

<b>Policy Title: Standards of Conduct</b>	
<b>Policy Number: 2.3</b>	<b>Last Approved Date: 9/25/20</b>
<b>Regulations Reference:</b>	

### **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 interactions 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.
- Practice non-discrimination within all of my interactions and endeavors associated with NAGC.

<b>Policy Title: Conflict of Interest</b>	
<b>Policy Number: 2.4</b>	<b>Last Approved Date: 3/25/06</b>
<b>Regulations Reference:</b>	

## **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.

## **II. 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 officers in writing.

**Disclosure of Actual or Potential Conflicts of Interest:**

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**Board Member Signature:** \_\_\_\_\_**Board Member Printed Name:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Please sign and email this page to the NAGC Executive Director**

<b>Policy Title: Whistleblower</b>	
<b>Policy Number: 2.5</b>	<b>Last Approved Date: 11/9/05</b>
<b>Regulations Reference:</b>	

## 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.*

<b>Policy Title: Document Destruction</b>	
<b>Policy Number: 2.6</b>	<b>Last Approved Date: 11/9/05</b>
<b>Regulations Reference:</b>	

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:**

<b>Type of Document</b>	<b>Minimum Requirement</b>
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

**Policy Title: Non-Discrimination and Affirmative Action****Policy Number: 2.7****Last Approved Date: 9/25/20****Regulations Reference:****I. STATEMENT OF PURPOSE**

This policy articulates NAGC's commitment to non-discrimination in membership, programs, and practices.

**II. POLICY STATEMENT**

The National Association for Gifted Children does not discriminate for reasons of race, religion, cultural background, ethnicity, nationality, disability, gender, age, marital and family status, socio-economic status, sexual orientation, or gender identity in membership, leadership, programs, or practices.

The National Association for Gifted Children will not discriminate and will take affirmative action measures to foster diversity, inclusion, equity, and social justice in its membership, leadership, programs, and practices. This policy covers all entities of NAGC, including but not limited to its Governing Bodies, Networks, Committees, Task Forces, and the National Office.

Policy Title: Diversity, Equity, and Inclusion	
Policy Number: 2.8	Last Approved Date: 8/27/21
Regulations Reference:	

## I. STATEMENT OF PURPOSE

This policy communicates NAGC’s commitment to diversity, equity, inclusion, and social justice throughout the organization. The policy emphasizes the organization’s focus on inclusion as a core guiding principle across programs, initiatives, and relationships. NAGC strives to rectify inequities and systemic marginalization resulting from past practices within gifted programs and procedures in the context of larger educational systems.

## II. POLICY STATEMENT

NAGC is committed to a diverse, inclusive, socially just, and equitable environment in which internal and external stakeholders are respected, valued, and included regardless of individual differences including but not limited to race, religion, cultural background, ethnicity, nationality, disability, gender, age, marital and family status, socio-economic status, immigration status, native language, sexual orientation, or gender identity.

NAGC maintains that building and sustaining equity and inclusion requires an ongoing commitment to evaluating our organizational culture, values, norms, behaviors, and actions. Such evaluation must be accompanied by intentional action steps reviewed regularly to ensure continuous improvement toward these goals.

NAGC recognizes that its broader mission to support “those who enhance the growth and development of gifted and talented children” can only be met when practices reflecting a focus on diversity, equity, social justice, and inclusion are integrated throughout the organization, specifically including the following emphases:

*Leadership.* Our organizational leadership, including the Board of Directors and other volunteer leaders, reflects the rich and growing diversity of our membership and the broader population of gifted children and those who work with them.

*Membership.* NAGC consistently aims to encourage diversity in membership and to invite full participation for all members. The organization and its groups strive to cultivate an environment of inclusiveness in programming, practices, and leadership development. We recognize the importance of hearing from diverse member voices and ensuring equitable access to committees, networks, SIGs, and all subsets within the organization. We intentionally include student, member, and leader voices from historically marginalized communities and promote their representation across the organization.

*Programming.* We create and implement programs with attention to cultural and individual differences and treat all members and stakeholders respectfully. We build networks and empower stakeholders to respond proactively to the needs of historically marginalized students in gifted education. We welcome input and feedback from leaders, members, and staff and work with a diverse group of stakeholders to ensure that our programs are inclusive.

*Policies and Procedures.* Our commitment to inclusiveness, equity, and social justice is evident in our organizational policies and procedures, as part of our strategic plan, and within our organizational goals.

*Operations.* Recruitment, retention, promotion, hiring practices, contracting for services, and communication throughout the organization reflect a commitment to the values of equity and inclusion. We foster a workplace that respects each individual, seeks and values diverse perspectives, and ensures each employee and board member can actively contribute to fulfilling the organization's mission.

*Donors and Partnerships.* We share our commitment to inclusion as a core value and practice with current and potential donors and partners. We encourage donors and partners to consider and embrace these values.

### **III. DEFINITIONS**

*Diversity-* Being composed of a demographic mix of people, taking into account elements of difference including but not limited to race, religion, cultural background, ethnicity, nationality, native language, disability, gender, age, marital and family status, socio-economic status, immigration status, sexual orientation, or gender identity.

*Equity-* A commitment to fair treatment, access, and opportunity, with emphasis on identifying and eliminating barriers that prevent full participation of some groups. Equity implies an emphasis on justice and fairness within the procedures, processes, and distribution of resources by institutions or systems.

*Inclusion-* The act of building environments in which opportunities exist for all members to have a voice, influence, and involvement in the organization. An inclusive environment reflects a commitment to valuing, respecting, and listening to all stakeholders.

*Social Justice-* The process of working towards equitable distribution or redistribution of resources while challenging oppression and injustice.

<b>Policy Title: Anti-Harassment Policy</b>	
<b>Policy Number: 2.9</b>	<b>Last Approved Date: 7/21/2022</b>
<b>Regulations Reference:</b>	

## **I. STATEMENT OF PURPOSE**

NAGC is committed to a diverse, inclusive, socially just, and equitable environment in which internal and external stakeholders are respected, valued, and included regardless of individual differences including but not limited to race, religion, cultural background, ethnicity, nationality, disability, gender, age, marital and family status, socio-economic status, immigration status, native language, sexual orientation, or gender identity.

NAGC and its members are committed to full compliance with all laws and regulations, and to maintaining the highest ethical standards in the way the association conducts its operations and activities. The purpose of this policy is to define who is covered and what is considered unacceptable behavior. The policy's intent is to specify the types of behavior NAGC considers unacceptable at its events while recognizing that such a description cannot be exhaustive or all-inclusive and to state how NAGC intends to deal with complaints of unacceptable behavior.

## **II. POLICY STATEMENT**

The association expects all participants in NAGC-sponsored events and venues to behave in a proper, civil, respectful, and professional manner.

### **a. Prohibited Conduct**

This policy prohibits unwelcome conduct that is directed toward a person for reasons including, but not limited to, their race, religion, cultural background, ethnicity, nationality, disability, gender, age, marital and family status, socio-economic status, immigration status, native language, sexual orientation, or gender identity. Further, this policy prohibits any conduct severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

### **b. Unacceptable behaviors include:**

- intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant at an NAGC-sponsored event and at all related events and in one-on-one communications carried out in the context of an NAGC-sponsored event.

- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
  - deliberate intimidation, stalking, taunting, or following;
  - harassing photography or recording;
  - sustained disruption of talks or other events;
  - unwelcome and uninvited attention or contact;
  - physical assault (including unwelcome touch or groping);
  - real or implied threat of physical harm;
  - real or implied threat of professional or financial damage or harm;
- c. **Consequences of Unacceptable Behavior**  
NAGC will address unacceptable behavior from any participant at an NAGC-sponsored event, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority to the extent it can. If a participant engages in unacceptable behavior, the association may take any action it deems appropriate, including removal from the event or meeting (without refund) at which the harassment occurred and/or loss of leadership privileges. Egregious violations may result in more severe sanctions.
- d. **Reporting a Violation**  
Violations of this policy may be reported to an NAGC officer, the Executive Director, or NAGC staff. Staff will take reasonable steps to resolve the problem as quickly as possible, but some situations may not be able to be resolved immediately and may require investigation, consultation with legal counsel, and referral to the NAGC board of directors for its decision.
- e. **Board Action**  
In those cases referred to the Board of Directors, the Board will take such action as may be appropriate and authorized under applicable law or the Bylaws.

<b>Policy Title: Volunteer Rights and Responsibilities</b>	
<b>Policy Number: 2.10</b>	<b>Last Approved Date: 3/18/23</b>
<b>Regulations Reference:</b>	

## **I. STATEMENT OF PURPOSE**

This policy defines the general rights and responsibilities of volunteers within the association.

## **II. POLICY STATEMENT**

In order to achieve its mission, NAGC depends on members to volunteer their time and expertise in a wide range of capacities. Volunteers complement the work of paid staff and allow the Association to extend its activities and services far beyond what could be accomplished by staff or paid consultants alone. This policy outlines the rights and responsibilities of those who volunteer for the Association.

## **III. Rights**

Volunteer service to the Association should be a rewarding and enriching experience. Volunteers should be officially recognized for their contributions and offered mentoring and training for current and future responsibilities. In particular, the Association should seek to develop and make clear pathways of potential service that allow volunteers to grow and develop as leaders.

Volunteers' commitment of time should be respected. They should be provided with clear tasks, expectations, and parameters for service. Those tasks and activities should have a clear linkage to the mission and strategic goals of the Association.

No volunteer should be expected to compromise their regular employment because of service to the Association, and they should feel free to step down from their service to the Association without retribution if other commitments require them to do so.

Volunteers should know whom they can contact if they have concerns regarding:

- expectations placed upon them,
- interactions with other volunteers and/or staff,
- the functioning of a group they are working with.

## **IV. Responsibilities**

Volunteers should be asked to make a formal commitment to the responsibilities entailed in a given position and understand that a failure to fulfill these responsibilities frequently entails

negative consequences for other members and for the ability of the Association to achieve its mission.

Volunteers must abide by the Association's policies for ethics and accountability, including, but not limited to, the Standards of Conduct, Conflict of Interest, Non-discrimination and Affirmative Action, and Diversity, Equity, and Inclusion policies.

Volunteers should understand the importance of clear and timely communication with staff and other volunteer leaders.

Volunteers should seek to maximize their ability to focus on their appointed or elected position by avoiding serving in multiple positions simultaneously.

All appointed positions within NAGC serve at the discretion of the person or body that made the appointment, with all volunteers ultimately answering to the Board of Directors. Failure to fulfill the specified obligations for a position or abide by the Association's ethics and accountability policies is grounds for removal and replacement.