



NAGC BOARD POLICY

Policy Manual – 2.3

Date Presented: 3/25/06

POLICY TITLE:	Standards of Conduct	APPROVED BY:
RESPONSIBILITY OF:	Executive Director	Executive Committee
PREPARED BY:	Legal, Office	Board of Directors

NAGC Standards of Conduct

These Standards of Conduct have been developed to promote and maintain the highest standards of professional conduct among members of the National Association for Gifted Children. They are a set of ideals to which NAGC members aspire. Adherence to these standards is expected from all NAGC members and serves to ensure professionalism and integrity in all of the interactions of the association.

I acknowledge that membership in the National Association for Gifted Children carries with it some professional obligations. I pledge to:

- Maintain exemplary standards of professional conduct in my dealings with NAGC and its members.
- Treat my colleagues with integrity and professional respect.
- Pursue the goals and objectives of the organization in ways that are ethical.
- Recognize and discharge my responsibility and that of NAGC to uphold all laws and regulations in implementing its policies and conducting activities.
- Strive to continually advance my knowledge and achieve higher levels of excellence in my professional role.
- Maintain the confidentiality of all privileged information, except when so doing becomes an ethical or legal breach of conduct.
- Serve all stakeholders fairly, faithfully executing my duties and never using my position for undue personal gain.
- Refrain from unauthorized use of NAGC property, including copyrights, trademarks, and trade names.

	NAGC BOARD POLICY		Policy Manual – 2.4 Date Presented: 3/25/06
	POLICY TITLE:	Conflict of Interest	APPROVED BY:
	RESPONSIBILITY OF:	Executive Director	Executive Committee
PREPARED BY:	Legal, Office	Board of Directors	

I. POLICY STATEMENT

This policy and procedure addresses how the National Association for Gifted Children (NAGC) will minimize risk to NAGC and to individuals by establishing a mechanism to recognize and respond to conflicts of interest, potential conflicts of interest, and apparent conflicts of interest of in the leadership of NAGC. It should be noted that apparent conflicts of interest are as problematic as actual conflicts of interest and must be resolved just as quickly.

In their capacity as directors, the members of the Board of Directors (the “Board”) of the National Association for Gifted Children (“NAGC”) must act at all times in the best interests of NAGC. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

II. CONFLICT OF INTEREST POLICY

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of NAGC. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of NAGC.
2. All conflicts of interest are not necessarily prohibited or harmful to NAGC. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
3. All actual and potential conflicts of interests shall be disclosed by Board members to the officers through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the NAGC Board of Directors shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of

this policy.

4. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the NAGC officers, as well as all other conflict information provided by Board members.

III. DEFINITIONS

“Conflict of interest” is defined as a transaction in which, because the individual is, either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual’s obligations to NAGC and the individual’s personal or business interests. There is an implied duty of loyalty that commands that individuals be faithful to an organization’s best interests and not use their organizational position or knowledge to advance a personal agenda at the organization’s expense.

Conflicts of interest may result from corporate or company, personal, volunteer, and family business interests and relationships that may involve or relate to NAGC in any way.

The officers of NAGC or a standing committee of the Board may be appointed for the purpose of reviewing conflict forms and making initial conflict decisions.

Examples of Potential Conflicts of Interest

These may include but are not limited to:

- Membership or participation in related organizations that could potentially compete or collaborate with NAGC, including state affiliates, gifted education journals, other publication advisory boards, etc.
- Service in a leadership or editorial role for another organization within the field or a related education organization, particularly when an alliance is being considered—use of “insider information” in this context to take action that may not be beneficial to NAGC.
- Service on a committee or task force that may have different goals or interests than the overall Board of Directors.
- Receipt of personal remuneration as a direct result of service on the NAGC Board of Directors.

ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the NAGC Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an NAGC Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the NAGC President in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____

Board Member Printed Name: _____

Date: _____

Please sign and email this page to M. René Islas, mriskas@nagc.org



NAGC BOARD POLICY

Policy Manual – 2.5

Date Presented: 11/9/05

POLICY TITLE:	Whistleblower	APPROVED BY:
RESPONSIBILITY OF:	Executive Director	Executive Committee
PREPARED BY:	Legal, Office	Board of Directors

I. PURPOSE

The National Association for Gifted Children is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and NAGC's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This Whistleblower Policy is intended to cover protections for you if you raise concerns regarding NAGC, such as concerns regarding:

- incorrect financial reporting
- unlawful activity
- activities that are not in line with NAGC's policy
- activities which otherwise amount to improper conduct

II. STATEMENT OF POLICY

No officer, director, employee or agent of NAGC shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, director, employee or agent take any harmful action with intent to retaliate against any employee or member of NAGC for reporting to an appropriate senior management or elected official of NAGC the suspected misuse, misallocation or theft of any NAGC resources.

III. SAFEGUARDS

Harassment or Victimization: Harassment or victimization for reporting concerns under this policy will not be tolerated.

Confidentiality: Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

Anonymous Allegations: This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations: Allegations made in bad faith may result in disciplinary action.

IV. PROCEDURE

Process for Raising a Concern:

Reporting: The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct, may be reported directly to the Finance Secretary of NAGC. The Finance Secretary, as part of the responsibilities of the position, is charged with follow up as appropriate. NAGC assumes the financial responsibility, should any travel costs or other expenses be incurred as a result of these investigations.

Employment-related concerns should continue to be reported through your normal channels such as your supervisor, the Director of Finance, or the Executive Director.

Timing: The earlier a concern is expressed, the easier it is to take action.

Evidence: Although the complainant is not expected to prove the truth of an allegation, he or she should be able to demonstrate to the person contacted that the report is being made in good faith.

How the Report of Concern Will Be Handled:

The action taken by NAGC in response to a report of concern under this policy will depend on the nature of the concern. The Audit and Finance Committee of the NAGC Board of Directors shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries: Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information: The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

For additional information, contact the Executive Director or the Finance Secretary. *NAGC reserves the right to modify or amend this policy at any time as it may deem necessary.*

ADOPTED ON: _____



NAGC BOARD POLICY

Policy Manual – 2.6

Date Presented: 11/9/05

POLICY TITLE:	Document Destruction	APPROVED BY:
RESPONSIBILITY OF:	Executive Director	Executive Committee
PREPARED BY:	Legal, Office	Board of Directors

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

The following table provides the minimum requirements:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years