materials and supplies to meet the special requirements of gifted and talented children
- To publicize the need for better educational opportunities for gifted and talented children so they may fully achieve their potential
- To promote and support legislation benefiting gifted and talented children
- To undertake other activities as appropriate to meet the unique needs, interests, and abilities of gifted and talented children and to advance the Ankeny Extended Learning Program

ARTICLE II—MEMBERSHIP

Section 1—Eligibility for Membership: Membership in this organization is open to anyone interested in the purpose of the organization stated in Article I, Section 2.

Section 2—Monetary Contributions: Funds will be accepted to support the organization.

ARTICLE III—GOVERNING BODY

Section 1—Except as expressly provided in these bylaws, management of this organization shall be vested in the Board of Directors. On matters that the board determines member input is needed, the action to be taken shall be decided by a majority vote of the members present at any

meeting that has been called with at least seven days notice or by written approval of at least 75% of the membership.

ARTICLE IV—BOARD OF DIRECTORS

Section 1—Board Membership: The Board of Directors of this organization shall include the Ankeny Community School District ELP liaison, who will be a non-voting member, and the following elected officers with voting rights: president, vice-president, secretary, treasurer, and committee chairs. The minimum number of voting board members will be five. The maximum number of voting board members will be nine.

Section 2—Terms: All board members shall serve one or two year terms and are eligible for re-election for up to three consecutive terms.

Section 3—Meetings and Notices: The board shall meet at least quarterly at an agreed upon time and place. An official board meeting requires each board member have written notice at least ten days in advance.

Section 4—Board Elections: Officers shall be elected or re-elected by the members present at the spring meeting each year.

Section 5—Election Procedures: The president shall appoint a nominating committee consisting of a minimum of three non-board members. The nominating committee shall seek members who represent the interests of families with students in all buildings and grades within the Ankeny Community School District. The slate of nominees will be voted on at the spring meeting.

Section 6—Officer Duties include but are not limited to the following:

President:

- Convenes regularly scheduled board meetings
- Presides or arranges for other members of the Board of Directors to preside at each meeting in the following order: vice-president, secretary, treasurer
- Creates and distributes agendas for board meetings
- Oversees updating of the bylaws
- Follows up on board activities to ensure goals are accomplished
- Acts as a liaison with school administrators and members of the public

Vice-President:

- Chairs or oversees committees on special subjects as designated by the board
- Succeeds the president if he/she is unable to perform the duties of president
- Assists with coordination of speakers

Secretary:

- Keeps records of board actions and ensures minutes are taken at all board meetings

- Sends out meeting announcements
- Distributes copies of agendas and minutes to board members
- Oversees maintenance of corporate records

Treasurer:

- Reports finances at each board meeting
- Sits on the finance committee
- Oversees the preparation of the budget
- Helps develop fundraising plans
- Makes financial information available if requested

Finance Committee Chair:

- Oversees Finance Committee

Communications Committee Chair:

- Oversees Communications Committee

Legislative and Advocacy Committee Chair:

- Oversees Legislative and Advocacy Committee

Programming Committee Chair:

- Oversees Programming Committee

ARTICLE V—COMMITTEES

Section 1—Committee Formation: The Board of Directors may create additional committees as needed.

ARTICLE VI—MEETINGS

Section 1—Meetings of the organization shall be held at least two times during the school year as arranged by the Board of Directors and are open to the public.

ARTICLE VII—AMENDMENTS

These bylaws may be amended at any meeting of the organization by a two-thirds vote of the members present at the meeting provided the amendment was submitted in writing at a previous meeting or mailed to the membership at least ten days prior to the meeting. These amendments will be posted in advance on the AELP Parent Organization website.