



ARTICLE I – NAME

- 1.1. The name of the organization shall be Supportive Parents of A.CE. or S.P.A.C.E.
- 1.2. It shall be a duly affiliated chapter of the Georgia Association for Gifted Children

ARTICLE II – PURPOSE

- 2.1. S.P.A.C.E. shall exist for the purpose of supporting students who are actively enrolled in the gifted program in a Richmond County school. Support may include, but may not be limited to, helping raise funds for field trips, collecting and disseminating information about opportunities specifically available for gifted students, helping to recognize student participation in the program, providing resources for parents of students in the program, and supporting the certified teachers in the A.C.E. program.

ARTICLE III – MEMBERSHIP

- 3.1. Membership shall be open to any individual desiring to foster the purposes of this association.
- 3.2. Each member shall be entitled to one vote.
- 3.3. Membership dues are set annually by the executive board.

ARTICLE IV – OFFICERS

- 4.1. The elected officers of this association shall be a president, president-elect, secretary and treasurer.
- 4.2. The officers shall be members in good standing who are elected by the membership at the annual meeting to serve a term of two years.
- 4.3. The president shall make appointments as necessary to fill vacancies or create committee chairpersons.

ARTICLE V – DUTIES OF OFFICERS

- 5.1. President: To preside over all meetings and appoint all committees.
- 5.2. President-elect: To perform all duties of the president in the absence of the president.
- 5.3. Secretary: To record attendance at all meetings, to take the minutes of all meetings, to keep a list of the membership, and to conduct the correspondence of the association.
- 5.4. Treasurer: To keep and maintain the financial records of the association.

ARTICLE VI – EXECUTIVE BOARD

- 6.1. The executive board shall consist of the officers of the association and the chairpersons of all standing committees.
- 6.2. Meetings of the executive board shall be held as necessary and called by the president.

ARTICLE VII – MEETINGS

- 7.1. Annual meeting: An annual meeting of the association shall be held each year at the call of the president or two members of the executive board.
- 7.2. Regular meetings: Regular meetings shall be held a minimum of two times during the year.
- 7.3. Notice of meetings: Notice of all meetings will be given to members at least two weeks in advance.

ARTICLE VIII – COMMITTEES

- 8.1. There shall be standing committees as provided for in this article and any special ad-hoc committees as authorized by the board.
- 8.2. The standing committees shall be as follows:
 1. Publicity Committee - shall notify members of upcoming meetings and submit articles on regular meetings to news outlets both within the school system and the community.
 2. Program Committee - shall plan programs for regular meetings
 3. Fundraising Committee - shall present fundraising opportunities to the executive board and the general membership.

ARTICLE IX – AMENDMENTS

- 9.1. Amendments to these by-laws may be made at any meeting of the general membership by a two-thirds vote of those present. Notification in writing shall go to each member at least two weeks before the meeting at which the voting will take place.
- 9.2. The Director of Special Education shall have overall responsibility to coordinate S.P.A.C.E. as the organization's activities relate to and are a reflection of the Richmond County Board of Education. The director is responsible for ensuring that the policies relating to S.P.A.C.E. and reporting procedures are complied with.
 1. The Director may designate an individual certified employee to act in their place or to work with S.P.A.C.E. on an activity by activity basis. It will be the duty of such an advisor to coordinate and ensure adherence to Board policy. The club will be operated by S.P.A.C.E.
 2. The Director of Special Education, or designee, shall serve as an ex officio non-voting member of S.P.A.C.E. and shall attend meetings and activities regularly.
- 9.3. These bylaws shall be maintained by the executive committee of S.P.A.C.E. on an annual basis and copies distributed to the Director of Special Education, and submitted for admission to the Richmond County Board of Education Booster Handbook, the Office of the Internal Auditor, and the Office of the Director of Athletics for the school system. The bylaws set forth by S.P.A.C.E. will comply with the required booster club policies set forth by the Richmond County Board of Education as well as those set forth by the affiliated state organization called The Georgia Association for Gifted Children.
- 9.4. S.P.A.C.E. shall annually, but no later than the beginning of each school year, notify the Director of Special Education of the name, address and phone number of each officer and of the proposed meeting dates of the organization.

- 9.5. S.P.A.C.E. may hold fundraising activities with the following provisions in accordance with the policies of the Richmond County Board of Education:
1. Fundraisers must be approved by the Director of Special Education, who is required to respond to such requests within five business days. The approval is for activities or fundraisers recognized as allowable and legitimate fundraisers on the system-wide approved list. If an activity is not on the approved list, then the Director of Special Education shall submit that request for approval to the Controller of the school district. S.P.A.C.E. may hold adult fundraisers away from the school during non-school time.
 2. Students may not go from door-to-door throughout the community selling items to raise money for S.P.A.C.E.
- 9.6. Students who are beneficiaries of S.P.A.C.E. may be allowed to sell such school booster ribbons, banners or other similar items before school, after school, during lunch and at school activities, provided that such efforts are within the general categories allowed and have received prior appropriate approval from the Director of Special Education and the school's principal. No food items are to be sold during school hours.
- 9.7. S.P.A.C.E. shall maintain a separate checking account from school and department general funds. At no time shall there be any co-mingling of funds from S.P.A.C.E. with a school's or department's general funds.
1. Anyone collecting money shall provide a receipt for the money using the receipt book provided.
 2. All checks of S.P.A.C.E. must be signed by two members of the executive committee who are designated signers for the account. The treasurer will be one of the check signers along with one other member of the executive committee, unless the treasurer is the recipient of the funds for reimbursement, then two members of the executive board may sign without the treasurer.
- 9.8. The officers of each booster organization must annually apply for and be bonded in an amount as determined and contained in the administrative procedures, but not to be lower than \$10,000 per officer, all at S.P.A.C.E. expense.
- 9.9. It shall be the responsibility of S.P.A.C.E. to apply for and maintain its own tax identification number. The school district tax identification number shall not be utilized by a booster organization, nor shall an individual social security number or tax identification number be used as the tax identification number for the organization.

- 9.10. It shall be mandatory that at least two officers of S.P.A.C.E. receive annual training to be conducted by the Richmond County Board of Education relative to the policies and procedures to be followed by S.P.A.C.E., but not limited to, the proper process of budgeting, bank reconciliation, purchase requests, financial reports and financial audit requirements. (As an accommodation, the School District will provide forms as guidelines, but it shall be the responsibility of S.P.A.C.E. to ensure that it follows and completes all policies, procedures and guidelines in a timely manner.)
- 9.11. The president of S.P.A.C.E. shall prepare, or cause to be prepared by a designated officer, an annual budget and annual financial report to be distributed to the Director of Special Education and to each member of the executive committee of S.P.A.C.E. on the dates set forth in the administrative procedures. There shall be a complete financial report given to the membership at large of S.P.A.C.E. at least annually, at the annual business meeting, or, if none, by mailing a copy to each current member, as required.
- 9.12. The financial records of S.P.A.C.E. shall be audited annually. A form to facilitate the timely completion of audits is contained within the system-wide booster club handbook. The internal auditor or the controller of the Richmond County Board of Education shall have the right, but not the responsibility, to conduct audits from time to time; provided that if S.P.A.C.E. were to submit audits required by GAGC or NAGC, they would be accepted in lieu of a local audit. However, copies of all such reports, shall be forwarded by S.P.A.C.E. to the internal auditor for permanent central record keeping.
 1. No fundraising activities can be undertaken by S.P.A.C.E. until such time as a budget has been prepared and approved by the Director of Special Education. The budget will be kept on file by the Director.
 2. The annual budget and financial report must also be on file in the Director of Special Education's office before any booster or fundraising activity can ensue for the upcoming school year.
- 9.13. No tax funds are to be used by S.P.A.C.E. without the prior approval by the Board of Education and then only to the extent allowable by law. The funds used by S.P.A.C.E. shall come through appropriate fundraising activities or dues in accordance with this policy.
- 9.14. Because this organization raises its own funds and supports the students enrolled in many schools in the county, no principal or department head shall have the right to take funds from the S.P.A.C.E. account to be applied, or transferred, for other school purposes. Furthermore, S.P.A.C.E. is responsible only for the bills that it incurs or other obligations it votes to incur.
- 9.15. The Richmond County Board of Education and each school shall assume no liability for lost or stolen funds. S.P.A.C.E. shall follow all requirements of the school district's financial policies and procedures and generally accepted financial practices.
- 9.16. Any proposed exceptions to these policies shall be submitted in writing to the Directory of Special Education for review. Such exceptions shall be given sparingly, and only for good cause and in writing. Any appeal of the decision by the Director of Special Education shall be made to the Superintendent of Richmond County Board of Education.

9.17. S.P.A.C.E. shall elect a president, president-elect, and treasurer every other year. The president-elect from the previous two-year term will assume the responsibilities of the president. In the event that the president-elect does not assume office or must abandon his or her duties, a president may be appointed by the other officers or an election held by the membership to fill the position. The membership must be notified two weeks in advance of any such election.

1. The president shall: coordinate S.P.A.C.E. officers and responsibilities; delegate responsibility for a newsletter pertinent to gifted education, legislation, parents, programs and activities to be published at least twice each year; train and delegate activities to the president-elect.

2. The president-elect shall observe the duties of the president; accept delegation of responsibilities from the president; serve as vice-president in the event that the president cannot be present for a meeting or activity; and assume the duties of the president upon completion of the president's term.

3. The treasurer shall maintain the accounting records of the organization; co-sign checks with the designated signers of the S.P.A.C.E. account; provide an annual report to the officers and Director of Special Education.