

| Policy Title: Network Role and Function |                             |
|---|-----------------------------|
| Policy Number: 9.1                      | Last Approved Date: 3/18/23 |
| Regulations Reference: Article IX       |                             |

## I. STATEMENT OF PURPOSE

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

## II. POLICY STATEMENT

### Overview

Networks are created to connect and engage individuals within NAGC who share common interests within the field of gifted education defined by either professional role or personal interest. Their main function within the Association is to help cultivate content and create community. Each Network shall support the mission, strategic plan, and purposes of the Association through its activities.

## III. DUTIES AND RESPONSIBILITIES

### General

Networks enhance the experience of members by facilitating connections and the exchange of ideas around shared topics of interest. This is accomplished throughout the year in the following ways:

- Active discussion and engagement within their Network group in the online member community
- At least one article and/or column in NAGC's newsletter or blog per year
- Programming at the annual NAGC convention
- Occasional special events and projects

Networks are to follow the guidelines and training provided by staff to accomplish each of these activities.

To ensure their sustainability, Networks are required to do the following each year:

- Maintain a handbook that documents all of their procedures that supplement the guidelines provided to them by staff and provide a copy of this handbook to staff.
- Submit reports annually, or as requested, to the NAGC Board of Directors, detailing their activities throughout the year.
- Coordinate with staff to organize a formal annual meeting of their members either at the NAGC convention or online.

### Annual Convention

#### *Content Selection and Accountability*

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

Each Network, with support from and in collaboration with staff, will be responsible for reviewing convention program sessions within their Network. To accomplish this, each Network will designate at least one representative to be a program leader responsible for coordinating sessions for its respective program strand, adhering to specific annual guidelines, overarching theme, and convention slots provided by the Convention Committee and staff. The Network chair and/or Network program leader (if a program leader is identified outside of the elected leadership) are both eligible to serve as reviewers for other Networks but not their own.

#### *Network Community Building and Evening Events*

Within financial and scheduling guidelines established by NAGC, each Network may elect to conduct an evening event designed to showcase a particular theme or Network concept, build Network membership, and create a community around a shared goal or purpose. Networks are to coordinate with staff in the planning and execution of these events.

*Annual Business Meetings*

Each Network will conduct an annual business meeting to identify a slate of candidates for Network offices and otherwise conduct Network business (e.g., newsletter management and conducting convention events). This may be scheduled either during the NAGC convention or virtually. Networks may work with staff to schedule additional working sessions during the annual convention as both space and the schedule allows.

NAGC will provide support to facilitate each Network's annual meeting. NAGC may provide support for supplemental meetings depending upon scheduling and availability.

Special Projects and Events

Networks may plan special projects and events that supplement their required activities throughout the year. Networks are to coordinate with staff in the planning and execution of these events and must follow the financial and scheduling guidelines established by NAGC.

Networks may petition the board for funding for special projects and events that fall within the annual budgetary guidelines established by NAGC. Networks are not otherwise permitted to fundraise or seek donations for their projects or events unless approved by the board. All approved financial transactions for Networks must be organized through the NAGC office.

| Policy Title: Network Formation, Solvency, and Dissolution |                             |
|--|-----------------------------|
| Policy Number: 9.2   | Last Approved Date: 3/18/23 |
| Regulations Reference: Article IX                          |                             |

## I. STATEMENT OF PURPOSE

This policy outlines the requirements and guidelines for the formation of Networks, changes to Network names or purpose statements, and the dissolution of Networks.

## II. POLICY STATEMENT

### *a. Formation of Networks*

Groups that wish to create a new Network must first apply to be recognized as a Special Interest Group to the Board. The Network Representative, who advises the Board of Directors on matters pertaining to Networks and SIGs, will review the application and make a recommendation to the Board of Directors. When considering Network applications, the Network Representative will use the following criteria:

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

Networks can be formed by any group of at least 100 NAGC members with a common substantive interest that is consistent with the mission and goals of NAGC. The application will be submitted to the Network Representative of the Board of Directors and shall include:

- a Purpose statement,
- a designated leader or contact person for the Network,
- a list of at least 100 NAGC members who plan to participate in the Network,
- a list of proposed activities.

The Board of Directors must approve the creation of new Networks.

*b. Name Change*

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

*c. Network Purpose Statement Change*

Networks are encouraged to periodically review whether the Network Purpose statement reflects its goals and current/future language related to its special interest. Should the Network wish to change its Purpose statement, it must bring a proposal to the Network Representative on the NAGC Board of Directors. The proposal should include demonstrated evidence and clear rationale that the proposed ideas in the Purpose statement are widely accepted and recognized in related literature within the field, e.g., in citations from the field of specialty, related articles, and other published documents as it relates to the mission of the Network.

*d. Dissolution of Networks*

Staff will work with the Network Representative to identify any Networks that fail to fulfill their obligations as required by policy. The Network Representative will be responsible for preparing a written Network Improvement Plan, communicating with Network leaders and members, and monitoring the progress of the Network toward improvement goals with the help of NAGC staff. Once a Network faces solvency issues (as defined below) for 6 months and has received a Network Improvement Plan, the Network will have 12 months to meet the goals of the Network Improvement Plan, after which time a recommendation for action will be brought to the NAGC Board of Directors.

At the end of the 12 months allowed for completing the goals of the Network Improvement Plan, the Network Representative will submit a recommendation to the NAGC Board as to

whether or not the Network should be allowed to continue as a Network, become a SIG, be dissolved, or some other action taken. If the Board recommends dissolution, action will include three distinct stages:

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

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

1. Inability to attract volunteers to leadership positions for more than two concurrent elections.
2. Absence of member benefits for up to 12 months. Member Benefits may include member newsletters, electronic communication, and contribution to NAGC publications *Parenting for High Potential* or *Teaching for High Potential*, webinars, joint projects/convention events.)
3. Drop in its membership below 100 members.
4. Lack of participation and interest in the strand represented by the respective Network based on proposals submitted and attendance at convention sessions.
5. Inconsistent or nonexistent communication between the leadership of the Network and the Network Representative or staff.
6. Consistent issues of concern reflected in Annual Reports to the Board, or reports to the Board NOT submitted.

| Policy Title: Network Elections   |                             |
|-----------------------------------|-----------------------------|
| Policy Number: 9.3                | Last Approved Date: 3/16/19 |
| Regulations Reference: Article IX |                             |

## I. STATEMENT OF PURPOSE

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

## II. POLICY STATEMENT

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

## III. Terms and Positions

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

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

## IV. Development of the Slate

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

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

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

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

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

Representative

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

## V. QUALIFICATIONS

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

Successful candidates must:

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

## VI. RIGHTS AND RESPONSIBILITIES

### Rights

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



Responsibilities

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

| Policy Title: Formation of Special Interest Groups |                             |
|--|-----------------------------|
| Policy Number: 9.5                                 | Last Approved Date: 11/5/13 |
| Regulations Reference: Article X                   |                             |

## I. STATEMENT OF PURPOSE

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

## II. POLICY STATEMENT

### *Overview*

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

### a. Formation of SIGs

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

## III. RIGHTS AND RESPONSIBILITIES

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

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

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

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

#### Responsibilities of NAGC

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

| Policy Title: Network Awards Policy |                             |
|-------------------------------------|-----------------------------|
| Policy Number: 9.6                  | Last Approved Date: 4/18/23 |
| Regulations Reference: Article IX   |                             |

## I. STATEMENT OF PURPOSE

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

## II. POLICY STATEMENT

NAGC currently has a robust national awards program recognizing scholarship, leadership, excellence, and service across the field and within the organization. This Network Awards policy defines when it is appropriate and justified for individual networks to create awards that more specifically recognize Network members. The Awards Committee will have general oversight of Network Awards.

## III. PROTOCOL

### *Proposals for New Awards*

Proposals for new Network awards are submitted to the Awards Committee for review and approval. The Awards Committee will determine guidelines for new award proposals, but they should include, at a minimum, a statement of purpose for the new award and the general procedures for nominations and the review process.

In reviewing proposals for new awards, the Awards Committee will give consideration to the following factors: how a new award will fit into the bigger picture of national recognition, whether there is overlap with other existing awards, whether the cost and complexity of the selection process is sustainable over several years, and whether the award appropriately captures the spirit and mission of the Network.

Each Network Award may receive one (1) complimentary registration to the annual convention for the recipient. If a Network Award has more than one (1) recipient, then a discounted

registration fee for the annual convention may be provided to each recipient. No other cash award or prizes shall be given to recipients of Network Awards. If the Awards Committee believes an exception should be made for a proposed Network Award, it may provide its recommendation to the Board of Directors for consideration and approval.

#### *Award Management*

Networks are responsible for overseeing the submission and review process for their own awards. Each Network should create a committee to oversee the review process, maintain documentation of its award procedures, and regularly provide this information to the Awards Committee.

Networks shall follow all guidelines and reporting procedures for their awards that the Awards Committee determines. NAGC will assist with disseminating information about each Network Award's guidelines and application process.

NAGC will provide plaques to be given to each Network Award recipient. Network Award recipients will be recognized at each Network's evening event during the annual convention.