



NORTH CAROLINA ASSOCIATION FOR THE
GIFTED & TALENTED

PREFACE

&

POLICY

Adopted September 20, 2023 by the Board of Directors

NCAGT POLICY

Preface

A **policy** is typically described as a deliberate plan of action to guide decisions and achieve rational outcome(s). However, the term may be used to denote what is actually done, even though it is unplanned. It may be a consistent practice which becomes policy.

The term may apply to government, private sector organizations and groups, and individuals. Presidential executive orders, corporate privacy policies, and parliamentary rules of order are all examples of policy. Policy differs from rules and laws. While a law can compel or prohibit behaviors (i.e. a law requiring the payment of taxes on income) policy merely guides the actions toward those that are most likely to achieve a desired outcome. Broadly, policies are typically instituted in order to avoid some negative effect that has been noticed in the organization, or to seek some positive benefit.

Policy or policy study may also refer to the process of making important decisions, including the identification of different alternatives such as programs or spending priorities, and choosing among them on the basis of the impact they have. Policies can be understood as political, management, financial, and administrative mechanisms arrange to reach explicit goals.¹

¹ The NCAGT Board of Directors expresses its sincere appreciation to the Executive Committee for the policy revisions brought before the Board on June 10, 2023 for a vote. All revisions were approved.

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CHAPTER 1

Membership and Dues

1.1 Membership

- A. Membership is open to any individual or organization desiring to foster the purposes of the Association regardless of gender, race, creed, nationality, or religious affiliation.
- B. Membership in the Association shall become active upon filling out an online application at www.ncagt.org and payment of initial dues.
- C. Active members can participate in Board Committee work per the discretion of the Board. Interested members shall contact the Organization. The Organization shall permit members to be non-voting committee members up to the number that serves the purpose of the work. These working members shall not be included in Board meetings.

1.2 Dues

- A. The current dues as set by the Board for each category are as follows:
 - a. Individual Members (\$35)
 - b. School Sponsored Members (\$135)
 - c. Student Membership (\$25)
 - d. District Sponsored Members (varies)
 - i. Level 1 @ \$5,900 for 200 district memberships
 - ii. Level 2 @ \$4,500 for 150 district memberships
 - iii. Level 3 @ \$3,050 for 100 district memberships
 - iv. Level 4 @ \$2,325 for 75 district memberships
 - v. Level 5 @ \$1,575 for 50 district memberships
 - vi. Level 6 @ \$800 for 25 district memberships
 - vii. Level 7 @ \$325 for 10 district memberships
 - e. Corporate Members (\$150)
 - f. Lifetime Individual Members (\$299)
- B. Dues for each category of membership are established by the Board and reviewed periodically.
- C. Dues are made payable to the Association. Failure to pay dues a member will become inactive, and the Association will suspend the privileges of voting, holding office, and receiving publications.

Adopted: November 21, 1991

Revised: September 8, 2001

Revised: March 18, 2004

Revised: June 16, 2007

Revised: June 19, 2010

Revised: January 22, 2011

Revised: March 1, 2017

Revised: March 5, 2020

Revised: September 30, 2023

CHAPTER 2

Board of Directors

2.1 Functions

- A. The Board shall represent the needs and interests of the membership.
- B. The Board shall establish the strategic direction of the organization, set policy, and exercise general supervision of the property, budget, and affairs of the association. Non-voting members shall be excused from discussions concerning sensitive matters such as the budget.
- C. The Board shall select the Executive Director, Conference Chair(s), Newsletter Editor and other positions as deemed necessary.

Adopted: November 15, 1990
Revised: September 8, 2001
Revised: June 1, 2007
Revised: January 22, 2011
Revised: September 30, 2023

2.2 Eligibility and Terms of Service

- A. All nominees shall be active members of NCAGT for the year prior to nomination. The Executive Director will be responsible for confirming eligibility
- B. It will be the responsibility of the candidate to submit all necessary information and a photograph to the Executive Director and Election Committee Chair by the deadline for nominations.
- C. The two-year term of office shall commence and end at the NCAGT Annual Meeting.
- D. All nominees must be a resident and/or employed in North Carolina.

Adopted: November 15, 1990
Revised: September 8, 2001
Revised: March 18, 2004
Revised: June 10, 2006
Revised: January 22, 2011
Revised: February 3, 2013
Revised: June 7, 2014

2.3 Responsibilities of Members of the Board

- A. Shall promote the mission, purpose, and activities of NCAGT.
- B. Shall attend at least 75% of the regularly scheduled and called Board meetings.
- C. Shall serve actively on one or more committees of the Board, as determined by the President and Executive Committee, with acceptance by the Board member.
- D. Shall participate in the Annual Conference and carry out duties as assigned by the Conference Chair(s).
- E. Shall contribute to the NCAGT Newsletter, Nugget, and social media content. Particular areas of responsibility will be requested/outlined by the Public Relations Chair.
- F. Shall actively recruit new NCAGT members and encourage renewals of current membership.
- G. Shall provide input on an evaluation of the Executive Director. The Immediate Past-President will conduct the performance evaluations.
- H. Shall maintain exemplary standards of professional conduct in dealings with the Association and

its membership.

- I. Shall treat colleagues with integrity and professional respect.
- J. Shall pursue the goals and objectives of the Association in ways that are ethical.
- K. Shall recognize and discharge responsibility and that of the Association to uphold all laws and regulations in implementing its policies and conducting activity.
- L. Shall maintain the confidentiality of all privileged information (eg, account numbers and computer and bank passwords, etc.), except when doing so becomes an ethical or legal breach of conduct.
- M. Shall serve all stakeholders fairly, faithfully executing Board duties and never using Board position for undue personal gains.

Adopted: November 15, 1990

Revised: September 8, 2001

Revised: March 18, 2004

Revised: June 10, 2006

Adopted: June 14, 2008

Revised: January 22, 2011

Revised: March 1, 2017

Revised: September 30, 2023

2.4 Appointment of Ex-Officio Members

- A. Ex-officio members are designated/appointed by the Board of Directors.
 - a. Up to three presidential appointees may be appointed by the president with Board approval. All presidential appointees are ex-officio positions with no voting privileges. In the event that a president does not select appointees, a committee of at least three Board members, appointed by the president, shall conduct a search for ex-officio members.
 - b. In the event that an ex-officio position is filled by a current Board member, that member will lose voting privileges. The Immediate Past President and the State PAGE Coordinator are the only ex-officio members with voting privileges.
- B. All ex-officio members serve at the discretion of the current Board.
- C. In the event that a new Executive Director is to be chosen, an Executive Transition Team will be named and will include the President and two members of the Board of Directors selected by the President. The responsibilities of this team will be to conduct a search for a new Executive Director and make a recommendation to the Board. It will also be the responsibility of this transition team to determine whether an "Interim Executive Director" would be needed. The Executive Transition Team will forward a written plan for transition to the Board of Directors for its vote and approval. The Board of Directors will communicate the approved transition plan to stakeholders.
- D. The acquisition and transfer of the property of the NCAGT will be the responsibility of the President in the event that there is a lapse between the ending date of the contract of the previous Executive Director and the starting date of the contract of the newly hired Executive Director.
- E. The Executive Director shall keep a paper record containing any computer or bank passwords that can be accessed by the President if needed during a transition period.

Adopted: November 15, 1990

Revised: September 8, 2001

Revised: March 18, 2004

Revised March 16, 2007

Revised: January 22, 2011

Revised: February 3, 2013

Revised: March 1, 2017

2.5 Responsibilities of Ex-Officio Members

A. Executive Director

- a. Serves as chief administrator in the State Office and is responsible for daily management activities.
- b. Maintains association records – financial and otherwise.
- c. Serves as an ad hoc member to all Association committees.
- d. Acts as liaison with other organizations and individuals.
- e. Assists with the NCACT conference as outlined in Section B of the Annual Conference Guidelines.
- f. Disseminates information on elections and awards, mail, and collection of ballots.
- g. Receives membership applications, maintains roster of members, and conducts promotional and publicity activities as directed by the Board or the President.
- h. Maintains website.
- i. Meets with organizational representatives annually to discuss modifications and upgrades to the web site.
- j. Makes updates and modifications to the website as requested by the organization.
- k. Promptly addresses any technical questions or issues that arise.
- l. Ensures consistent backup of organizational data housed within the web site.
- m. Edits content submitted for posting to the web site.
- n. Archives web site content.
- o. Provides login assistance to members as needed.
- p. Collaborates with the President and the Publications Committee for final review of the web site content prior to publication.
- q. Completes such additional duties as may be assigned by the Executive Committee, Committee co-chairs, or the President.
- r. Represents NCACT with professionalism at all NCACT, NAGC and other related national conferences and events.

B. Past President

- a. Upon completion of the presidency, the past president serves as a mentor to the new president.
- b. Performs the annual review of the Executive Director.
- c. Chairs an ad hoc committee to steer the Board of Directors election process and present a slate of candidates to the Board of Directors for election by the membership.
- d. Creates a slate of Executive Committee Officers for approval by the Board of Directors.

C. Conference Chairman (or Co-Chairs)

- a. Refer to Section I A in the NCACT Annual Conference Guidelines.
- b. Completes such additional duties as may be assigned by the Executive Director and/or President.

D. PAGE Coordinator

- a. Nominees for this position shall be interviewed by the Executive Board. Selection made by the Executive Committee shall be voted on by the full Board of Directors.
- b. The State PAGE Coordinator shall serve as an Ex-Officio member of the NCACT Board of Directors with an annual review by the Board.
- c. Term begins at the NCACT Annual Meeting and ends at the following year's Annual Meeting.
- d. The PAGE Coordinator, though Ex-Officio, is afforded voting privileges.
- e. The annual NCACT budget will include a line item for reimbursement of expenses incurred by the PAGE coordinator. Reimbursement will not exceed the amount budgeted without

prior approval of the NCAGT Board. Receipts will be required for approved reimbursement.

E. Presidential Appointments

- a. Should be nominated by the President and approved (voted on) by the full Board of Directors.
- b. Should be made to ensure:
 - i. Diversity is represented on the Board of Directors.
 - ii. Expert knowledge and skills are available to support the goals of NCAGT.
 - iii. The development of leaders and advocates for gifted education.
- c. Should serve as ex officio member of the Board with no voting privileges.
- d. Should serve a term which aligns with the appointing president's term.
- e. Should be limited to up to three presidential appointments at the discretion of the President.
- f. Should be current members of NCAGT.
- g. Should fulfill duties and responsibilities of the Board as requested by the President and Board of Directors.

Adopted: November 15, 1990

Revised: September 8, 2001

Revised: March 18, 2004

Revised March 16, 2007

Revised: January 22, 2011

Revised: January 17, 2015

Revised: March 1, 2017

Revised: September 30, 2023

2.6 Stipends, Honorariums, and Other Expenses

- A. Executive Director is employed by the Board of Directors and is placed on a payroll, as the salary for the position is recommended by the Executive Committee and voted on by the full Board of Directors annually.
- B. The Board of Directors will recommend which other ex-officio positions warrant stipends or honorariums.
- C. Stipends and honorariums will be established by the Board and will be reviewed annually.
- D. Registrations, required meetings and events at the conference, transportation and lodging for the NCAGT President and Executive Director, or their designees, to attend NAGC functions (annual conference and Affiliate Conference) will be the responsibility of NCAGT.
- E. The Board will designate the categories and amount of expenses to be covered.
- F. Unless expenses are billed directly to the State Office, receipts or other appropriate documentation will be required for reimbursement as directed by the CPA.
- G. Personal vehicle mileage reimbursement is not subject to state and/or federal rates but shall not exceed state and/or federal rates.

Adopted: November 15, 1990

Revised: November 221, 1991

Revised: September 8, 2001

Revised: January 22, 2011

Revised: June 6, 2015

Revised: September 30, 2023

2.7 Election Procedures

- A. One-half of the Directors will be elected annually to take office at the close of the annual conference of the Association. Nominees will be elected from three categories of Teacher, Other Educator, and Parent/Caregiver. The single nominee receiving the highest number of votes in each of the three categories, and three other nominees receiving the highest number of votes regardless of category, will comprise the six new Directors elected annually.
- B. A call for nominations for the NCAGT Board will be made during the fall of each year via the NCAGT Website, constant contact to membership, and on social media.
- C. The Elections Committee will review all nominations for eligibility (2.2) and compile the ballot and ensure that there is a contested ballot.
- D. When there is only one candidate for each of the six vacancies per year, the election can be by ballot, email, by voice vote, or general consent by the Board.
- E. In the event that there is no nominee within a given category, the nominee receiving the highest number of votes will be elected to comprise the full composition of the Board.
- F. One ballot will be issued to each current voting membership during November/December.
- G. Two weeks shall be allowed for the return of a completed electronic ballot by a NCAGT member.
- H. In case of a tie vote for the election to the Board, the existing Board of Directors shall break the tie through a secret ballot. A majority of votes of the Board will determine the winner.
- I. In the event that there are fewer than six nominees, the Board of Directors shall nominate eligible candidates, up to the number required to fill any open positions, and a vote will be conducted by the Board of Directors.
- J. Each elected Director's term shall be two years.
- K. Newly elected Directors shall assume full responsibility at the close of the annual conference.
- L. Newly elected Directors shall assume full responsibility of the costs associated with any conference prior to the start of their responsibilities.
- M. Whenever a vacancy occurs on the Board of Directors, other than from the expiration of a term of office, the President shall appoint a person to fill that term and submit the appointment for approval of the Board of Directors.
- N. In the event that more than one vacancy occurs within that President's term, the Board of Directors shall nominate eligible candidates and a vote will be conducted by the Board of Directors.
- O. In the event the President's term is extended, the number of Directors elected will remain at least six each year and the total number of Directors will increase as necessary.

Adopted: November 15, 1990

Revised: March 14, 1991

Revised: January 11, 1992

Revised: September 8, 2001

Revised: June 18, 2005

Revised: January 24, 2009

Revised: January 22, 2011

Revised: March 1, 2017

Revised: September 26, 2020

Revised: September 30, 2023

2.8 Board Meetings

A. Schedule

- a. There are four (4) regularly scheduled meetings:
 - i. June/July (one full day)
 - ii. September/October
 - iii. December/January
 - iv. February/March
- b. Executive Director with the President will make arrangements for all Board meetings.

B. Board Meeting Attendance

- a. Members of the Board of Directors are required to attend all four annual NCAGT meetings.
- b. When a member of the Board is unable to attend one of these meetings, it is his/her responsibility to notify the President and/or Executive Director and give a reason for the absence.
- c. The President is authorized to excuse up to one absence per year if a Board member states a valid cause.
- d. In the event a member of the Board is absent on an unexcused basis from one or more of the four yearly meetings, he/she should notify the President and resign the position. Otherwise, the President may call for the resignation.
- e. If a Board member resigns, the President may appoint a member of NCAGT to the position to complete the term or leave it vacant. This appointment should be approved by the Board of Directors.

C. Agenda

- a. All agenda items and action plans must be submitted according to the deadline schedule developed by the President. Items which require funding must be submitted in an action plan.
- b. Action cannot be taken on any item that has not previously been submitted prior to the meeting unless the President makes an exception.
- c. Agenda items may be submitted by any officer, Board member, committee member, or an individual member of NCAGT.
- d. A draft agenda packet including action plans and background materials will be prepared by the Executive Director and the President and will be distributed to the Board members one week prior to the meeting of the Board of Directors.

D. Expenses

- a. Costs associated with attending regularly scheduled Board meetings are the responsibility of individual Board members. Lunch will be provided by NCAGT.
- b. If the cost of travel or lodging should prohibit a member or invited guest from attending a regular scheduled meeting, a request may be made to the Executive Director for approval for reimbursement and will not have to be presented to the entire Board.

Adopted: November 15, 1990

Revised: November 21, 1991

Revised: September 8, 2001

Revised: June 21, 2003

Revised: June 18, 2005

Revised: June 16, 2007

Revised: January 22, 2011

Revised: June 7, 2014

Revised: March 1, 2017

Revised: September 30, 2023

2.9 NCAGT State Office

- A. The Association will maintain a State Office for the promotion of the objectives of the Association.
- B. The State Office shall be established at such a place and with such facilities and functions as the Board may approve.
- C. The location of the NCAGT State Office storage facility will be known by the NCAGT President and Executive Director.
- D. A key to the NCAGT State Office storage facility will be in the possession of the Executive Director and the NCAGT President.
- E. Pictures of the contents of the NCAGT storage facility will be updated on a regular basis for insurance purposes.

Adopted: November 15, 1990

Revised: January 22, 2011

Revised: June 6, 2015

2.10 Conflict of Interest for Members of the Board

- A. Board members have a fiduciary duty to conduct themselves without conflict to the interest of the Association.
- B. All conflicts of interest are not necessarily prohibited or harmful to the Association.
- C. All actual and potential conflicts of interests shall be disclosed by Board members of the officers when a conflict arises. The disinterested members of the Association 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 ultimate enforcement of authority with respect to the interpretation and application of this policy.
- D. The officers of the Association may be appointed for the purpose of reviewing conflict and making initial conflict decisions.

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

Adopted: June 14, 2008

Revised: January 22, 2011

2.11 Whistleblower

- A. Purpose of this Whistleblower Policy is intended to cover protections for you if you raise concerns regarding the Association, such as concerns regarding:
 - a. Incorrect financial reporting;
 - b. Unlawful activity;
 - c. Activities that are not in line with Association policy and;
 - d. Activities which otherwise amount to improper conduct.
- B. Statement of Policy

- a. No officer, director, employee or agent of the Association shall take any harmful action with the intent to retaliate against any person. Nor will any officer, director, employee or agent take any harmful action with the intent to retaliate any employee or member of the Association for reporting an appropriate senior management or elected official of the Association for reporting to an appropriate senior management or elected official of the Association the suspected misuse, misallocation or theft of any Association resources.

Adopted: June 14, 2008

Revised: January 22, 2011

CHAPTER 3

Officers

3.1 Eligibility and Election

- A. A candidate for an executive office must have served at least one year on the Board of Directors.
- B. An Elections Committee composed of the Past President and three Board members at large (preferably those who are not planning to return to the Board and do not wish to be considered for an officer's position).
- C. The Elections Committee will submit a slate of officers to the Board members at least one week prior to the meeting where the slate of officers is presented. Members should be notified of their nomination and agree to have their name submitted prior to the slate being shared with the Board.
- D. Additional nominations will be accepted at the meeting where the slate of officers is presented. Self-nominations will be accepted. If nominating someone else, it is the responsibility of the nominator to confirm that the nominee will agree to serve if elected.
- E. Each elected officer will serve a two-year term.

Adopted: November 15, 1990

Revised: September 8, 2001

Revised: March 18, 2004

Revised: January 22, 2011

Revised: February 3, 2013

Revised: March 1, 2017

Revised: March 5, 2020

Revised: September 30, 2023

3.2 Responsibilities of Officers

A. President

- a. Exercises general leadership and supervision over the affairs of the Association.
- b. Monitors all Association committees.
- c. Serves as a member of the Executive Board.
- d. Solicits Board members to serve on NCAGT committees.
- e. Confirms NCAGT committee appointments as approved by the Executive Committee and appointees.
- f. Submits the President's column for each issue of the NCAGT newsletter
- g. Works closely with the Executive Directors on all administrative affairs.
- h. Receives non-attendance excuses from Board meetings from members and uses discretionary power to classify as excused or unexcused.
- i. Presides over the annual meeting of the Association.

B. Vice President

- a. Serves as a member of the Executive Board and as chairman of the Bylaws & Policy Subcommittee.
- b. Fulfills such other duties as are assigned by the Board and President.
- c. Monitors all Association committees.
- d. Serves as President if/when the President is unable to fulfill this duty at meetings or as a

representative of NCAGT.

- e. Works closely with the Executive Director and President on administrative affairs.

C. Secretary

- a. Serves as a member of the Executive Board.
- b. Records the minutes of the Board meetings and Executive Board meetings.
- c. Provides summary of Board meetings to the newsletter editor or other publications.
- d. Serves as parliamentarian for the meetings of the organization.
- e. Reviews and makes recommendations to the Board of Directors regarding proposed changes to existing policy and or bylaws and creation of new policy.

D. Treasurer

- a. Serves as a member of the Executive Board and as chairman of the Budget Committee.
- b. Distributes a written financial report for the draft agenda packet one week prior to each Board of Directors meeting of the Association, with the assistance of the Executive Director.
- c. Assists the Executive Director in providing the accountant (Association CPA) with necessary documentation to file annual tax returns as NC sales tax.
- d. Works with the Executive Director in monitoring actual vs. projected income expenses.

E. Past President

- a. Serves as a member of the Executive Board and as chairman of the Elections Committee.
- b. Serves as the chairperson of the Executive Director Annual Review.
- c. Serves as president if/when the President and Vice President are unable to fulfill their duty at meetings or as representatives of NCAGT.
- d. Works with the Executive Board to provide advice and guidance.

Adopted: November 15, 1990

Revised: January 9, 1993

Revised: September 8, 2001

Revised: March 18, 2004

Revised: January 22, 2011

Revised: March 1, 2017

Revised: September 30, 2023

CHAPTER 4

Committees

4.1 Committees

A. Standing Committees

- a. There shall be standing committees as provided for in this policy, and ad hoc committees as may be authorized from time to time by the President.
- b. Committees shall be convened for a period of one year, or until terminated by the President.

B. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President, the Secretary, the Treasurer, and the Past President.
- b. The Executive Director shall be an ex-officio member of the committee.
- c. The Executive Committee shall meet prior to the first meeting of the Board of Directors June meeting to review and revise the vision of NCAGT for the coming year and to review and make recommendations for the budget for the coming year.
- d. The Executive Committee shall make recommendations for committee appointments in partnership with the President during this meeting prior to the June meeting of the full Board of Directors.

e. Subcommittees of the Executive Committee

i. Budget Subcommittee

1. The sub committee shall oversee the budget planning process and prepare the association's annual budget. The committee, with the inclusion of other Board members, has oversight responsibility for the annual budget and establishment of policies for monitoring expenditures in a given fiscal year. In addition, the committee plays a leadership role in setting policy on long-term financial management goals, reserve, and investment policies, and risk management.
2. The Budget Sub Committee shall be chaired by the Treasurer and include the President, Vice President, Secretary, and other Board members designated by the President.
3. The Executive Director shall be an ex-officio member of the committee.
4. The Budget Committee shall prepare the annual operating budget to be submitted to the Board.

ii. Bylaws and Policies Subcommittee

1. The Bylaws and Policies Committee shall study the bylaws and operational policies of the association and recommend needed or appropriate changes to the regulations, policies, and procedures, including additions, deletions, and modifications, to the Board.
2. The Bylaws and Policies Committee shall be chaired by the Vice President and include the President and at least two other Board members selected by the Executive Committee.
3. The Executive Director shall serve as an ex-officio member.

iii. Elections Subcommittee

1. The Elections Committee is responsible for establishing the eligibility criteria for each elected office, with approval of the Board, and for ensuring that the elections are held in a timely and equitable fashion.
2. The committee shall certify the ballot for the election of the Board of Directors to be presented at the December/January Board meeting. The committee shall also propose a slate of officers and provide the proposed slate to the Board at least one week prior to the meeting during which officers will be elected.
3. The Elections Committee shall be chaired by the Past President and include three voting members of the Board (refer to Policy 3.1).

C. Advocacy & Engagement Committee

- a. Develops and implements an annual advocacy and engagement plan to increase engagement with members and nonmembers that coordinates with the vision of the Association.
- b. Oversees small event planning/logistics to promote awareness, advocacy, and outreach.
- c. Works with other standing committees and subcommittees to promote the Association and the events of the Association.
- d. Creates content for small events to share with the Public Relations Committee.
- e. Subcommittees of the Advocacy & Engagement Committee will be used to divide the projects and accomplish committee goals.

D. Conference Committee

- a. The Conference Committee oversees all aspects of the annual Conference including:
 - i. Design of conference theme and logo;
 - ii. Creation of conference content , registration form, and call for proposals;
 - iii. Appointment of the local arrangements committee, development of promotional materials, and arrangements for speakers.
- b. The Conference Committee shall consist of the President, Executive Director, the Chair or Co-Chairs, and any others appointed by the Executive Committee.
- c. The Conference Committee shall work directly with the Executive Director to ensure expenses remain within the budgetary allotment.
- d. The Annual Conference will operate according to the published set of Association Guidelines (*Reference NCAGT Conference Guidelines in Board notebook.*)
- e. Create content to share with the Public Relations Committee to promote the conference.
- f. Subcommittees of the Conference Committee will be used to divide the projects to accomplish committee goals.

E. Public Relations Committee

- a. Creating, managing, and providing content for communication channels for members and nonmembers which may include, but is not limited to crowdsourcing content and analyzing feedback trends to adjust communication plans as necessary.
- b. Oversees branding and brand recognition to increase awareness of the Association.
- c. Develop and implement an annual marketing and communication plan to increase organizational presence for a variety of stakeholders in a variety of communication channels that aligns with the Association's vision.
- d. Work with other standing committees and subcommittees to promote the Association and the events by the Association.

- e. Subcommittees of the Public Relations Committee will be used to divide the projects and accomplish committee goals.

Adopted: March 18, 1992

Revised: January 9, 1993

Revised: September 8, 2001

Revised: June 19, 2004

Revised: January 22, 2011

Revised: February 3, 2013

Revised: March 1, 2017

Revised: March 5, 2020

Revised: September 30, 2023

CHAPTER 5

Awards

(Once presented, all awards become the sole property of the association.)

Neither Awards Subcommittee Members, Board members nor any other major financial contributors to NCAGT are eligible to receive grants or scholarships for themselves or their immediate family members. Awards, which are not endowed by individuals or organizations other than NCAGT, may be retired after five years of no submissions. Awards, which are endowed by NCAGT, do not have to be awarded if only a single nomination was made. This will be determined by the Board of Directors.

5.1 NCAGT Distinguished Service Award

A. Criteria

- a. This award is to be presented when appropriate and at the discretion of the Board. It is not required that this award be given annually. The award is considered a lifetime achievement award.
- b. The award is presented to a person from the field of education that has made outstanding contributions to the education of gifted and talented children in North Carolina.
- c. Past recipients may not be re-nominated for this award.
- d. Current, sitting Board members, including Ex Officio members, are not eligible for this award.

B. Selection

- a. Nominations are made by the general membership of the Association.
- b. Final selection will be made by the Board at the January Board meeting.
- c. All Board members will cast a secret ballot prior to the beginning of the agenda of the January meeting.
- d. In case of a tie, each person will receive the award.
- e. The recipient's name will be kept secret (if possible) until the award is presented at the Annual Conference in February or March.

C. Presentation

- a. The award will be secured by the Executive Director.
- b. This award is presented at the Annual Conference by the Executive Director.

Adopted: June 10, 1979

Revised: March 14, 1991

Revised: September 8, 2001

Revised: January 22, 2011

Revised: February 3, 2013

Revised: March 1, 2017

Revised: September 30, 2023

5.2 NCAGT James J. Gallagher Advocacy Award

A. Criteria

- a. This award is to be presented when appropriate and at the discretion of the Board. It is not required that this award be given annually.
- b. The award is presented to a person inside or outside the field who has made an outstanding contribution to the education of gifted and talented children in North Carolina.
- c. Past recipients may not be re-nominated for this award.
- d. Current, sitting Board members are not eligible for this award.

B. Selection

- a. Nominations are made by the general membership of the Association.
- b. Final selection will be made by the Board at the January Board meeting.
- c. All Board members will cast a secret ballot prior to the beginning of the agenda of the January meeting.
- d. In case of a tie, the Board will vote to break the tie.
- e. The recipient's name will be kept secret (if possible) until the award is presented at the Annual Conference in February or March.

C. Presentation

- a. The award will be secured by the Executive Director.
- b. This award is presented at the Annual Conference by the President.

Adopted: March 14, 1991
Revised: September 8, 2001
Revised: January 22, 2011
Revised: February 3, 2013
Revised: September 30, 2023

5.3 Outstanding Teacher of the Gifted Awards

A. Criteria

- a. The nominees are endorsed by the State of North Carolina to teach gifted students.
- b. The nominees have taught children for at least three years.
- c. The nominees are teaching gifted children during the current school year. (This may include regular classroom teachers, consultation teachers, or AIG teachers.)
- d. The nominees exhibit outstanding qualities related to gifted education in the areas of teaching, curriculum development and adaptation, working with gifted children, participating in PAGE activities where applicable, and collaborating with other staff and administrators.
- e. The nominees exhibit a strong commitment to gifted education through professional experiences, professional organizations, and services in the area of gifted education.
- f. Nominees are members of the Association (may renew or join at time of nomination).

B. Selection

- a. Nominations are solicited by the NCAGT membership.
- b. Upon receipt of the name of the candidate from the school district, the Executive Director either sends a nomination packet to the individual or directs the candidate to go to the Association Web site at www.ncagt.org and download a nomination packet.
- c. Nominees are responsible for completing their packets and returning them by the designated deadline.
- d. At the December/January Board meeting, a committee will judge the nominees for state finalists. Then, the committee will make the final selection for Teacher of the Year.

- e. Two nominees will be selected as the Teachers of the Year for the state: one Elementary and one Secondary.
- f. Final decisions from the judges will be sent to the Executive Director.
- g. Each local nominee will be awarded as a finalist unless the committee deems that an individual does not meet the eligibility criteria.
- h. The superintendent and the AIG coordinator of each nominee will be notified by the Executive Director. The Teacher of the Year will be kept secret (if possible) until the Annual Conference.

C. Presentation

- a. Recognition will be given to each finalist and the teacher of Teacher of the Year will be given a special award.
- b. The Awards Committee will prepare the recognition ceremony to be held at the annual conference.

Adopted: March 18, 1988
 Revised: January 9, 1999
 Revised: September 8, 2001
 Revised: March 18, 2004
 Revised: January 22, 2011
 Revised: February 3, 2013
 Revised: March 1, 2017
 Revised: September 25, 2021
 Revised: September 30, 2023

5.4 Mini-Grants Awards

A. Criteria

- a. Applications may be submitted by a member of the Association or PAGE.
- b. Individual applications must be current members of the Association.
- c. Applications may not have been recipients of a mini-grant the previous year.
- d. Applications may not be for a continuation of a previously selected mini-grant.

B. Selection

- a. Nominations are solicited by the NCAGT membership.
- b. Applicants are responsible for completing their applications and returning them to the Association Office by the set deadline.
- c. Only mini-grant applicants submitted by the set deadline are eligible and will be considered a candidate by the committee.
- d. A committee of members of the Board will be appointed to judge the mini-grant applications and to make final selections.
- e. Teacher applications will be identified by counties. Applications from PAGE Affiliates will be identified by the size of the community served. The selection committee will consider geographical distribution.

C. Presentation

- a. The amount and number of mini-grants shall be decided annually at the initial budget planning session of the Board.
- b. Recipients will be selected by a committee in January of each year and recognized at the Annual Conference.
- c. Awards/checks will be sent to recipients by the Executive Director.

D. Evaluation

- a. A summary and evaluation of the completed project will be due no later than May 31st for federal tax reporting purposes.
- b. Recipients are encouraged to submit photographs and a short write-up for the Association newsletter.

Adopted: June 19, 1992
 Revised: September 8, 2001
 Revised: January 22, 2011
 Revised: September 30, 2023

5.5 Lyn Aubrecht Parent of the Year Award

A. Criteria

- a. The nominee must be a parent of a gifted child, whose primary involvement is in the role of a parent.
- b. The nominee must have worked to promote the needs of gifted children for at least four years.
- c. In addition, the nominee should demonstrate other characteristics which indicate depth of commitment to the education of gifted children, such as membership in and/or leadership of a PAGE Affiliate, participation in local education committees, and being informed concerning issues in gifted education.

B. Selection

- a. Nominations are solicited by the NCAGT membership.
- b. Written nominations, not longer than one typed page, may be made by any member of an active PAGE Affiliate or members of the Association.
- c. Nominations shall be submitted to the Executive Director on or by the deadline set by the Board of Directors.
- d. A committee will review all nominations and present up to three candidates to the Board at the January meeting. The Board shall select the recipient by secret ballot.
- e. In case of a tie, each person will receive the award.

C. Presentation

- a. The award will be secured by the Executive Director
- b. The award will be presented by the President at the Annual Conference.

Adopted: January 8, 1994
 Revised: September 8, 2001
 Revised: January 22, 2011
 Revised: September 30, 2023

5.6 PAGE Affiliate Award

A. Criteria

- a. PAGE Affiliates will be invited to complete a one-page summary of activities and accomplishments of their affiliates over the last school year. Such accomplishments might include contributions to the well-being of local programs for gifted students, informative programs for parents and teachers, or direct services to students.

B. Selection

- a. Nominations are solicited by the NCAGT or PAGE membership.
- b. Summaries shall be submitted to the Executive Director to be presented to the Board of Directors at the December/January meeting.

- c. The Board shall select a recipient by secret ballot.
- d. In case of a tie, the Board will deliberate further and vote again.
- C. Presentation
 - a. The award will be secured by the Executive Director.
 - b. The award will be presented by the President at the Annual Conference.

Adopted: June 14, 1994
 Revised: March 18, 2004
 Revised: January 22, 2011
 Revised: September 30, 2023

5.7 Student Scholarship Awards

- A. Criteria
 - a. Applicants must be K-12 students in North Carolina who currently qualify as academically and/or intellectually gifted according to local plans.
 - b. A current member of NCAGT must sponsor a candidate for the award.
- B. Selection
 - a. Nominations are solicited by the NCAGT membership.
 - b. Only applications submitted by the set deadline by the Board will be eligible.
 - c. A committee of Board members will judge individual applications. Applications may be downloaded on the Association Website at www.ncagt.org.
- C. Presentation
 - a. The amount and number of scholarships shall be decided annually at the initial budget planning session of the Board.
 - b. Recipients will be selected in January.
 - c. Awards/checks will be sent to recipients by the Executive Director.

Adopted: September 15, 1991
 Revised: September 8, 2001
 Revised: January 22, 2011
 Revised: September 30, 2023

5.8 NCAGT Nicholas Green Distinguished Student Award

- A. Criteria
 - a. Applicants must be in grades 3 to 6 at the time of the nomination.
 - b. The Association will accept self-nominations and nominations from parents, teachers, students and community and civic groups.
 - c. Outstanding student accomplishment may be in the area of academics, athletics, the arts, or leadership.
- B. Selection
 - a. Nominations are solicited by the NCAGT membership.
 - b. Only applications submitted by the set deadline by the Board will be eligible.
 - c. A committee of Board members will judge individual applications. Applications may be downloaded on the Association Web site at www.ncagt.org.
- C. Presentation
 - a. The Executive Director will have the NCAGT Certificate of Excellence framed for presentation and secure a monetary award for the award recipient.
 - b. The Executive Director in conjunction with his designee from the Board of Directors will

notify the winner and his/her family as well as make arrangements for family and friends of the award winner to attend the awards presentation at the Annual Conference.

Adopted: October 18, 1998
Revised: September 8, 2001
Revised: June 10, 2006
Revised: January 22, 2011
Revised: March 1, 2017
Revised: September 30, 2023

5.9 Outstanding Administrator of the Gifted Awards

A. Criteria

- a. The candidate must be an administrator in North Carolina schools (a principal, coordinator, supervisor, assistant superintendent, or superintendent.)
- b. The candidate must show proof as an advocate and leader in support of gifted education.
- c. The candidate must exhibit strong commitment to gifted education through professional experiences, professional organizations, and services in the area of education for gifted. 4. Each school district is eligible to nominate one candidate from its system for the award. Nominees may not have been a state level winner of the award in the past.

B. Selection

- a. Nominations are solicited from the NCAGT membership.
- b. Nominators are responsible for completing their packets and returning them by the designated deadline.
- c. At the December/January Board meeting, a committee will judge the nominees for state finalists. Then, the committee will make the final selections for Administrator of the Year.
- d. Two nominees will be selected as the Administrators of the Year for the state: one Elementary and one Secondary.
- e. Final decisions from the judges will be sent to the Executive Director.
- f. Each local nominee will be awarded as a finalist unless the committee deems that an individual does not meet the eligibility criteria.
- g. The Superintendent and the AIG coordinator of each nominee will be notified by the Executive Director. The Administrator of the Year will be kept a secret (if possible) until the Annual Conference.

C. Presentation

- a. Recognition will be given to each finalist and the Administrator of the Year will be given a special award.
- b. The Awards Committee will prepare the recognition ceremony to be held at the Annual Conference.

Adopted: September 8, 2001
Revised: March 18, 2004
Revised: January 22, 2011
Revised: February 3, 2013
Revised: March 1, 2017
Revised: September 25, 2021
Revised: September 30, 2023

5.10 Susan Keel Lamar Student Scholarship for Creativity

- A. Criteria
 - a. Applicants must be K-12 students in North Carolina who currently qualify as academically and/or intellectually gifted according to local plans.
 - b. A current member of NCAGT must sponsor a candidate for the award.
- B. Selection
 - a. Nominations are solicited by the NCAGT membership.
 - b. Only applications submitted by the set deadline by the Board will be eligible.
 - c. A committee of Board members will judge individual applications. Applications may be downloaded on the Association Web site at www.ncagt.org.
 - d. Two nominees will be selected for the Susan Keel Lamar Student Scholarship for Creativity: one Elementary and one Secondary.
- C. Presentation
 - a. The Executive Director will have the NCAGT Certificate of Excellence framed for presentation and secure a monetary award for the recipient.
 - b. A member of the Board of Directors will notify the winner and his/her family as well as make arrangements for family and friends of the award winner to attend the awards presentation at the Annual Conference.

Adopted: August 20, 2009
Revised: January 22, 2011
Revised: March 1, 2017
Revised: September 25, 2021
Revised: September 30, 2023

5.11 Business Award

- A. Criteria
 - a. Eligible businesses include those who support the mission of NCAGT, cultivate strong and sustained partnerships with schools, advocate on behalf of gifted education, and/or provide resources and support to teachers serving gifted students.
 - b. A current member of NCAGT must sponsor a business for the award.
- B. Selection
 - a. Nominations are solicited by the NCAGT membership.
 - b. Only applicants submitted by the set deadline by the Board will be eligible.
 - c. A committee of Board members will judge individual applications.
- C. Presentation
 - a. The award will be secured by the Executive Director.
 - b. The award is presented by a member of the Board of Directors.

Adopted: February 26, 2014
Revised: March 1, 2017
Revised: September 30, 2023

5.12 Leadership through Service Award

- A. Criteria
 - a. Student must be enrolled in grades 7-12 at the time of nomination.
 - b. Student must show outstanding distinguished leadership service.

B. Selection

- a. Nominations are solicited by the NCAGT membership.
- b. Only applications submitted by the set deadline by the Board will be eligible.
- c. A committee of Board members will judge individual applications.
- d. Applications may be downloaded on the association Web site at www.ncagt.org.

C. Presentation

- a. The Executive Director will have the NCAGT Certificate of Excellence framed for presentation and secure a monetary award for the award recipient.
- b. A member of the Board of Directors will notify the winner and his/her family as well as make arrangements for family and friends of the award winner to attend the awards presentation at the Annual Conference.

Adopted: June 6, 2015

Revised: March 1, 2017

Revised: September 30, 2023

CHAPTER 6

Co-Sponsorship of Events

6.1 Co-Sponsorship of Events

- A. The organization requesting co-sponsorship must have legally established non-profit status (so as to protect the non-profit status of the Association).
- B. The organization requesting co-sponsorship must include the President and Executive Director of the Association in the planning event.
- C. The agreement between the organization requesting co-sponsorship and the Association must be in writing and must specify the extent of fiscal responsibility to be assumed by the Association.
- D. The event must be supportive of the purposes of the Association as stated in the bylaws and policies.
- E. An agreement must be signed prior to the event designating the percentage of the event income (if any) that will be given to the Association.
- F. The organization requesting co-sponsorship must provide the Association with the opportunity to disseminate and to display (at no charge) Association materials at the event.
- G. The proposal for the co-sponsorship must be approved by the Board at least six months prior to the event.
- H. The officers of the organization requesting co-sponsorship must work with the Executive Committee of the Association to prepare a report for the Board regarding the outcomes of the event.

Adopted: November 21, 1991

Revised: September 8, 2001

Revised: January 22, 2011

Revised: September 30, 2023

CHAPTER 7

Communications

7.1 Media

- A. Publications of the Association include all print and electronic/digital materials which may be mailed, transmitted or distributed to Association members and other audiences.
- B. Association publications may contain advertisements subject to approval of the Board. The advertisement must not jeopardize the tax-exempt status of the Association.
- C. Permission to republish NCAGT copyrighted materials must be requested in writing.
- D. NCAGT Board Members and employees shall refrain from posting the following online (e.g., Facebook, Twitter, and other websites):
 - a. Anything that may harm the goodwill or reputation of NCAGT or any disparaging information about NCAGT.
 - b. Any disparaging, discriminatory or harassing information concerning any member, employee, vendor, or other person associated with NCAGT.
 - c. NCAGT's policies prohibiting harassment apply online as well as offline.
- E. Any confidential information, trade secrets, or intellectual property of NCAGT including information relating to finances, research, development, marketing, members, operational methods, plans and policies.
- F. Any private information relating to a member, employee or vendor of NCAGT.
- G. The Executive Director and Public Relations Committee Chair(s) will have access to all social media account login information.

Adopted: May 18, 2001
Revised: September 8, 2001
Revised: January 22, 2011
Revised: February 3, 2013
Revised: September 30, 2023

7.2 Privacy Policy

The North Carolina Association for the Gifted and Talented (NCAGT) places a high priority on protecting member privacy.

- A. Personally Identifiable Information
 - a. NCAGT members that register at www.ncagt.org and individuals that sign up to receive NCAGT e-communications voluntarily provide the Association with contact information (such as name and email address). The Association uses this information for specific, limited purposes.
 - b. People may always "opt out," either upon registration or at any time in the future if they do not wish to receive messages from the Association.
- B. IP addresses
 - a. The NCAGT uses IP addresses to help diagnose problems with our server, to administer www.ncagt.org and for statistical metrics used to track website visitor traffic.
- C. Cookies

- a. www.ncagt.org uses "cookie" messages to automatically help provide better services. They remind the Association who people are and their preferences for our website based on what they've done and told the Association before.
 - b. The "cookie" is placed in the person's computer and is read when they come back to the Associations website.
 - c. Cookies let the Association take the person to the information and features they're particularly interested in.
 - d. They also let the Association track the usage of www.ncagt.org , so the Association knows which parts of our sites are most popular.
 - e. People can reject cookies or cancel them by instructing their Web browser accordingly.
- D. How Personal Information May Be Used
- a. The Association may use personal information to provide a person with personalized service;
 - i. To send email alerts and publications to you;
 - ii. To answer your requests;
 - iii. To process membership application.
 - b. People may choose to opt out at any time, which will cease electronic communications from the Association.
 - c. The Association may also use information to track visitors to our website.
 - i. This lets the Association see which of our features are the most popular so we can better serve our users' needs.
 - ii. It also lets us provide aggregate data about our traffic (not identifying anyone personally, but showing how many visitors used which features, for example) to outside parties.
- E. Email Privacy
- a. NCAGT does not provide, sell, or rent email addresses to anyone outside the organization.
- F. External Links
- a. www.ncagt.org includes links to external websites.
 - b. These links do not fall under the www.ncagt.org domain, and NCAGT is not responsible for the privacy practices or the content of external websites.
 - c. A person who uses any linked websites is solely at your own risk.
- G. Modifications
- a. The Association retains the right to modify this privacy at any time by electronic notice posted on our website.

A person's continued use of our website after the date that such notices are posted will be considered as your agreement to the changed terms.

Adopted September 30, 2023

CHAPTER 8

Amending Association Bylaws and Policies

8.1 Proposed Changes to Bylaws

- A. Each proposed change to the Bylaws shall be presented and voted on separately from any other.
- B. Amendments of the Bylaws may be proposed to the Board by:
 - a. Any Board member or the Board committee.
 - b. Recommendations to the Board by three or more PAGE Affiliates.
 - c. Petition of 100 or more active members of the Association.
 - d. Recommendations to the Board by the Bylaws Subcommittee.
- C. Following the proposal for an amendment, the issues shall be discussed in a regular or special meeting of the Board. The Board will then vote to submit the proposal to the membership for their vote.
- D. The Bylaws and Policies Subcommittee will conduct and supervise the vote on amendments and report the results to the Board.
- E. Amendments shall become effective at the next meeting of the Board when the Bylaws and Policies Subcommittee reports the results of the vote to the Board.

Adopted: March 18, 1992
Revised: September 30, 2023

8.2 Proposed Changes to Policies

- A. Policies are periodically reviewed by the Board of Directors in order to keep them current and to reflect current practices of the Association. This is a standing item on the agenda for the June Retreat.
- B. Each proposed change to Policy or a new policy shall be sent to and addressed by the Bylaws and Policies subcommittee.
- C. The Bylaws and Policies Subcommittee will revise current policy or add new ones as directed by the Board.
- D. Revised and new policies shall become effective when the Bylaws and Policies Subcommittee takes a recommendation to the Board for a vote and the vote is passed by a majority of the Board.
- E. Unlike Bylaws, policy is not voted on by membership, only the Board.

Adopted: March 18, 1992
Revised: September 8, 2001
Revised: June 18, 2005
Revised: January 22, 2011
Revised: September 30, 2023

8.3 Creation of New Policy

- A. The Board of Directors has the authority to make new policy or to change current policy.
- B. The proposal for a new policy by a Board member or committee can be submitted as an action item for consideration at a scheduled meeting of the Board.
- C. The Board member or committee can ask that the item be included on the meeting's agenda or the proposal can be submitted as a New Business item during approval of the Consent Agenda.
- D. New policies must be put to a vote by the Board and receive a majority of the votes in order to pass.

Adopted: September 8, 2001

Revised: January 22, 2011

Revised: September 30, 2023

CHAPTER 9

Flowers/Gifts/Memorials

9.1 Flowers/Gifts/Memorials

The Board of Directors may wish to express congratulations or sympathy or concern on behalf of the Association.

- A. Flowers or gifts may be sent:
 - a. Upon the death of a Board Member or his/her spouse, parent or child.
 - b. Upon the hospitalization or convalescence of a Board Member from surgery, illness, or accident.
 - c. Upon retirement of a “special friend of gifted.”
 - i. Upon the birth of a baby of a Board member or the family of a Board member.
- B. The Executive Director and/or President may use discretion in selection of the type of gift or floral arrangement but shall generally be limited to a price range of \$75 per gift or arrangement.
- C. Memorials in lieu of flowers may be sent if the Executive Director and President agree that the designated charity is not controversial in nature and is not philosophically in conflict with the Association.
- D. The Executive Director and/or President will notify the Board Members of other personal situations so they may respond individually.

Adopted: June 20, 1992
Revised: January 9, 1993
Revised: September 8, 2001
Revised: January 22, 2011
Revised: September 25, 2021
Revised: September 30, 2023

CHAPTER 10

Local Affiliates/PAGE

10.1 Partners for the Advancement of Gifted Education (PAGE)

- A. PAGE affiliates shall complete the following:
 - a. File Articles of Incorporation with the NC Secretary of State;
 - b. Establish a set of bylaws; and
 - c. Obtain a tax ID number.
- B. PAGE affiliates adhere to a set of principles established and adopted by the NCAGT Board of Directors called **Standards for the Establishment, Affiliation, Operations and Dissolution of PAGE 9**(also called “The Standards”). Amendments to “The Standards” shall be conducted at the direction of the NCAGT Board of Directors.
- C. As an affiliate of the NCAGT, a PAGE Affiliate shall act ethically and responsibly.
- D. The affiliate President, or a designee, shall have the “Full Conference Package” registration fee waived for the annual NCAGT Conference. This complimentary registration shall be for one person only. It cannot be shared with two or more.
- E. In lieu of an affiliate fee, the PAGE President and one other officer in the affiliate shall be a paid/active member of the NCAGT annually. There shall be no annual fee for PAGE Affiliates.
- F. Upon dissolution, a PAGE affiliate shall distribute its remaining assets to the NCAGT. The NCAGT shall hold these assets for a period of two years. If no new PAGE affiliate is formed within that two-year period, these funds shall be used in a manner deemed appropriate by the NCAGT Board of Directors.
- G. If a group wishes to start a PAGE affiliate in a location that no longer has an active affiliate, it shall follow the procedures in Section II, of “The Standards.”

Adopted: January 24, 2009
Revised: January 22, 2011
Revised: September 30, 2023