

**The Association for the Gifted
A Division of the
Council for Exceptional Children**

**TAG-CEC
Board of Directors**

Policy Handbook

Adopted by the Board: October 16, 1998

Revised October 8, 1999

Revised October 8, 2004

Revised May 1, 2009

Revised April 2011

Revised April 2014

Revised February 2018

Revised May 2018

Revised September 2019

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Board Policy Handbook

The purpose of this document is to describe the working practices for the organization and the responsibilities of the members of the Board of Directors (hereafter Board) of The Association for the Gifted (hereafter TAG), a division of the Council for Exceptional Children (hereafter CEC). In accordance with the Bylaws of TAG, these policies provide guidance to Board members for conducting business and making decisions.

Changes to the Policy Handbook will be made with a two-thirds vote of the Board.

Parliamentary Authority

All meetings will be conducted according to the current edition of *Robert's Rules of Order* (<http://www.robertsrules.com>).

General Responsibilities of Board Members

Responsibilities of all Board members are

1. Attend the quarterly meetings of the Board. One Board meeting is held in conjunction with the annual CEC convention, and other meetings will be held electronically or in person. Missing two consecutive Board meetings is cause for dismissal from the Board. Attendance is defined as being there from start to finish, whether in person or electronically.
2. Attend the Board meeting and annual business meeting for the membership held at the annual CEC convention.
3. Notify the president in the event of an absence for any meeting. Reports must be submitted by the stated deadline prior to meetings regardless of attendance.
4. Fully disclose all actual and potential conflicts of interest.
5. Contribute to TAG publications.
6. Serve on at least one standing committee and accept *ad hoc* responsibilities.

Job Descriptions of Board Members

According to the Bylaws of TAG, the Board shall consist of the following elected positions: president, past president, president-elect, secretary, treasurer, two division representatives to the CEC Representative Assembly (hereafter RAs), up to one member at large, and Membership coordinator.

The Board shall also consist of the following appointed positions: *Journal for the Education of the Gifted* (hereafter *JEG*) editor; newsletter editor; the President of the Council of State Directors of Programs for the Gifted or his or her designee (hereafter CSDPG representative); Public Relations coordinator; Standards and Accreditation coordinator; Diversity, Equity, and Access Committee chair; and Children and Youth Advocacy Network (hereafter CAN) coordinator.

President
Two-Year Term

1. Schedule and preside at the meetings of the Board and the annual business meeting of the general membership.
2. Appoint standing and *ad hoc* committee chairs and members.
3. Serve on the Elections Committee and the Publications Committee as well as *ex officio* member on all other committees.
4. Provide information to the Board concerning business and issues relevant to TAG.
5. Ensure TAG Bylaws and policies are followed.
6. Represent TAG in CEC and with other entities on shared interests either personally or by designating a representative.
7. Notify members at least 30 days prior to quarterly meetings.
8. Submit quarterly reports to be presented at each Board meeting as well as an annual report to TAG. Prepare reports for CEC as requested.
9. Communicate with TAG membership at least once a year.
10. Provide CEC with a list of updated TAG Board members each January and provide additional information as requested.
11. Recommend to the Board qualified individuals for appointed positions. After Board approval, TAG members will vote to ratify these individuals through the election process.
12. Represent TAG at Summer Leadership Institute meetings either personally or by designating a representative.
13. Determine representation by president, past president, and/or president-elect at Interdivisional Caucus (hereafter IDC) meetings (e.g., monthly phone calls, the meetings held at the annual CEC conference).
14. Work with the treasurer to prepare a budget.
15. Arrange for an award of appreciation for the past president to be presented at the general business meeting of the membership.

**Past President
Two-Year Term**

1. Serve as chair of the Elections Committee. Supply applicants and nominees with job descriptions. Gather pertinent materials to include on the ballot, including statement of interest, short biography, and photograph. Relay to the Board, applicants, nominees, and TAG membership the results of the election.
2. Serve as chair of the Awards Committee.
3. Continue work on projects and initiatives started during term of office as president.
4. Represent TAG at IDC meetings as determined in collaboration with the president.
5. Submit quarterly reports to be presented at each Board meeting.
6. Assist the president and perform such duties as may be assigned to the office.
7. Arrange for a certificate of appreciation for outgoing Board members recognizing their service to TAG.

President-Elect
Two-Year Term

1. Preside at meetings of the Board in the absence of the president.
2. Plan TAG's portion of the program for the annual CEC convention by
 - a. serving on the CEC Program Advisory Committee (PAC);
 - b. attending two PAC meetings annually (one during the annual convention and one during the summer);
 - c. receiving program proposals and coordinating the review process; and
 - d. working with PAC to ensure that the CEC convention incorporates multiple sessions of interest to the membership of TAG.
3. Plan the symposium (if applicable).
4. Serve as a member of the Finance Committee and the Elections Committee.
5. Represent TAG at IDC meetings as determined in collaboration with the president.
6. Submit quarterly reports to be presented at each Board meeting.
7. Assist the president and perform other duties as may be assigned to the office.

Secretary
Two-Year Term

1. Keep a careful record of the proceedings of each meeting. Distribute the minutes of each meeting no later than six weeks following the meeting. Follow-up actions are to be highlighted.
2. Correspond on behalf of TAG as requested by the president and the Board.
3. Collect and organize annually the following materials for the digital archive:
 - a. committee reports,
 - b. reports to CEC,
 - c. issues of TAG publications,
 - d. minutes of Board meetings and the annual business meeting,
 - e. recipients of awards,
 - f. lists of Board members, and
 - g. any other pertinent materials.
4. Transfer all digital and print records to the new secretary 30 days after the beginning of the term.

Treasurer
Three-Year Term

1. Serve as chair of the Finance Committee to prepare a proposed budget for submission to the Board.
2. Open and maintain a checking account and any other accounts (e.g., investment accounts) as directed by the Board. All accounts must have two signatories, the treasurer and the president or another Board member.
3. Deposit all funds belonging to TAG that do not automatically go through the accounting office of CEC.
4. Deposit monthly dues checks from CEC.
5. Check the monthly statements from CEC carefully and debit the expenditures against the appropriate line item of the approved budget.
6. Remit payments on approved expenditures.
5. Maintain an accounting of all receipts and expenditures.
6. Present an up-to-date account of all funds for the approval of the Board at each meeting and as may be directed by the Board.
7. Prepare a report at the end of the fiscal year (i.e., January 1–December 31) to be distributed at the Board meeting held during the CEC conference.
8. Hire a certified public accountant with expertise in 501(c)(3) tax law who will file the necessary annual tax return forms with the IRS. The tax return must be filed by the 15th day of the 5th month after the end of the fiscal year.
9. Arrange for an independent agency, or request that the president appoint an *ad hoc* committee of the board, to review the books prior to turning them over to a new treasurer.
10. Initiate the transfer of signatory authority for all account to the new treasurer within 30 days of the new term.
11. Prepare a complete accounting for the incoming treasurer within 90 days of the new term.
12. Arrange for rooms and food, as appropriate, for TAG meetings.

Division Representatives (2) to the CEC Representative Assembly
Three-Year Term

1. Represent and advocate for TAG at the annual CEC Representative Assembly (hereafter RA) meeting. This requires careful preparation prior to and active participation in the RA meeting. Attendance is required.
2. Monitor CEC issues and business throughout the year and notify the TAG Board about relevant items.
3. Submit quarterly reports on relevant CEC business and issues to be presented at each Board meeting.

Member at Large (up to 1)
Two-Year Term

1. Represent the membership in the decision-making process of the Board.
2. Provide leadership roles as designated by the Board or the president.
3. Serve on standing and *ad hoc* committees as designated by the president.
4. Submit quarterly reports to be presented at each Board meeting.

Journal for the Education of the Gifted Editor
Four-Year Term

1. Respond to all inquiries related to the journal.
2. Supervise managing editor, editorial assistant, associate editors, and any other staff.
3. Oversee the publication of the *Journal for the Education of the Gifted* (hereafter *JEG*).
 - a. Communicate with the publisher about subscriptions, mailing issues, permissions, budgets, and other relevant items as needed.
 - b. Develop a long-range plan for special issues.
 - c. Create new departments or columns as appropriate.
 - d. Solicit manuscripts.
 - e. Process manuscripts through the following steps or as directed by the publisher:
 - receive manuscript,
 - select reviewers to evaluate manuscript,
 - interpret reviewers' comments,
 - decide on disposition of the manuscript (i.e., accept, reject, revise and resubmit),
 - inform author(s) of decision,
 - work with author(s) to ready the manuscript for publication,
 - assemble issue (e.g., order of articles, departments, reviews),
 - send galleys to author for final review, and
 - review final galleys.
 - f. Coordinate and process special issues using a process similar to that of other issues with the addition of forming review panels.
 - g. Coordinate with department editors as appropriate.
 - h. Update composition of the review panel as appropriate.
 - i. Evaluate and update procedures for publishing *JEG*.
4. Propose policy for the journal and implement policy adopted by the Board.
5. Work with the treasurer to prepare the budget. Report how the editorial stipend from TAG and the publisher is allocated.
6. Chair the Publications Committee.
7. Submit quarterly reports to be presented at each Board meeting.

Newsletter Editor
Three-Year Term

1. Plan, supervise, and issue a minimum of four newsletters to the general membership as per the publication schedule presented to and approved by the Board.
2. Propose contributions for the newsletter to the Board.
3. Serve on the Publications Committee.
4. Submit quarterly reports to be presented at each Board meeting.

Public Relations Coordinator
Two-Year Term

1. Maintain and update the website for TAG.
2. Provide information to the Board related to technology opportunities.
3. Coordinate social media efforts.
4. Coordinate the TAG elections by posting the ballot and reporting the results to the past president.
5. Chair the Public Relations Committee.
6. Submit quarterly reports to be presented at each Board meeting.

Diversity, Equity, and Access Committee Coordinator
Two-Year Term

1. Advocate for children and youth with gifts, talents, and/or high potential from underrepresented minority or underserved populations to gain equitable access to gifted and advanced educational services.
2. Represent TAG at CEC meetings focusing on diversity, equity, and access.
3. Serve on standing and *ad hoc* committees as designated by the president.
4. Submit quarterly reports to be presented at each Board meeting.

Children and Youth Advocacy Network Coordinator
Two-Year Term

1. Represent and advocate for TAG at the annual CEC Children and Youth Advocacy Network (hereafter CAN) workshop. This requires careful preparation prior to and active participation in the CAN workshop. Attendance is required.
2. Serve as a communication link between the CEC Public Policy Unit, the Board members, and TAG members.
3. Disseminate pertinent federal legislative information to the CAN network and TAG.
4. Carry out other advocacy duties as assigned by the president.
5. Chair the Governmental Relations Committee.
6. Submit quarterly reports to be presented at each Board meeting.

Membership Coordinator
Two-Year Term

1. Monitor membership patterns, retain current members, and recruit new members (e.g., graduate students, higher education faculty and staff, K–12 educators, parents).
2. Correspond with new and lapsed members.
3. Collaborate with the Board on the provision of services to members.
4. Arrange for the availability and staffing of the membership table at the annual CEC convention and, as applicable, other conventions. Oversee all aspects of the booth, including set up, break down, and storage of materials (e.g., banner, tablecloth, raffle items).
5. Serve as the contact for CEC Membership Services.
6. Submit quarterly reports to be presented at each Board meeting.

**Council of State Directors of Programs for the Gifted Representative
Two-Year Term**

1. Chair the Outreach Committee to increase and sustain our visibility and impact in the field of education.
2. Represent the membership in the decision-making process of the Board.
3. Provide leadership roles as designated by the Board or the president.
4. Serve on standing and *ad hoc* committees as designated by the president.
5. Submit quarterly reports to be presented at each Board meeting.

Standards and Accreditation Coordinator
Three-Year Term

1. Represent TAG on matters related to standards and accreditation.
2. Submit quarterly reports to be presented at each Board meeting. Submit reports to CEC or other organizations as requested.

Standing Committees

Standing Committees will comprise no more than six members in addition to the committee chairs, including members already specified by role in policy. The exception is the Standards and Accreditation Committee, which will include no more than 12 members in addition to the committee chair. Committee members will serve staggered two-year terms with the exception of the Standards and Accreditation Committee members who will serve three-year terms. To facilitate the roll out of committee membership in 2020, some committee member terms will be three years. A call for committee members will be conducted annually. Committee members will be appointed to committees based on a match of volunteer skills, experience, and interests with organizational needs.

Membership Committee

The purpose of the Membership Committee is to recruit and retain members. The members of this committee will assist the Membership coordinator in carrying out all responsibilities.

Publications Committee

The purpose of the Publications Committee is to oversee all publications of the TAG, including the journal, the newsletter, and other publications as approved by the Board. Additionally, the committee will work with CEC to ensure that publications related to gifted education are appropriate. The membership of the committee includes the journal editor, newsletter editor, a general Board member, and the president. The president with the consent of the Board may appoint other members.

The Publications Committee will recommend to the Elections Committee nominees for journal newsletter editors. These nominations will be presented to the TAG membership for ratification.

The chair of this committee (i.e., *JEG* editor) will submit quarterly reports to be presented at each Board meeting.

Governmental Relations Committee

The purpose of the Governmental Relations Committee is to support advocacy work for children and youth who have gifts, talents, and/or high potential. The CAN coordinator will chair the committee. The chair will submit quarterly reports to be presented at each Board meeting.

Diversity, Equity, and Access Committee

The purpose of the Diversity, Equity, and Access Committee is to advocate for children and youth with gifts, talents, and/or high potential from underrepresented minority or underserved populations to gain equitable access to gifted and advanced educational services. The committee will propose initiatives to support and promote diversity and, upon approval of the Board, implement them. The chair will submit quarterly reports to be presented at each Board meeting.

Elections Committee

The purpose of the Elections Committee is to conduct the elections for TAG Board membership and recommend committee members. The past president serves as the chair of this committee. Other members are the president, president-elect, and other members as appointed by the president with the consent of the Board. Committee members who are nominated for elected or appointment positions must recuse themselves from the committee. The chair will assume the following responsibilities:

1. Solicit nominations and manage applicants for Board and committee positions.
2. Ensure that the nominees and applicants are members in good standing in CEC and TAG at the time of nomination and election, and understand that they must remain so throughout the duration of their term in office or tenure in committee.
3. Present a slate of candidates for open Board positions to be voted on or ratified by membership.
4. Ensure that the slate of Board member nominees is submitted to the membership by mail or electronic ballot.
5. Determine the outcome of an electoral tie by a vote of the Board.
6. Relay to the Board, applicants, nominees, and TAG membership the results of the election.
7. Recommend a slate of volunteers for committees to be appointed by the president.

Awards Committee

The purpose of the Awards Committee is to acknowledge and publicly recognize those individuals who have made significant contributions to the field of gifted education and TAG. A list of all previous award recipients will be maintained by the chair and submitted annually to the secretary for the archives. The past president will serve as chair of this committee.

Finance Committee

The purpose of the Finance Committee is to monitor the financial health of TAG. The treasurer will serve as the chair of this committee. The president with the consent of the Board will appoint the members of the committee. The president-elect will be a member of this committee.

External Funding Committee

The purpose of the External Funding Committee is to raise funds for TAG (e.g., annual development campaign, grants). The Treasurer will serve as the chair of this committee. The president with the consent of the Board will appoint the members of the committee.

Public Relations Committee

The purpose of the Public Relations Committee is to communicate TAG's mission and initiatives with various audiences in both digital (e.g., social media, website) and print media. The Public Relations coordinator will serve as the chair of this committee. The president with the consent of the Board will appoint the members of the committee.

Outreach Committee

The purpose of the Outreach Committee is to increase and sustain our visibility and impact in the field of education. The CSDPG representative will serve as the chair of this committee. The president with the consent of the Board will appoint the members of the committee.

Standards and Accreditation Committee

The purpose of the Standards and Accreditation Committee is to work with CEC on the development of standards and the implementation of accreditation procedures. The Standards

and Accreditation Coordinator will serve as chair of this committee. The president with the consent of the Board will appoint the members of the committee.

Policy Statements

Affiliates

Organizations concerned with promoting the welfare and education of children and youth with gifts, talents, and/or high potential may affiliate with TAG. Chapters, branches, or federations of CEC or local, state, provincial, or other organizations may apply by submission of a letter of application for affiliation, accompanied by a copy of their bylaws and/or constitution, to the Board. Acceptance of an affiliate shall be by a simple majority vote of the Board. Following notification of affiliate status, the affiliate will submit an annual update of names and addresses of its officers to the president of TAG.

Endorsements

TAG may endorse any product, individual, or institution (public or private, educational, or corporate) that supports its mission. The endorsement will be determined by a two-thirds vote of the Board of Directors.

With Board approval, TAG may communicate a call for respondents to the membership when the research aligns with the mission of TAG, the researcher(s) is a TAG member and receives no monetary gain.

Publications

TAG will publish a print journal, a newsletter, and other publications as approved by the Board. The official print journal of TAG will be the *Journal for the Education of the Gifted* and will be published quarterly. The publication shall include original research, theoretical position papers, description of innovative programming, reviews of literature, and historical articles. The official newsletter of TAG will be the *TAG Update* and will be published a minimum of four times a year. Its purpose is to keep the membership informed. Other publications may be initiated by the Publications Committee and published with the approval of the Board.

Position Statements and Resolutions

The TAG Board may adopt and publish position statements and resolutions pertinent to the field of gifted education.

Reimbursement Policy

The following are guidelines for reimbursement.

1. Expenses of the president for the Board meetings will be paid, provided the funds are not available from another source. Reimbursement may not exceed the amount budgeted and original receipts must be submitted to the treasurer within 30 days.
2. Expenses associated for the Summer Leadership Institute and IDC will be paid, provided the funds are not available from another source. Reimbursement may not exceed the amount budgeted and original receipts must be submitted to the treasurer within 30 days.
3. Board members are expected to fund their expenses from other sources to attend the meeting(s) of the Board of Directors. If other sources are not available, and after the expenses for the meetings are paid, individual Board members may request that their travel and lodging expenses be reimbursed. Reimbursement may not exceed the amount budgeted for the Board meeting and original receipts must be submitted to the treasurer within 30 days. If the reimbursement requests exceed the funds available, the reimbursements will be prorated.

Stabilization Fund

A stabilization fund has been established to ensure that TAG has funds in reserve equal to a year's operating budget. Should TAG ever become so financially needy that the stabilization fund has to be used, the priority for expending these funds is first, the funding of the publication of the journal and second, the cost of the operation of the Board. When the stabilization fund is equal to a year's operating budget, any interest earned shall fund projects as determined by the Board.

Whistleblower and Informant Protection

All members are encouraged to report all conduct that the individual reasonably believes to constitute a violation of any federal or state law, the organization policy or misappropriation of

the organization's resources ("Reportable Conduct"). A member should report his or her concerns to any board member.

Reasonable care shall be taken by the organization in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation or violation of a person's rights under the law. Care shall be taken to avoid potential defamation and to provide a fair and impartial review process.

Board members who have been contacted regarding suspected wrongdoing are required to report such concerns to the President and shall not:

- Contact the person suspected to further investigate the matter or demand restitution;
- Discuss the case with anyone other than the President, the organization's legal counsel, or a duly authorized law enforcement officer;
- Direct any inquiries from any attorney retained by the suspected individual or from the media to anyone other than the President.

The organization or its members will not retaliate against an individual alleging reportable conduct; causing such a complaint to be made; filing or causing to be filed or testifying in a proceeding involving a Reportable Conduct; providing information concerning or in connection with any such complaint, inquiry, investigation or proceeding or causing such information to be provided; or assisting or otherwise participating in the resolution of a complaint or in an investigation or proceeding, and may not otherwise discharge, demote, suspend, threaten, harass, or in any other manner discriminate against an employee in the terms and conditions of employment on the basis of such allegation. An individual who believes that he or she has been retaliated against for alleging Reportable Conduct or otherwise assisting in an investigation should immediately notify the President.