



# NAGC BOARD POLICY

Policy Manual : 9.1

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11/2/16

<b>POLICY TITLE:</b>	<b>Network Solvency Policy</b>	<b>11/04/08</b>
<b>RESPONSIBILITY OF:</b>	<b>Network Liaison</b>	<b>APPROVED ON: 3/12/11</b>
<b>PREPARED BY:</b>	<b>Green, O-K, Tieso</b>	<b>REVIEWED: 11/12/14</b>
<b>POLICY AREA:</b>	<b>Article IX</b>	

## I. STATEMENT OF PURPOSE

This policy defines the purpose of Networks and the standards by which these communities will be created, operate, and remain viable.

## II. POLICY STATEMENT

### Overview

Networks are created to provide for association of individuals within NAGC who share common interests within the field of gifted education defined by either professional role or personal interest. Each Network shall support the mission, strategic plan, and purposes of the Association through its activities.

#### a. Formation of Networks

Special Interest Groups, or other like-minded groups who wish to create a new Network, must apply to be recognized as such to the Network Liaison to the Board (Network Liaison). The Network Liaison, who advises the Board of Directors on matters pertaining to Networks and SIGs, will review the application and make a recommendation to the Board of Directors. When considering Network applications the Network Liaison will use these criteria:

- There is minimal evidence of conflict of interest or a duplication of goals with any established Network as defined by the mission statement submitted by the Networks or activities in the current yearly action plan.
- There is no evidence that the new Network will jeopardize the fiscal or personnel resources of the Association or any established Network.
- There is clear evidence that the professional role or personal interest focus being considered relates to or supports the field of gifted education in a coherent way.
- A SIG may apply to become a Network one year after being approved as a SIG by the board of directors.

Networks can be formed by any group of at least 100 NAGC members with a common substantive interest that is consistent with the mission and goals of NAGC. The application will be submitted to the Network Liaison and shall include a Mission statement, a statement about the focus of the Network, a designated leader or contact person for the Network, a list of at least 100 NAGC members who plan to participate in the Network, and a list of proposed activities.

The Network Liaison will take her recommendation to the Board of Directors and will be responsible for communicating the board's decision to the Network applicant within 6 months of receipt of the application.

#### **b. Dissolution of Networks**

The Network Liaison will be responsible for assisting Networks that are struggling with low membership or failing to meet minimum requirements for services to their members. The Network Liaison will be responsible for preparing a written Network Improvement Plan, communicating with Network leaders and members, and monitoring the progress of the Network towards improvement goals with the help of NAGC staff. Once a Network faces solvency issues (as defined below) for 6 months and has received a Network Improvement Plan, the Network shall have one year to meet the goals of the Network Improvement Plan, after which time a recommendation for action will be brought to the NAGC Board.

At the end of the 12 months allowed for completing the goals of the Network Improvement Plan, the Network Liaison will submit a recommendation to the NAGC Board as to whether or not the Network should be allowed to continue as a Network, become a SIG, be dissolved, or some other action taken. If the Board recommends dissolution, action will include three distinct stages:

- 1) A review of the Network's performance for a period of 12 months
- 2) Dissolution of the Network;
- 3) Informing the Network members of the dissolution.

If at least two of the following criteria exist within a Network for a period of more than six months, it will be evaluated for viability, with dissolution as a potential outcome.

- 1) Inability to attract volunteers to officer positions for more than two concurrent elections;
- 2) Absence of member benefits for up to 12 months.
  - Member Benefits include: member newsletter, electronic communication, contribution to NAGC publications Parenting for High Potential or Teaching for High Potential, NAGC's electronic member newsletter, webinars, joint projects/convention events, etc.)
- 3) Drop in membership below 100 members;

- 4) Lack of participation and interest in the strand represented by the respective Network based on proposals submitted and attendance at convention sessions.
- 5) Inconsistent or nonexistent communication between Network Leadership and the Network Liaison or Network Leadership and Network members
- 6) Consistent issues of concern reflected in Annual Reports to the Board, or reports to the Board NOT submitted

If the outcome is dissolution for any Network, members of that Network will be able to select membership in another Network for the remainder of their membership.

### **c. Network Name Change**

Networks are encouraged to periodically review whether the Network name reflects both its mission as well as current/future language related to its special interest. Should the Network wish to propose a name change, after initial discussions with the Network Liaison, a proposal will need to be brought to the Network Liaison and approved by the NAGC Board of Directors. The proposal must include demonstrated evidence and clear rationale that the proposed name is widely accepted and recognized in related literature within the field, e.g. citations from the field of specialty, related articles, other published documents as relates to the mission of the Network, or a better name selected to reflect a refinement or modification to the mission.

Following approval by the board, the name change must be approved by a Network membership vote that reflects a two thirds majority of those voting, to take place in conjunction with the NAGC Elections process.

### **d. Network Mission Statement Change**

Networks are encouraged to periodically review whether the Network mission statement reflects both its mission as well as current/future language related to its special interest. Should the Network wish to propose a mission statement change, after initial discussions with the Network Liaison, a proposal will need to be brought to the NAGC Board of Directors that includes demonstrated evidence and clear rationale that the proposed ideas in the mission statement are widely accepted and recognized in related literature within the field, e.g. citations from the field of specialty, related articles, other published documents as relates to the mission of the Network.

Following approval by the board, the name change must be approved by a Network membership vote that reflects a two thirds majority of those voting, to take place in conjunction with the NAGC Elections process

### III. RESPONSIBILITIES

#### Responsibilities of Networks

- Networks shall work with the national office to conduct contested elections, in conjunction with the policies of NAGC, to elect a Chair-Elect. These elections will occur at the same time as board members are elected each year. The Chair-Elect automatically rolls into the Chair position after a two-year term. A Network may conduct elections among its members for other officer positions, e.g. secretary, newsletter editor, program chair, as desired and needed
- Networks shall develop and maintain an electronic Policy Handbook, with guidance from the Network Liaison, that defines Network communication, officer roles, and other policies and procedures as needed.
- Networks shall oversee an active proposal submission and review process within their particular strand, topic, or interest area, ensuring timely and relevant convention content.
- Network Chairs shall submit an annual report to the Network Liaison for inclusion as an agenda item for the annual Board meeting, defining the major activities, budgetary allocations, and communication with members for the past year and another for the coming year. This document will also identify the Networks' officers and key members.
- Networks shall hold a formal meeting at the annual NAGC Convention.
- Networks shall work with the national office to plan special Network sponsored activities within the deadlines and guidelines established by the national office regarding funding, feasibility and logistics.
- As a member benefit, Network Chairs (or their designee) will maintain regular communication with members and potential members through convention events or special projects and two newsletters per year or two contributions to an NAGC publication put out by the national office, plus two of the following:
  - Network blog or listserv;
  - Regular electronic communication via email;
  - Active Discussion Forum;
  - Webinars
  - Convention events or special projects

#### Responsibilities of NAGC (see also Network Convention Policy)

- NAGC will provide meeting space for Networks at the annual convention.
- NAGC will coordinate a Leadership Retreat/Orientation to be held at the annual convention.
- NAGC will provide Network Chairs with monthly membership lists, lapsed membership list, and overall budget parameters;
- NAGC will provide financial support to Network Projects approved within the annual operating budget

- NAGC will coordinate with Network Chairs to schedule Network meetings and events;
- NAGC will provide membership recruitment materials promoting the benefits of Network Membership in NAGC's regular marketing materials;
- NAGC will conduct national elections for Chair/Chair-Elect positions on behalf of each Network
- NAGC will work in partnership with Networks to create and disseminate more general Network information on no less than a bi-annual basis
- NAGC will update and maintain a section of the NAGC website devoted specifically to Network information.
- NAGC will ensure periodic communication with Network leaders about national office operations, Board decisions, key deadlines and potential projects
- The NAGC Board of Directors shall review the annual reports of the Networks to determine success and continued status as an NAGC Network.
- The Network Board representative shall serve as liaison to the Networks.
- If a Network wishes to seek additional program or project funding for a new event or program that is NOT included in the current year's budget, this is possible, pending national office approval.



# NAGC BOARD POLICY

Policy Manual 9.2

Last Modified:  
3/17/12

<b>POLICY TITLE:</b>	<b>Network Convention Policy and Procedures</b>	
<b>RESPONSIBILITY OF:</b>	<b>National Office/Network Chairs</b>	<b>APPROVED ON: 03/01/08</b>
<b>PREPARED BY:</b>	<b>J. Peterson, Paula O-K, Carol Tieso, Network chairs</b>	<b>REVIEWED: 11/05/13</b>
<b>POLICY AREA:</b>	<b>Article IX</b>	

## I. STATEMENT OF PURPOSE

This policy describes the responsibilities shared by the National Office and the Networks in the solicitation and selection of annual convention proposals, and in regard to other content and activities offered by Networks at the Annual Meeting.

## II. POLICY STATEMENT

Each currently operating Network will be expected to identify and select high-quality and high-relevance session content reflecting current standards of quality for the field of gifted education, in alignment with the NAGC's strategic directions, and designed to meet the needs of NAGC members in the content area or areas it represents. To ensure an objective selection system, a process of blind review will be established by each Network, and a rubric will be used across Networks that combines common programmatic objectives and unique and relevant Network priorities.

## III. CONVENTION ROLES AND RESPONSIBILITIES

### Content Selection and Accountability

Each Network will designate at least one representative to be a program chair (network chair or chair-elect may serve in this role) responsible for coordination of sessions for its respective program strand, adhering to specific annual guidelines, overarching theme and convention slots provided by the national program chair and the National Office. Responsibilities include identifying no fewer than two reviewers to conduct blind reviews (e.g. 2-3 reviewers review each proposal), getting the word out to appropriate potential presenters within and outside each Network, and adhering to the deadlines established by the National Program Committee and the National Office. The Network chair and/or Network program chair (if a program chair is identified outside of the elected leadership) are both eligible to serve as reviewers for other Networks, but not their own. Each Network, with support from and in collaboration with the National Office, will be responsible for reviewing convention program sessions within their Network.

### Pre-Convention Session

Networks may propose, individually or jointly with another Network, a full or half-day session, defined as a pre-convention session targeted to a specific audience. The National Office, in concert with the National program chair, will select all appropriate sessions based on the following criteria: appropriateness for day's topic, potential to draw new audiences to the meeting (e.g. counselors, administrators, and psychologists), timeliness and relevance of topics, and space available. These ideas must be submitted 45 days in advance of the National Program Committee meeting each spring. Preference will be given to ideas submitted jointly by more than one Network, and the National Office will handle notification. The National Office will evaluate the pre-convention sessions and provide feedback to the Networks within 30 days.

### Network Community Building and Evening Events

Within financial and scheduling guidelines established by NAGC, each Network may elect to conduct an evening event, designed to showcase a particular theme or Network concept, build Network membership, and create community around a shared goal or purpose. To ensure success, all new Network events require advanced approval by the National Office and Board, if necessary, and announced within the promotion timeline established by staff.

### Annual Business Meetings

Each Network will conduct a business meeting for purposes of identifying a slate of candidates for Network offices and otherwise conducting Network business—(e.g. newsletter management and conducting convention events). Networks may schedule other additional working sessions during the annual convention through the National Office.

## **IV. RIGHTS AND RESPONSIBILITIES**

### National Office

To ensure an efficient and professional process, the National Office will provide electronic means for proposal submission, blind review, and selection of proposals.

Based on convention dates, the National Office will establish and communicate procedures and deadlines for proposal review and selection to all Network chairs and their designated program chairs within a reasonable timeframe.

The National Office will promote convention events and content to individual stakeholder groups and target audiences outside of NAGC as recommended by Network chairs (e.g., counseling groups, national education associations).

The National Office will schedule and procure rooms for Network events and meetings at the convention.

Networks

Each Network chair and/or program chair agrees to meet program solicitation and selection deadlines established by the National Office.

**Procedures needed to support this document**

Session allocation

Proposal review

Proposal selection process

Role and purview of the National Program Committee vis-à-vis Networks

Proposal swapping and process for establishing joint sessions within the conference





# NAGC BOARD POLICY

Policy Manual – 9.3

Last Modified:  
3/16/2019

<b>POLICY TITLE:</b>	<b>Networks Elections</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Cmte.</b>	<b>APPROVED ON:</b> <b>03/16/19</b>
<b>PREPARED BY:</b>	<b>Croft, Kirsch</b>	

## I. STATEMENT OF PURPOSE

This policy describes the process and guidelines for Network Elections, the qualifications for candidacy, as well as the rights and responsibilities of service for officers within a specified Network.

## II. POLICY STATEMENT

In accordance with NAGC nominations and elections procedures, all NAGC voting members in good standing are invited to submit their applications for candidacy for a Network Officer (defined as chair or chair-elect) as long as all position qualifications are satisfied. The NAGC Elections Committee along with the National Office will conduct all Network officer elections in conjunction with all other association elections.

## III. Terms and Positions

**Tenure of Office.** Candidates elected as chair-elect serve for two years as chair-elect and two years as chair. Candidates elected as chair serve for two years. A term of office begins on September 1<sup>st</sup> of the year elected. Furthermore, Network chairs may serve in this capacity in up to three Networks during a 12-year period, but not for the same network. Other Network officers chosen internally by the Network will serve for two years.

**Network officer positions** must include the chair and chair-elect. Networks may include other officer positions, e.g. secretary, newsletter editor, as desired and needed. Each Network must have a program chair who can be the chair or chair-elect or another person. Networks will select these other positions internally. The chair-elect automatically rolls into the chair position.

## IV. Development of the Slate

**Applications** must include a statement of candidacy (150 words maximum) including: required information (name, home address, phone, and e-mail address), current occupation, education, career highlights and history, NAGC participation, significant local or national leadership activities, interest in or contributions to gifted education including significant presentations, publications and/or creative contributions, and a statement of vision for the Network

The nominations process will then follow the approved policies and procedures for all nominations for candidates for NAGC elected positions (see Elections Policy and Procedures.)

Promotion or endorsement of any candidate is prohibited in any NAGC communications.

**Timelines** for application submission are set by the National Office and must be observed without exception.

**Elections Procedures:** The approved ballot will be sent to ALL eligible voting members of the association, by mail or electronically. The election will be open for at least 30 days. Network members may only vote for leadership positions in Networks to which they belong.

Representative

**Vacancies:** In the event of a vacancy between elections, the chair-elect will become chair and will serve the unexpired portion of the chair's term as chair. In the event that a Network loses both its chair and its chair-elect, the Network Liaison to the BOD, in conjunction with Network leaders, will appoint an eligible interim chair; this person will serve the unexpired portion of the chair's term.

## V. QUALIFICATIONS

The following qualifications must be met by successful candidates and are evaluated by the NAGC Elections Committee in approving a slate of officers.

Successful candidates must:

- Be an NAGC member in good standing.
- Be an active participant of the specified Network.
- Demonstrate experience as a strong facilitator, communicator, and consensus builder.
- Possess documented experience, service, or scholarship in gifted education.

## VI. RIGHTS AND RESPONSIBILITIES

### Rights

- Each Network chair or one person of the Network's choosing will receive complimentary conference registration during their terms of office.
- NAGC will cover convention expenses upon presentation of original receipts for travel and hotel for chair or one officer of the Network who has satisfied annual reporting requirements. Reimbursement amounts per chair/officer will not exceed \$450 and are contingent on annual budget determinations. If a chair chooses to stay outside the official NAGC hotel block as designated in conference materials, he/she will not be reimbursed for sleeping room expenses.
- Networks will receive a list of current member emails from the national office on a monthly basis.

## **Responsibilities**

- Network chairs shall submit annual plans and reports of activity in accordance with the NAGC Board reporting calendar.
- Network chairs shall provide oversight for programming, Network member benefits, and Network activities.
- Network chairs shall assist in establishing vision and activities and projects for the Network.
- Network chairs must attend NAGC's annual convention during their tenure of office.
- Network officers, chairs, and chairs-elect shall participate in Network training as established by the Network Liaison to the Board and NAGC.
- Network chairs and chairs-elect will work in partnership with the National Office regarding how to manage Network finances, recruit members, and election of officers.
- Fulfilling these responsibilities is essential for the welfare of the Network. Chairs and chairs-elect who fail to fulfill these responsibilities for a period of at least six months will be required to resign from the position. The decision and notification to the chair or chair-elect would come from the Network Representative in consultation with the NAGC National Office.



# NAGC BOARD POLICY

Policy Manual - 9.5

Last Modified:

<b>POLICY TITLE:</b>	<b>Formation of Special Interest Groups</b>	
<b>RESPONSIBILITY OF:</b>	<b>Governance Secretary, Network Liaison</b>	<b>APPROVED ON: 09/13/08</b>
<b>PREPARED BY:</b>	<b>Green, O-K,</b>	<b>REVIEWED: 11/5/13</b>
<b>POLICY AREA:</b>	<b>Article X</b>	

## I. STATEMENT OF PURPOSE

This policy defines the purpose of Special Interest Groups (SIGs) and the standards by which these communities will be created and dissolved.

## II. POLICY STATEMENT

### Overview

Special Interest Groups (SIGs) are created to address special issues and concerns related to gifted and talented education such as information about identification, support services and/or research related to gifted children. In addition, these groups provide a more targeted avenue for NAGC members to build smaller, more specialized communities within gifted education. Each SIG shall support the mission, strategic plan, and purposes of the Association through its activities.

### a. Formation of SIGs

SIGs can be formed by any group of NAGC members with a common substantive interest that is consistent with the mission and goals of NAGC. SIGs must apply to be recognized as such and be approved by the Board of Directors. The application shall include a statement about the focus of the SIG, a designated leader or contact person for the SIG, a list of at least 15 NAGC members who plan to participate in the SIG, and a list of proposed activities.

## III. RIGHTS AND RESPONSIBILITIES

SIGs must demonstrate through a brief annual report that they are communicating actively via e-mail, listservs or other electronic means. This report shall include any other SIG activities, such as producing shared content and actively pursuing projects that are relevant to the special interest.


SIGs may propose community-building activities such as special convention events, which must be approved by the National Program Committee, who may also request review by the Network Liaison to the Board (Network Liaison).

While no dues are required to specifically participate in SIGS, SIG members must be members of NAGC. SIGS do not receive any funds from NAGC nor do they conduct activities to generate them.

An active and successful SIG may apply for status as a Network following the guidelines and procedures for establishing of new Networks as specified in the policy manual. These applications will be reviewed by the Network Liaison and approved by the Board of Directors.

### **Responsibilities of NAGC**

- NAGC will provide meeting space for SIGs at the annual convention.
- NAGC will assist SIGS with securing space and other resources for NAGC Board approved SIG activities
- NAGC will assist SIGs in advertising their group and meeting times to the membership of NAGC.
- NAGC will assist SIGS with communications between SIG members via listservs or message boards or other electronic media when feasible.
- The NAGC Board of Directors, with input from the Network Liaison, shall review the annual reports of the SIGs to determine success and continued status as an NAGC SIG.
- The Network Board representative shall serve as liaison to the SIGS.

	<b>NAGC BOARD POLICY</b>	<b>Policy Manual : 9.6</b>
		<b>Last Modified:</b>
<b>POLICY TITLE:</b>	<b>Network Awards Policy</b>	
<b>RESPONSIBILITY OF:</b>	<b>Network Liaison</b>	<b>APPROVED ON: 07/22/2014</b>
<b>PREPARED BY:</b>	<b>Chandler, Housand</b>	
<b>POLICY AREA:</b>	<b>Article IX</b>	

## I. STATEMENT OF PURPOSE

This policy defines the process for establishing Network awards, defines the standards Networks will use to develop awards for members, and outlines considerations and responsibilities of each Network in administering the Awards process. To ensure organizational alignment and sustainability, Network awards proposals will be reviewed and approved by the NAGC Board prior to implementation.

## II. POLICY STATEMENT

### Overview

Networks are created to provide for association of individuals within NAGC who share common interests within the field of gifted education defined by either professional role or personal interest. Each Network shall support the mission, strategic plan, and purposes of the Association through its activities, including the development of awards.

NAGC currently has a robust national awards program recognizing scholarship, leadership, excellence and service across the field and within the organization. This Network Awards policy defines when it is appropriate and justified for individual networks to create awards that more specifically recognize Network members. Considerations include: how a new award will fit into the bigger picture of national recognition, whether there is overlap with other existing awards, whether the cost and complexity of the selection process is sustainable over several years, whether the award appropriately captures the spirit and mission of the Network

### Examples of Network Awards

To facilitate the understanding of what is appropriate, this policy provides the following examples of Network Awards successfully approved by the NAGC Board.

#### Global Awareness Award

- The BOD approved the request to initiate the Annemarie Roeper Global Awareness Award. The Award recognizes one individual and one group, organization, or institution whose work inspires others to provide gifted children with the tools and experience to participate in the shaping of their destinies.

### Professional Development Network

- The BOD approved the request to initiate the Professional Development Award. The Award recognizes an individual, institution, or organization responsible for planning and implementing sustained professional development for educators and service providers in the P-K gifted education community.

### Special Populations Award

- The BOD approved the request to initiate the Special Population's "Gifted AND \_\_\_\_\_ Award." The Award Recognizes 2-3 individuals who have contributed to the mission of Special Populations, advanced recognition of talent and abilities in special populations, created change and impacted gifted children from special populations.

## **Network Award Development Process and Requirements**

By January 10, the Network must submit a formal proposal to the NAGC BOD to establish a new award that is specific to the interests of the Network. This proposal must contain:

- statement of purpose for the award;
  - procedures for submission process (including whether self-nomination or nomination by others);
  - estimated costs.
1. Upon BOD approval, the procedure for nominating a candidate (self-nomination or others nominate); procedure for selection (group making decision using pre-determined rubric or voting by Network members); timeline for awards submission and decision-making; selection criteria to be disseminated to Network membership; rules regarding whether it has to be contested or not; and rubric to be used for selecting recipient(s) will be developed and shared with the Network Representative to the BOD. If the award is determined by a vote of a Network's membership, selection material must be ready for NAGC by May 15 of the year the award starts for inclusion in the regular NAGC elections process.
  2. The Network Liaison to the BOD will review the selection process of a Network Award every other year.
  3. Prior to advertising any new award to Network members, the proposal must be submitted and approved by the NAGC BOD.
  4. Careful consideration should be given to whether the Network desires to honor an individual for his/her contribution, or whether a competitive award should be established.

## **III. RESPONSIBILITIES**

### **Responsibilities of Networks**

- If interested in establishing a new award, Network leaders shall work with the national office and the Network Liaison to the NAGC BOD to develop a suitable award proposal for submission prior to the March BOD meeting.
- Networks shall develop and maintain a record of all award procedures and practices as needed.
- Network leaders shall oversee the submission and review process for each award.
- Network leaders should work within approved budget parameters to support the award.
- Network Chairs shall include information about the awards process in the annual report to the Board of Directors.
- Network Chairs shall submit information to the national office about the awards by September 1, so that it can be included in the convention awards booklet.

- Networks will notify Network members about the award process, guidelines, and the outcome of the through official communication channels.
- Networks shall provide appropriate recognition at a Network evening event at some point during the Convention.

### **Responsibilities of NAGC**

- NAGC will provide financial support for Network awards approved within the annual operating budget.
- NAGC will work in partnership with Networks to create and disseminate information about the award and the procedures related to the award.