

CALIFORNIA ASSOCIATION FOR THE GIFTED



BYLAWS POLICIES AND PROCEDURES

Revised April 2016

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California Association for the Gifted

Bylaws, Policies and Procedures

Article I...Name

Section 1 This organization shall be known as the California Association for the Gifted.

Section 2 The Association is duly incorporated as a non-profit organization under the laws of the state of California, pursuant to the Articles of Incorporation filed November 17, 1966.

Section 3 This Association shall be governed by these bylaws, which may be amended from time to time in accordance with the provisions herein. However, these bylaws shall not conflict with the Articles of Incorporation.

Article II...Purposes

Section 1 The California Association for the Gifted will strive to improve education of gifted individuals as these persons are defined by current legislation.

Section 2 The California Association for the Gifted will sponsor and foster activities significant to the education of gifted individuals as the dissemination of information and the conduct of research and other scholarly investigations.

Section 3 The California Association for the Gifted will support and encourage specialized professional individuals in fields related to the education of the gifted.

Section 4 The California Association for the Gifted will support activities that encourage advocacy and awareness on behalf of gifted education.

Article III...Membership

Section 1 Membership shall be open to any interested person. Members of the California Association for the Gifted are urged to participate in other organizations with similar purposes for the gifted.

Section 2 Members in good standing of the California Association for the Gifted shall be those individuals who maintain their status by proper payment of dues and assessments to the Association.

Policy 1.1 Federal tax status was filed and approved in August 1976 with the organization listed as a Social Welfare Organization formed for the public good under Section 501 (c) 4.

Mission Statement: Founded in 1961, the California Association for the Gifted is an organization of educators, parents, and community members who believe that just as giftedness is defined by diverse academic, social, and emotional traits and abilities, giftedness is also identified within the diverse pre-school – 12th grade student populations in our schools. The organization provides the resources to support understanding of appropriate developmental and differentiated identification and curriculum practices. By focusing on the gifts, talents, and potential of students, CAG's philosophy and practices enrich the education of all students.

Policy 2.1 Code of Ethics

In order to accomplish the purposes of the California Association for the Gifted the officers and members of the Association in order to represent the Association agree to:

- support equal educational opportunities for gifted children regardless of age, gender, ethnicity, or socio- economic status.*
- support educational opportunities for the gifted/ talented without endorsing any one type of program over another.*
- recognize the differences between acting as an official spokesperson and acting as a private individual on behalf of the Association.*
- avoid using the Association as a forum to promote professional and/or personal self interests.*
- incorporate the strength of a united organizational effort combining all constituents including parents educators, and community members working together, to promote the welfare and advocacy of gifted individuals.*

- Policy 3.1 In addition to single membership, a family member- ship shall also be available. A family membership entitles the family to one copy of informational mailings, 2 membership cards, and 2 votes.*
- Policy 3.2 Past presidents shall receive life memberships in CAG.*
- Policy 3.3 The CAG mailing list is not to be sold or distributed. CAG shall handle the actual dissemination of approved information with costs paid by the requesting organization.*

Section 3 Members of the California Association for the Gifted shall be eligible to vote in elections and official actions of the Association, shall be eligible for election to office, shall be eligible to serve on committees, and shall receive releases of literature issued by or for the Association for distribution to members.

Section 4 Any organization seeking to promote and fulfill the purposes expressed by the California Association for the Gifted may, through its executive committee, submit a written request for an affiliation with CAG in accordance with the procedure outlined in the standing rules (policies and procedures). Affiliate organizations may appoint a non-voting representative to attend the CAG Board of Directors meetings at their own expense.

Section 5 Members are subject to removal for violation of the code of ethics or disregard for the Bylaws and/or established policies and procedures of the Association.

Policy 3.4 Membership names and the number of members shall not be made public.

Policy 3.5 Provisions for removing an individual from membership in the Association or from office should include these actions as evidence of reasonable effort to reconcile the problem. These actions should be taken by the President or his/her designee.

3.5.1 Include the Executive Committee in the decision-making process.

3.5.2 Make personal contact to describe and explain the charge. In the event that personal contact is not possible, a letter describing and explaining the charge will be sent.

3.5.3 Maintain a written record of actions taken and options available to the Association and the individual.

3.5.4 Offer the individual an opportunity to be heard regarding the charge made against him/her.

3.5.5 Submit all data to the Board of Directors for appropriate decision-making actions regarding the charge.

3.5.6 Final decision shall be made by vote of the Board of Directors and this decision shall be given to the individual in writing.

Policy 3.6 Membership categories

Each category has special services/recognition as follows:

- Individual Membership \$75
Full voting rights,*
- Institutional Membership.....\$100
Available to schools, libraries, and other institutions, includes two regular conference registrations at the membership rate.*
- Family Membership \$85
Two full memberships (same home address), but only one copy of informational mailings.*
- Life Membership \$ 1000
Full membership, recognition in conference program, and complimentary copies of each new publication for life.*
- Limited Income/Credential Student Membership.. \$25
Full regular membership.*

Policy 3.7 Affiliate Organizations

3.7.1 CAG will accept as affiliates those organizations whose mission and purpose align with the mission and purpose of CAG and meet all of the requirements of this policy.

3.7.2 Any organization seeking affiliate status will submit an application for affiliation, a copy of that organization's bylaws, and the names of a minimum of three officers who are current CAG members to the CAG Office. Applications will be evaluated by a review committee established by the President of CAG and approved by the CAG Board of Directors.

- 3.7.3 Upon approval, the affiliate organization will be assessed a yearly fee of \$90.00. The affiliate organization will submit the name of a person to receive the CAG mailings, apprise CAG of any change in the contact person, and apprise CAG of any changes in their bylaws. The affiliate organization will be expected to support CAG bylaws, encourage individual membership in CAG, and allow any CAG Board member to attend their meetings.
- 3.7.4 The affiliate organization may be invited to have its organization's leader serve on the CAG Nomination Committee.
- 3.7.5 The affiliate organization may wish to send a non-voting member to CAG Board of Directors meetings at the expense of the affiliate.
- 3.7.6 CAG will provide the affiliate organization with information dispersed by the legislative network of CAG and the Gifted Education Communicator. CAG will serve as an informational resource in matters pertaining to the education of the gifted/talented.
- 3.7.7 The Affiliate Coordinator will periodically re-evaluate an affiliate organization's status for compliance. Affiliates using CAG's tax identification number must submit an annual financial report to the CAG treasurer.
- 3.7.8 Each affiliate organization may send one representative from its organization to the annual CAG conference at the rate designated for members.
- 3.7.9 CAG will accept as Global Affiliates those organizations whose mission and purpose align with the mission and purpose of CAG and who wish to form a partnership with CAG to mutually assist both countries in providing service to gifted individuals. Some of the services CAG may provide are: expertise on how to establish and function as an association; literature and materials to aid in the education of gifted students and their parents; and others as appropriate. Global Affiliates may provide articles for the Gifted Education Communicator, and other publications as appropriate. Affiliate fees will be waived and the affiliate status will be deemed "honorary." All other conditions of affiliate membership that are appropriate will apply.

Policy 3.8 Affiliate status for CAG

- 3.8.1 CAG will affiliate itself with the following organizations interested in gifted and talented youth:
- The Association for the Gifted, Council for Exceptional Children (CEC)
 - The National Association for Gifted Children
 - World Council for Gifted and Talented Children
- 3.8.2 The Executive Director will be responsible for all communication with these organizations.

Article IV..Officers

Section 1 The elected officers of this organization shall be the President, President-Elect, Secretary, Parent Representative Chair, Educator Representative Chair and the immediate Past President. These officers shall be elected by the voting members of the Association and shall comprise the Executive Committee. The appointed Treasurer shall also be a member of the Executive Committee.

Section 2 The President shall serve for a 2-year term. The President shall preside at the annual conference and at the Association's business meetings, serve as Chair of the Executive Committee and Board of Directors, and carry out the intent of the Bylaws.

Section 3 The President-Elect shall be elected for a 2-year term. The President-Elect shall automatically succeed to the office of President upon expiration of the President's term of office. The duties of the President-Elect shall be to serve in the absence of the President, act as a liaison to the Advisory Board, and perform other duties to be determined by the President with approval of the Board of Directors. The President-Elect shall complete the term of office for the President should it be vacated, serving both the unexpired portion of the previous President's term and the elected term.

Section 4 The Secretary shall be elected for a 2-year term and may serve a maximum of 2 consecutive 2-year terms. The Secretary shall maintain a systematic record of all actions taken at the annual business meeting and other called meetings. The Secretary shall distribute minutes and all pertinent documents to the Board of Directors, and other designated bodies.

Section 5 The Treasurer shall be appointed by the Board of Directors according to criteria established in the standing rules (policies and procedures). The Treasurer shall maintain and render to the Board of Directors and to the membership a formal accounting of all receipts or income in the form of dues, assessments, or otherwise; be responsible for the financial records of the Association; arrange for an annual audit of the Association's receipts and expenditures at the end of the operational year. The Treasurer shall submit an annual budget to the Board of Directors.

Policy 4.1 Executive Committee

The Executive Committee shall meet regularly to study issues of importance to the organization and to report to the Board of Directors with recommended action. The Executive Director shall be an ex-officio member.

4.1.1 The Executive Committee shall have the authority to conduct the business of the Association on behalf of the Board of Directors when such actions are needed between regularly scheduled meetings. Such actions must be in agreement with the stated purposes and policies of the Association.

4.1.2 The Executive Committee shall have the authority to disperse Association funds when such expenditures are within the amount budgeted as long as no single purchase exceeds \$3,000.

4.1.3 The Executive Committee may issue resolutions in appreciation for work in gifted education.

4.1.4 The Executive Committee shall have authority to take appropriate action if regional responsibilities are not being met.

Policy 4.2 President-Elect

4.2.1 The President-Elect shall serve as the Chair of the Regional Representatives meeting which includes both Parent and Educator Representatives.

4.2.2 The President-Elect shall serve as Conference Chair.

Policy 4.3 Secretary

The Secretary or appointee shall electronically transmit approved minutes to include motions to the Executive Director. The Secretary or appointee shall electronically transmit changes in policies and procedures from approved minutes to the Bylaws Chair. The Secretary shall acknowledge social and/or personal events such as retirements, weddings, or deaths and also acknowledge contributions made to the organization and accepted by Board action.

Policy 4.4 Treasurer

The Treasurer shall maintain banking accounts; bill and pay debts; prepare appropriate data and analysis for decision making for annual reports; assist the Board in formulating a budget; communicate with the President and Committee Chairs; oversee the preparation of annual tax returns and the annual charitable trust document; submit monthly reports to the Executive Committee relating to all organizational accounts; provide the most current monthly report at each Board meeting; attend all required meetings; prepare an outgoing audit at the conclusion of service and provide in-service training for new Treasurer; maintain past fiscal records in keeping with requirements of Federal and State guidelines. The Treasurer shall report to the board financial contributions to the organization.

4.4.1 The Treasurer shall be appointed - not elected - for a two-year term to the Board of Directors using the following procedure:

Section 6 The Parent Representative Chair shall be elected for a 2-year term and may serve a maximum of 2 consecutive 2-year terms; shall act as liaison between the Parent Representatives and the Executive Committee; shall preside at the Parent Representative meetings and coordinate all state level parent advocacy efforts

Section 7 The Educator Representative Chair shall be elected for a 2-year term and may serve a maximum of two consecutive 2-year terms; shall act as a liaison between the Educator Representatives and the Executive Committee; shall preside at the Educator Representatives' meetings and coordinate all state educator advocacy efforts.

Section 8 The Immediate Past President shall serve for the 2-year term of his/her successor and shall serve as Chair of the Nominations, Elections, Bylaws and Policies, and Awards Committees. The Immediate Past President or a designee will act as the Historian and Parliamentarian for the Association.

Section 9 Officers shall begin their term of office at the beginning of the operational year as defined in Article X, Section 2.

- *The appointment is to be made concurrently with the Association's elections. There is no reappointment restriction to this office.*
- *The announcement of the office vacancy including qualifications and responsibilities must be made at least one month prior to the first meeting of the Nominations committee through a CAG sponsored communication vehicle.*
- *The Nominations Committee will review application material and will interview candidates.*
- *Presentation of the selected candidate will be made to the Board of Directors for approval.*
- *Notification of the candidate's appointment or rejection shall be made by mail.*

442 *The treasurer shall have the following qualifications:*

- *knowledge of accounting and banking procedures*
- *ability to maintain precise records*
- *ability to formulate a budget*
- *ability to assume decision-making responsibilities*
- *demonstrated leadership*
- *active membership in CAG*

443 *Biennially, the Executive Committee will evaluate the performance of the Treasurer. Termination of Treasurer must be based on findings of incompetence or malfeasance and will be reported to the Board of Directors for action.*

444 *The treasurer will receive a stipend to be determined annually by the Board.*

445 *The organization credit card is for official use and issued only to those designated by the president and treasurer. When used in emergencies for personal matters, all charges must be repaid within 30 days of use.*

Policy 4.5 The Regional Parent and Educator Representative Chairs will chair meetings of the representatives held in conjunction with the Board meetings and communicate with them on matters related to regional responsibilities, legislative activities, and advocacy.

Policy 4.6 Immediate Past President

The Immediate Past President or a designee shall oversee a systematic record of those materials which are pertinent to the on-going history of the organization and shall serve as Chair of the Bylaws, Policies, and Procedures Committee, and keep policies updated reflecting the actions of the Board of Directors.

Policy 4.7 Officers/Members

Officers/Members of the California Association for the Gifted may act as representatives of the organization before the public when the members have been designated as the Association's representatives by Board and/or Executive Committee approval.

Article V...

Regional Representatives

Section 1 Each region shall be served by 2 representatives: an Educator Representative and a Parent Representative. Educator Representatives shall represent educators in their region and Parent Representatives shall represent parents in their region. Representatives shall be elected for 2 years and shall be elected by members of their own region. The term of the Parent Representative shall begin in even years, and the Educator Representatives in odd years, to ensure continuity of representation within the regions.

Section 2 Regional Representatives shall act as liaisons between the Board of Directors and members of the region, shall coordinate the activities of their region, and perform other duties assigned by the President and/ or Board of Directors.

Section 3 Regional Representatives shall work with the Membership Chair in fostering interest in membership within their regions.

Policy 5.1 Geographic Regions

There shall be eleven geographic regions in the state for the purposes of CAG organization. They are defined as:

Bay Area: Alameda, Contra Costa, Marin, San Francisco, and San Mateo

Capitol: Alpine, Amador, Calaveras, El Dorado, Mono, Nevada, Placer, Sacramento, San Joaquin, Sierra, Solano, Sutter, Tuolumne, Yolo, and Yuba

Joshua Tree: Inyo, Riverside, and San Bernardino Mission Los Angeles

Mount Shasta: Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity

Orange: Orange

Pacific: San Luis Obispo, Santa Barbara, and Ventura plus Las Virgenes SD (LA county)

Palomar: Imperial and San Diego

Redwood: Del Norte, Humboldt, Lake, Mendocino, Napa, and Sonoma

San Joaquin: Fresno, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, and Tulare

Santa Lucia: Monterey, San Benito, Santa Clara, and Santa Cruz

Policy 5.2 Regional Representatives

In order to serve as the link between the CAG members in the region and the CAG Board, the Representatives have been assigned several responsibilities. The Representatives of each region, working together, are to build regional capacity, promote and support membership, and provide professional development. Regional Representatives will:

5.2.1 Participate in scheduled Board meetings.

- Complete a Regional Report for each Board meeting.*
- Be prepared to give a brief report updating the Board of regional CAG activities.*
- Participate on Board committees.*

5.2.2 Provide input into the developmental process of projects.

5.2.3 Develop regional capacity

- Establish a regional committee to involve local CAG members in the functioning of the organization; to assist with membership drives, fundraising, advocacy, and/or publicity.*
- Conduct and analyze an annual needs assessment of the region.*
- Prepare regional plan and budget based on the regional needs assessment. Funding for regional activities will be included as a line item in the budget for which both of the regional representatives share joint responsibility.*
- Build and maintain a regional network of support and leadership by seeking out participation of prior Board members and involving local CAG members.*
- Develop a systematic liaison network with affiliate groups in the region.*
- Encourage and, when requested, assist in the formation of local associations that could be involved in the implementation of quality programs at the local level.*

- Organize informational meetings within the region.
- Facilitate local education and training within the region.
- Organize and conduct, under the sponsorship of CAG, activities during the year that promote gifted education and that are not already provided by local districts or other organizations. Each activity should be designed to meet the needs of parents and/or educators in their work with gifted learners. Events should take place in a different geographical area of the region each year whenever possible.
- Disseminate information in a timely manner.
- Maintain phone, mail, and email contacts with CAG members in the region.
- Recruit new and encourage continuing CAG memberships.
- Participate in the CAG Distinguished Service Award regional activities (Refer to 7.11.4.4).
- Identify collaborative partnerships with other professional groups, businesses, and industry.
- Collaborate in the delivery of CAG sponsored events including the CAG educational institutes and CAG Conferences.
- Contribute regional news for the CAG Newsletter on a regular basis and provide website updates from your region as needed.
- Facilitate the work of CAG committees within the region.

5.2.4 Commit to responsibilities and duties involved in the annual conference.

5.2.5 Advocate for gifted education.

- Provide information and strategies about the needs of gifted learners to assist in the implementation of quality statewide and local programs.
- Initiate and maintain legislative contacts within the region.
- Initiate and maintain contact with school districts and County Offices of Education.

Policy 5.3 Regional activities will be planned to be self-supporting whenever possible.

Policy 5.4 The Regional Parent and Educator Representative Chairs will chair meetings of the representatives held in conjunction with Board meetings, and communicate with them on matters related to regional responsibilities, legislative activities, and advocacy. To ensure that all members in the regions are appropriately represented, informed, and provided with activities that promote gifted education in accordance with policy 5.2, the Representative Chairs will regularly monitor and report the regional activities to the Executive Committee. The Executive Committee will take appropriate action when regional responsibilities are not being met.

Policy 5.5 Regional Representatives may serve in either the parent or educator position, but may not exceed 2 consecutive terms as Regional Parent Representative or Regional Educator Representative. Appointees to fill vacated representative positions with a full year or more remaining in the term will be regarded as having served a full term for purposes of eligibility.

Policy 5.6 If a Regional Representative position becomes vacant with more than 3 months before the regular scheduled election, the following process will be followed for replacing the Representative:

5.6.1 Recommendations of possible candidates will be solicited from the full Board and the membership of the region involved (e.g., through an announcement in the CAG Newsletter or by direct mailing to the region).

5.6.2 The Chairs of the Parent Representatives or the Educator Representatives, depending on the nature of the vacancy, will ascertain the following and consult with the other regional representatives:

- Evidence of membership in good standing.
- Evidence of ability to assume the responsibilities and complete the task(s) defined for the office.
- Evidence of being self-directive and able to initiate task(s).
- Evidence of ability to interact appropriately and to work effectively within a group.
- Evidence of ability to adhere to policies and procedures accepted by group consensus.
- Evidence of willingness to commit time, energy, and expertise to the position.

5.6.3 In the case of more than one candidate, the appropriate group of representatives will select one candidate to present to the President.

5.6.4 The President will appoint the candidate with the approval of the Board.

Article VI...Board of Directors

Section 1 The voting members of the Board of Directors shall consist of the members of the Executive Committee, Regional Representatives, the Editor of the *Gifted Education Communicator*, and Chairs of committees. The State Department of Education Gifted/Talented Management Team member(s) shall serve as non-voting members of the Board of Directors.

Section 2 The Board of Directors shall be the policy-determining body for the Association operating within the provisions set forth in these Bylaws.

Section 3 The Board of Directors shall be responsible for conducting the affairs of the Association subject to actions taken officially at the annual conference or specially-called business meetings by the President.

Section 4 The Board of Directors shall hold a minimum of one meeting per year and others as called by the President or by a majority of the Board of Directors. Interim decisions may be made by the Executive Committee.

Section 5 The term of each member of the Board of Directors shall coincide with the Association's operational year, Article X, Section 2.

Section 6 The Board of Directors shall have the authority to employ personnel as deemed necessary to fulfill functions of the Association.

Section 7 The Board of Directors may appoint an Advisory Board of prominent individuals who will serve at the discretion of the Board.

Policy 6.1 Board of Directors

Each member of the Board of Directors shall maintain a notebook or access to CAG's online documents. This shall include:

- Board roster and legislative roster
- bylaws and policies and procedures
- current legislation governing G/T programs
- activities with which the member has been involved.

Any material relevant to the region and/or position will be transmitted to the succeeding board member.

Policy 6.2 Advisory Board

6.2.1 An Advisory Board for CAG will be appointed for the purposes of obtaining the prestige and support of high profile leaders in the state for gifted education, and of providing valuable information and recommendations regarding CAG goals and activities.

6.2.2 Individuals selected to serve as advisory board members must:

- be based in California and have high interest in educational issues
- be sensitive to the needs of the diverse population of gifted and talented students throughout the state
- have a positive image and name recognition
- represent a variety of fields of expertise such as: higher education, school administration (e.g. members of school boards, superintendents, etc.), business, teaching, parenting, library science, government, community resources, art and the media.

6.2.3 The president or president's designee will ensure that appropriate communication is maintained with advisory board members including:

- clear information regarding the mission and goals of CAG as well as the privileges and responsibilities of advisors
- all CAG member mailings (*Communicator* and other notices)
- an annual letter from the President
- invitations to the annual conference and to speak when appropriate

6.2.4 The president or president's designee will conduct a review of the advisory board members at the end of each presidential term to include:

- a survey of current advisory board members, regarding input on current and projected CAG activities
- an assessment of CAG's needs for new advisory board members and recommendations for continuing and/or appointing new members

6.2.5 Confirmation of advisory board members will be made by the Board of Directors at the fall meeting of a new presidential term

Policy 6.3 Executive Director

6.3.1 An Executive Director will be hired by the Board who is knowledgeable about goals and purposes of CAG and who has the ability and skill to recruit members.

6.3.2 The Executive Director will:

- maintain archival records of all official Board actions.
- oversee the hiring and management of office personnel in conjunction with the Executive Committee.
- oversee the evaluation of office personnel in conjunction with the President.

- prepare an annual report delineating effectiveness of office procedures and staff, with recommendations for future improvements
- plan and provide the direction for the continued growth of the Association's membership
- work in collaboration with the treasurer and the membership committee to develop strategies for implementing the membership plan
- maintain membership files
- receive and respond to all mail, email, and phone communication from members and the public
- prepare the CAG newsletters and other mailings
- email all communications from CAG to members
- secure bids for future conference sites, make recommendations to the Board of Directors, and negotiate contracts for conferences and Board meetings
- serve as conference registrar
- handle logistic arrangements for Board meetings
- assist President and Board members as requested

6.3.3 The Executive Director will work with the treasurer to ensure the preparation and filing of legal documents required to protect the non-profit status of the Association

- quarterly lobbyist disclosure statements
- annual charitable trust document
- state and federal tax returns
- annual report of domestic non-profit corporation

6.3.4 The Executive Committee will annually review, define, and update the job description of the Executive Director and evaluate the performance of the Executive Director in the areas of; **public representation of CAG based on its mission and goals; administrative management; conference management; fiscal management; responsiveness to Executive Committee and Board of Directors.** This review will be conducted using the following procedure:

- Six weeks prior to the end of the fiscal year, the Executive Committee will discuss and prepare a written evaluation of the performance of the Executive Director leading to commendations, areas of needed improvement, and appropriate salary adjustments, if warranted.
- The written review shall be given to the Executive Director for possible comment and response which shall occur within ten days.
- If necessary, the Executive Committee will meet jointly to review comments/responses from the Executive Director and adjust final decisions as needed.

6.3.5 The duties of the executive director are specified in policies and in the Employment Contract. All other requests for assistance are subject to review by the President. Committee chairs and coordinators are directed to achieve their goals within the committee rather than to rely on the CAG Office to do the work

Policy 6.4 The CAG Office

6.4.1 The CAG Office will serve as a contact for information, meeting place, repository of materials, publications, files, equipment, other CAG-owned items, and records of all official CAG documents.

6.4.1 The CAG Office will provide the following areas of service:

- marketing
- membership to include promotion of membership and service to members
- professional development to include coordination of logistics and support for professional development activities
- support for publications to include coordination and forwarding of materials for CAG Website, and acting as liaison with production manager
- governance of the organization to include support for CAG President and Executive Committee and support for CAG Board of Directors meetings and other functions
- storage of published materials produced by CAG

6.4.2 *The CAG Office will be located in a fiscally responsible site which accommodates the needs of the functions of the office*

6.4.3 *The CAG Office Staff will consist of the executive director and other personnel as deemed necessary by the executive Committee.*

Policy 6.5 A CAG Board Liaison with the California Department of Education will be appointed by the President with approval of the Board of Directors. This liaison will contact the state department representatives regularly to give and receive information.

Policy 6.6 Professional Services

6.6.1 *The honorarium schedule below applies only to the following formal, approved, revenue-bearing statewide CAG-initiated events:*

- *Outreaches including:*
 - *Those in conjunction with a Board meeting*
 - *Non-meeting outreaches such as "far-outreach"*
- *Parent Institutes*
- *Administrator Institutes*
- *Teacher Institutes*

Time Commitment

1/2 day \$300

1 day \$500

1 1/2 day \$750

Honorariums for longer events, such as the Summer Institutes shall be determined on a yearly basis

6.6.2 *To gain access to the Board of Directors for action regarding their products or services, all private for-profit and non-profit professionals must first submit proposals to the President and Executive Committee for approval.*

Article VII...Committees & Services

Section 1 Standing Committees of the Association are: Conference, Education, Legislation, Member- ship, Publication, and Technology.

Section 2 Other committees of the Association may include: Bylaws and Policies, Developmental Planning, Coordinator/ Administrator, Fine Arts, Guidance Personnel, Public Relations, Pub-Tech, Research, Scholarships and Awards, and Special Needs.

Section 3 Special committees, task forces, and/or coordinators may be appointed by the President upon approval of the Board of Directors, or as a result of action officially taken at a business meeting of the Association.

Section 4 Chairs of all committees and task forces shall be appointed from the membership by the President with approval of the Board of Directors.

Section 5 Charges to and duties of each standing committee, special committee and task force chair shall be at the discretion of the President.

Section 6 Except as otherwise provided herein, appointment as chair of a committee or task force and membership on the committees of the Board shall be for a term of one year. Reappointments for an additional term may be made.

Policy 7.1 Role and Responsibilities

7.1.1 The President with approval of the Board shall name committee chairs and coordinators as needed.

7.1.2 At the beginning of the operational year, each committee will develop its goals, objectives, and activities to further the work of California Association for the Gifted. These will be presented to the Board of Directors for approval at the first Board meeting of the operational year.

7.1.3 Copies of any planned or formal committee publicity must be approved by the President or the President's designee before publication or dissemination.

7.1.4 Chairs of all committees and coordinators are expected to submit a written report of their activities to the President and Executive Committee at the final meeting of the operational year to be used as a basis to determine the continuation of the committee.

Policy 7.2 The Bylaws and Policies Committee shall assess the Bylaws and Policies for needed changes, develop, and recommend changes to the Board at least every 2 years.

Policy 7.3 The Conference Committee shall be responsible for the planning and staging of the annual conference. The Chair of the Conference Committee, if not the President-Elect, shall be appointed from the geographical area of the next conference. The Conference Chair, if not the President-Elect, shall report to the Executive Committee and the Board of Directors through the President-Elect who will be responsible for the conference budget and the facility. Policies dealing with the conference are:

- There shall be a higher conference registration fee for non-members than for members of CAG.
- The President shall receive minutes from all Conference Committee meetings.
- All negotiations with the conference facility must be coordinated by the Conference Chair and the Executive Director during the planning and running of the conference.
- Conference activities for committees shall be financed from the appropriate Committee's budget.
- Three members of the Conference Committee shall be CAG members who have previously served on CAG Conference Committees.
- The Conference Committee shall develop a tentative budget and fee structure for the conference which is to be submitted to the Board of Directors for approval.
- The Board of Directors must approve the following:
 - tentative budget and fee structure
 - conference site
 - contract from the conference facility
 - dates of the conference
 - conference Chair and members of the Committee
 - special events outside the approved conference budget
 - any event or materials to be used for fund-raising
 - list of complimentary conference registrations and special invitations
 - amount and type of reimbursement for presenters as delineated by prior contract agreement

The Conference Committee shall approve the following:

- conference speakers
- program format
- special events which appear as part of the budget
- workshops and presenters
- Jeanne Delp Lecture arrangements

At each CAG annual conference one featured speech will be designated in the program by the Conference Chair as the Jeanne Delp Memorial Lecture.

- Complimentary conference registration is extended to:
 - Past Presidents
 - Major Presenters
 - Advisory Board members
 - Current Board of Directors Members
 - Conference Committee Members, as designated by the Conference Chair
- Complimentary hotel rooms will be allocated to the Board of Directors, Conference Committee Chair, major presenters, and Conference Committee members as approved by the Executive Committee.

Policy 7.4 The Developmental Planning Committee will meet on a biennial basis to review the operation of the Association, suggest changes as needed, and develop long-range plans to ensure the continuing growth and effective operation of the Association. The chair and members of the committee will be appointed by the President with the approval of the Board of Directors and will include the Executive Committee and members of CAG with knowledge of the history of the Association. The Developmental Planning Committee will report their suggestions for improvement and/or change to the Board of Directors.

Policy 7.5 The Education Committee shall assist the Association in providing leadership in improving programs related to the education of the gifted student. This committee shall coordinate and/or direct all professional development services for the Association and shall initiate educational opportunities for the Board and the CAG membership. All inservice opportunities and related inservice materials should be aligned with the mission, philosophy, position statements of the organization, and the regional needs. All current or future committees or task forces that are involved in inservice opportunities will coordinate their work with the Education Committee and may invite the Education Committee Chair as an ex-officio member during their involvement with the inservice activity.

751 The membership will include the chair to be designated by the President with the approval of the Board, a Past President appointed by the current president, the Chair of the Teacher Institute, the Chair of the Parent Institute, the Chair and a member of the Educator Representatives, and the Chair and a member of the Parent Representatives. Other members may be appointed by the president as needed.

752 CAG will sponsor Teacher, Parent, and Administrator Institutes

75.2.1 Chairs will be appointed by the President with the approval of the Board.

75.2.2 Institutes will be conducted by individuals selected by the chair with the approval of the Executive Committee.

75.2.3 Institute faculty will be paid according to a prior contract agreement.

75.2.4 The number and type of institutes presented each year will be determined by expressed needs of CAG constituents and availability of faculty.

75.2.5 The location of the institutes will vary geographically each year.

75.2.6 The number of required prepaid participants by a stated cut-off date will be determined by the Chair with approval of the Executive Committee and may vary according to location.

75.2.7 There will be an annual fiscal review of all Institute events.

753 *Teacher Institutes*

7.5.3.1 *Purpose*

To serve constituents with information, research, and practices to improve gifted education

7.5.3.2 *Faculty of the Teacher Institutes must:*

- *Be knowledgeable and have received training as provided by CAG-sponsored institutes regarding differentiation as defined by the State of California/CAG document.*
- *Have recognized or developed expertise in differentiation and incorporated such information into research and classroom practice.*
- *Be knowledgeable about affective needs of gifted learners.*
- *Must agree to present in accordance with CAG philosophy and code of ethics.*

754 *Parent Institutes*

7.5.4.1 *Purpose*

- *To provide parents with information, research, and strategies in order to increase parental involvement in gifted education.*
- *To prepare parents to meet the special needs of gifted and talented children.*
- *To encourage parents to assume a role in advocacy for gifted and talented education.*
- *To increase parent's awareness of CAG and strengthen regional networks.*

7.5.4.2 *Faculty of the Parent Institute must:*

- *Have recognized or developed expertise in issues related to gifted and talented children.*
- *Have recognized skills as a presenter.*
- *Must agree to present in accordance with CAG philosophy and code of ethics.*

755 *Administrator Institutes*

7.5.5.1 *Purpose*

- *To serve constituents with information, research, and practices to improve gifted education*

7.5.5.2 *Faculty of the Administrator Institutes must:*

- *Be knowledgeable and have received training as provided by CAG-sponsored institutes regarding differentiation as defined by the State of California/CAG document.*
- *Have recognized or developed expertise in differentiation.*
- *Have knowledge and experience in administration of gifted education programs.*
- *Be knowledgeable about affective needs of gifted learners.*
- *Must agree to present in accordance with CAG philosophy and code of ethics.*

756 *Five Star Awards: CAG awards the Five Star Award to Districts and/or Schools that demonstrate the following:*

- *Redefining giftedness to include the recognition of potential and talent as well as aptitude across various academic areas.*
- *Initiating identification at the early years (preschool, TK, K -2 grade)*
- *Implementing non-traditional identification methods inclusive of performance-based work samples and interviews of students.*
- *Identifying students representative of the LCFF population of underserved, low-income, Foster youth, and English Learners.*
- *Implementing differentiated curriculum concepts and strategies aligned to the Common Core Standards, New Generation Science Standards and 21st Century Skills as well as the GATE Standards.*

75.7 *The Research Subcommittee shall initiate and direct California research regarding needs of gifted individuals. The subcommittee will disseminate research findings and conclusions in cooperation with the Publications Committee.*

7.5.7.1 *The membership of the committee will include a chair to be designated by the President with the approval of the Board, the Chair of the Education Committee, one member each from Executive Committee, the Parent Representatives, and the Educator Representatives, and will include a member knowledgeable about research design.*

7.5.7.2 *The Research Subcommittee will ensure that all research proposals:*

- *Contain budgets that fit the scope of projects.*
- *Define the research questions*
- *Outline the research design including measurements and statistical analyses that meets basic principles of research*
- *Include provision for analysis of data*
- *Provide plans for articles reporting the research results for state and national distribution in conjunction with the editor of the organization's quarterly journal*
- *Include provision for a report to the Board of Directors within the fiscal year*

7.5.7.3 *Anticipated use of results of the research include, but are not limited to:*

- *Providing the basis of the research seminar (pre-conference) at the annual conference;*
 - *Providing information for academic advocacy for gifted students;*
 - *Providing school districts with comparisons for local decision making.*
- 7.5.7.4 *Written results of the research shall be presented to the Board of Directors within one year of the completion of the research.*

Outreach

7.5.7.3 *Purpose: To provide half-day or one-day seminars or workshops for parents and/or educators in locations where general conferences or institutes are unlikely to be held.*

7.5.7.4 *Requirements and procedures:*

- *Any CAG member may apply for an outreach grant; application forms must be submitted four to six weeks prior to the desired date of event.*
- *The Executive Committee will review all applications and determine the action to be taken.*
- *A board member must coordinate the necessary arrangements (usually a local regional representative.)*

Policy 7.6 The Legislative Committee shall study and develop, in cooperation with the Executive Committee, legislation affecting the gifted, make recommendations, and disseminate information.

7.6.1 *The Committee shall:*

- *monitor funding bills.*
- *present information on the progress and effects of relevant legislation.*
- *maintain contact with and suggest activities for the Legislative Advocate.*
- *provide support to the California Department of Education and the State Board of Education.*
- *provide legislative updates to CAG members and affiliates.*
- *develop and communicate strategies to support G/T programs in discussions with legislators and other governmental officials.*
- *monitor the interpretation and implementation of all G/T legislation by state and federal agencies.*

7.6.2 *The Legislative Chair will monitor and coordinate all legislative activity. It is the responsibility of the Chair to collect and disseminate all pertinent information, to present policy issues to the CAG President and Executive Board, and to submit legislative information for publication on the CAG website and in the CAG newsletter.*

7.6.3 *The Legislative Advocate will serve as CAG's ongoing professional contact with members of the Legislature and will monitor and report on the progress of all bills and proposed legislation, including significant legislative hearings and suggest strategies for advocacy efforts. The Advocate will make regular contacts with the Legislative Chair or designated representative during Legislative sessions. In an emergency situation, the Advocate may contact other CAG members directly. The Advocate will attend legislative hearings affecting gifted and talented education and will meet with parents and educators in attendance at such hearings. It will be the responsibility of those attending to introduce themselves to the Advocate. The Legislative Advocate will abide by the terms of the contract which will be reviewed annually by the Executive Committee and Legislative Chair.*

Policy 7.7 The Membership Committee may consist of the appointed chair, Executive Director, Treasurer, and other members as needed.

7.7.1 *The purpose of the committee is to develop plans to provide for the continuous growth of the membership of the organization through such activities as:*

- *Affiliate conferences.*
- *Membership incentive contests.*
- *Articles in the newsletters.*
- *Responding to the needs assessment conducted by regional representatives.*
- *Assist at regional and statewide activities to encourage membership.*
- *Contact other organizations to build community awareness of gifted education.*

7.7.2 *An Affiliate Coordinator will be appointed to monitor and coordinate all activities involving organizations affiliated with CAG including:*

- *Receive, review, and recommend applications for affiliate status.*
- *Maintain regular contact and provide appropriate support services with affiliate organizations.*
- *Maintain a current listing of affiliate organizations in the CAG Office.*
- *Provide updates for the CAG website to the Executive Director.*

Policy 7.8 Publications Committee

The Publications Committee will ensure that CAG-developed and CAG-disseminated publications reflect uniform and consistent quality. The Committee shall assist in the editing and formatting of official publications for the Association.

7.8.1. Publications

7.8.1.1 Criteria for quality of publications:

- clarity of meaning*
- originality*
- references - all resources accurately credited*
- represents - reflects a CAG-supported view*
- focus - related to a definite purpose*
- style - artistic layout and presentation*
- precision - appropriately and accurately related to target audience*
- structure - correct grammar and clearly communicative language; follows correct APA style format*
- timely and of current interest*

7.8.1.2 All CAG publications shall include these data:

- names of Board of Directors (only on books and journals)*
- date of publication*
- name and address of organization*
- statement that any reproduction of portions of the document must attribute the source to CAG*

7.8.1.3 All publications to be sold will be priced to cover at least the publication costs.

7.8.1.4 President has absolute discretionary authority to distribute CAG-produced materials to individuals or organizations on a complimentary basis.

7.8.1.5 The publication of the newsletters will be the joint responsibility of the Executive Director and the President.

7.8.1.6 The Association may promote sale of advertising in the conference program book and other CAG publications as long as the advertising:

- is ethical*
- presents the values and mission of CAG*
- does not jeopardize the Association's tax exempt status*

7.8.1.7 All photos of minor children used in CAG publications must be accompanied by signed permission of the parent or legal guardian.

7.8.1.8 While original manuscripts are preferred, CAG will accept for possible publication pre-published material and published material by permission of the author providing no one else holds the copyright. Commercial materials must meet the same criteria as advertising to be published.

7.8.1.9 Any materials developed by CAG for publication or use in CAG inservice workshops may be translated to other languages when a request from regional, state, or Board members clearly indicates a need for translation of materials. The request for translation must be submitted to and recommended by the Publication Committee and approved by the Board. Speakers or local districts who wish to translate any material developed by CAG will be requested to send a copy of the translation in electronic format to the CAG Office prior to its use.

7.8.2 All CAG-developed and CAG-disseminated publications other than the Gifted Education Communicator and the newsletters will use the following procedure:

7.8.2.1 A draft of material developed by any committee or individual for publication representing the association for state and/or national distribution by CAG will be submitted to the Publications Committee for editorial review.

7.8.2.2 Members of the Publications Committee will review and write comments on the draft and return the draft to the originating author for revision.

7.8.2.3 The revised manuscript will be submitted to the Publications Committee. After editing approval, the document will be forwarded to the Executive Committee for its review

7.8.2.4 All CAG disseminated publications other than the Gifted Education Communicator and the newsletters will go to the board of Directors for final review and approval.

7.8.3 CAG Position Papers

7.8.3.1. Position Papers produced by the Publications Committee will be considered the official position of CAG after discussion and an affirmative vote of 80% of the members of the Board of Directors who are present. The position paper must be distributed in the Board Book prior to the meeting in which the position paper is to be considered.

7.8.3.1.1 This does not include material for the Gifted Education Communicator.

7.8.3.2 The process for developing position papers shall be:

- Step 1 Topics being considered for development as position papers will be announced to the Board. A topic or topics will be identified for Board discussion at the following Board meeting.
- Step 2 At the following Board meeting a member of the Publication Committee will lead a discussion on the previously announced topic(s) to allow Board members to share their ideas on the topic(s). After this discussion, an overview of the research on the topic(s) will be presented by members of the Publication Committee.
- Step 3 A team of members of the Publication Committee will use the Board input and the research to draft a position paper on the topic(s).
- Step 4 The Publication Committee will edit and reach agreement on the content and wording of the draft paper including cited research.
- Step 5 After editing and agreement by the majority of the members of the Publications Committee, the paper will be sent to the Executive Committee members for their review and for placement on the Board Agenda and included in the Board Book for the next Board meeting. After reading the position paper, members of the Executive Committee who have suggestions for improving the paper should communicate such suggestions to the members of the Publications Committee by email so that the committee members can consider the possible changes.
- Step 6 At the next Board meeting, the paper will be presented as a motion by the Publication Committee for action that will include Board discussion, possible amendments, and approval or further referral of the paper.
- Step 7 Upon Board approval, the position paper will be sent in its final form to the CAG Secretary and the CAG Executive Director by the Publications Committee Chair to be added to the minutes of the CAG Board meeting and the archives, placed on the CAG website, placed on the CAG Website, and printed for distribution.
- Step 8 All position papers will be reviewed at least every 5 years by the Publications Committee for currency.

7.8.4 Dissemination of CAG Documents

7.8.4.2 A Glossary: Common Terms Related to Gifted Education, Gifted Education References, and all CAG Position Papers will be published as separate documents that look professional and attractive, bear the CAG logo, and are easily duplicated.

7.8.4.3 The documents will be published and distributed as a service for purposes of membership, advocacy, and outreach. When copies are requested in bulk the cost of printing and mailing will be charged for the order.

7.8.4.4 The documents will be published on the CAG Website.

Policy 7.9 The Gifted Education Communicator

7.9.1 *The Managing Editor will be appointed for a term of two years. There is no reappointment restriction to this office.*

7.9.1.1 *To fill an editor vacancy, candidates will submit applications to the Executive Committee stating their qualifications and vision for the future of the Gifted Education Communicator. Notices of the vacancy will be disseminated statewide. After paper screening, the Executive Committee will interview applicants and recommend appointment of the best candidate for the position for approval by the Board.*

7.9.2 *The Gifted Education Communicator Editorial Board will oversee the publication of the Gifted Education Communicator.*

7.9.2.1 *The Gifted Education Communicator Editorial Board will be headed by the Managing Editor.*

7.9.2.2 *The Managing Editor will:*

- *be responsive to the Executive Committee and the Publications Committee.*
- *recommend applicants for the positions of Associate Editors, and an advising editor (person of stature in the field of gifted education; directly responsive to the editor).*
- *coordinate the efforts of the Department Contributors*
- *write or designate guest editor to write an editor's column that will give an overview of the issue, its theme, the contributions of each author, and any background information needed to familiarize the reader with the chosen theme. The only editorial comments stating an organizational point of view in the Gifted Education Communicator must be from the Position Papers approved by the Board of Directors.*
- *develop, in collaboration with the Publications Committee, a time line for themes, articles, guest editors, and special editions for the Gifted Education Communicator.*
- *aid in the acquisition of articles and the expedition of reviews and completion of all Gifted Education Communicator materials in a timely manner.*
- *collaborate with the Executive Director and the graphic artist.*
- *receive a stipend as approved by the board.*
- *attend the Annual Conference of the National Association for Gifted Children, with expenses included as part of the annual GEC budget, if desired.*

7.9.2.3 *Department Contributors will: individually prepare columns in their fields of expertise and submit them to the Editor to appear regularly in the Gifted Education Communicator. Contributing Editors will not be part of the Editorial Board.*

7.9.3 *Department Contributors will be selected by the Editor considering the needs of the journal and related expertise of the individuals, with approval by the Executive Committee. Needs and individual expertise will be reviewed annually by the editor.*

7.9.4 *The Gifted Education Communicator will be printed and distributed on a regular basis. A list of recipients of complimentary copies will be determined by the Editor and maintained by the Executive Director. Back copies of the Gifted Education Communicator are to be sold for at least cost recovery when available to those who request them.*

7.9.5 *Articles for the Gifted Education Communicator will be read by at least one reviewer. If the quality, appropriateness or structure of an article is questioned by a reviewer, it will be read by a second reviewer. Based on the reviews, the Editor will make the decision regarding publication. Should there be controversy regarding the merit of an article or its publication, the Executive Committee will make the final determination for or against publication.*

7.9.5.1 *The Editor or Guest Editor of each issue of the Gifted Education Communicator will be responsible for the Editor's Column which will give an overview.*

Policy 7.10 The Scholarship and Awards Committee shall initiate publicity and implement operational guidelines for the granting of any and all scholarships and awards in the name of the Association. The Committee will be convened to read, evaluate, prioritize, and grant all scholarships and awards.

7.10.1 The membership of the committee will include:

- Immediate Past President or President's designee who will chair the committee*
- President Elect*
- Three Board Members selected at random with at least one educator and one parent*

7.10.2 Procedures for Scholarships and Awards

7.10.2.1 Publicity regarding scholarships and awards will be initiated by the Committee and handled by the CAG Office.

7.10.2.2 Applications for scholarships and nomination forms for awards will:

- state criteria for selection. The nomination forms for CAG Awards of Recognition and Awards of Achievement should list the names of all past recipients.*
- be posted on the website and must be postmarked by December 1; grants will be announced February 15 for the Awards of Recognition and Awards of Achievement*
- Awards to be announced at the CAG Conference for the CAG Distinguished Service Awards.*

7.10.2.3 Committee members will independently read and evaluate each proposal. This process can be conducted by mail or email.

7.10.2.4 All applicants meeting the stated criteria for the grant will be eligible.

7.10.2.5 Group consensus will determine the recipient of the award.

7.10.2.6 Grant(s) and awards may be given to the individual(s) during the annual CAG Conference.

7.10.2.7 All members of CAG shall have the opportunity to nominate candidates they feel would qualify for each award. In addition, the Scholarship and Awards Committee may submit names in nomination not submitted by the field.

7.10.2.8 Contingencies

- CAG reserves the right to validate evidence submitted by applicants.*
- CAG reserves the right to request repayment of the sum of the grant or to withhold any sum not fully awarded if evidence exists that the recipient of the award has not fulfilled proposal agreements*

7.10.3 Awards

7.10.3.1 Award of Recognition

- Nominees should be persons who have made outstanding contributions to CAG and/ or the field of gifted education in California such as: an exceptional educator parent; legislator; or national leader.*
- It is not necessary to select someone from every category each year to be honored. Awards should be given only when qualified and deserving persons are identified.*
- An individual may receive this award only once.*

7.10.3.2 Award of Achievement

This award makes it possible for a previous recipient of an Award of Recognition to receive a "continuing" award. An award for "continuing contribution" may be awarded to an individual who has consistently supported the organization. This award should be given apart from the Awards of Recognition.

7.10.3.3 *Ruth A. Martinson Past Presidents' Award*

- *Only the Past Presidents of the organization may nominate individuals for this award.*
- *This award will be given for a significant contribution to the body of knowledge in the area of gifted/talented education and/or efforts that significantly impact the development of programs and opportunities for gifted children in California.*
- *This contribution will be one that reconceptualizes existing knowledge and/or generates new knowledge for the field or provides innovative and sustained leadership to further opportunities for gifted children in California.*
- *The contribution must have national or statewide significance and sustained impact on the field and must be made by someone who achieved national or statewide recognition and worked in California at some time during his/her career*
- *Individuals who are to be considered for this award can be those who have been authors, researchers, lecturers, consultants, or longtime advocates for gifted/talented education.*
- *Names submitted for consideration, but not receiving this award will be carried over to subsequent years.*

7.10.3.4 *CAG Distinguished Service Awards - The Distinguished Service Award shall be presented annually to recognize one person from each region who goes above and beyond in the interest of gifted learners. The recipient may be a parent, teacher, administrator, counselor, psychologist, or a community leader.*

7.10.3.4.1 *The recipient will:*

- *be listed in the annual conference program, receive a ribbon of recognition, and be honored in poster format.*
- *receive a framed certificate awarded in their region.*
- *receive a complimentary CAG-membership for one year.*
- *be honored in their region.*

7.10.3.4.2 *Eligibility Criteria for the Distinguished Service Award*

- *Must be a resident of California.*
- *Must submit a nomination form with required letters of recommendation.*
- *Demonstrated excellence that benefits gifted and talented students.*
- *Demonstrated commitment to gifted and talented students.*
- *Advocacy for gifted and talented.*
- *Service to CAG and other organizations for gifted learner*
- *Current CAG Board members are ineligible for this award during their term of office.*

Policy 7.11 Special Needs Committee

Special Needs Committee shall provide leadership in the dissemination of information on the identification, procedures, and best practices designed to address the needs of diverse gifted populations. Examples include but are not limited to gifted students who are: twice-exceptional, highly or profoundly gifted, underachieving, children of poverty or adversity, children with language and/or cultural differences and gender issues involving such children. To accomplish this purpose the committee shall:

- *Develop effective procedures for disseminating information to communities regarding the characteristics and needs of giftedness, especially as they relate to such diverse gifted populations.*
- *Provide a network for exchange of information by teachers, administrators, school psychologists/ counselors, and parents in identifying, understanding, and meeting the needs of such diverse populations.*
- *Encourage, compile, and disseminate research on special needs topics such as those regarding an appropriate education for such diverse populations.*

- Identify tools, instruments, and procedures effective in screening and identifying such students for gifted programs.
- Identify and support training in the use of instructional strategies that are effective with such students.
- Assure representation of special needs topics within the presenters and speakers chosen for the annual CAG conference, CAG training institutes, and the authors for CAG publications.

Policy 7.12 The Technology Committee will promote and support the integration of technology in the curriculum as well as its use as a tool for the dissemination of information. The goals of the committee will be achieved through projects such as the following: Articles, position papers, presentations, modules, CAG Conference, other conferences, Technology Committee sponsored workshops. The committee chair will work with the CAG President and the CAG Office to ensure that the website is maintained and up-to-date. This committee will provide technical support as appropriate for CAG Board projects. The Committee will monitor the development of the CAG website. The Committee will constitute a review panel to evaluate resources submitted for posting on the CAG website and periodically review the site for compliance with the Criteria for Evaluation of the CAG website and links.

7.12.1 Procedures for monitoring the CAG website

7.12.1.1 Resources to be placed on the CAG website will:

- Be submitted to the Chair for review using the Criteria for Evaluation of CAG website and links
- Any new document considered for posting on the website will be referred to the Publications Committee for editorial review
- If approved, the resource is then submitted to the Executive Director for posting; if rejected, it is returned to the originator

7.12.1.2 When CAG publications are used, the site normally provides a sample of the publication, but it is not posted in its entirety (e.g., abstracts of articles, one article from a journal, or reviews of books).

7.12.1.3 The CAG website will carry a disclaimer that these resources are intended to be used to further the mission and goals of CAG and their appearance on the CAG website is not to be considered an endorsement by the California Association for the Gifted Board of Directors.

7.12.1.4 Violation of any of the Criteria for Evaluation of CAG website and links of a rating of less than 4 on the interest or value scales will prevent the resource from being posted on the CAG website.

7.12.2 Criteria for Evaluation of the CAG website and links

1. The resource* is aligned with the mission and goals of the California Association for the Gifted.
2. The resource is or represents a reputable institution, organization, author, or researcher, or in the professional judgment of the review panel, its content merits approval.
3. Appropriate permissions to use the resource have been received from the authors or the linking site and the rules for the use of the site's materials have been honored.
4. In the judgment of the review panel the resources are of interest and value to the constituency of the California Association for the Gifted.
5. The resources use appropriate grammar, spelling, and punctuation and are current or have historical merit.

***resource - site, link, material, or content.**

Article VIII...Meetings

Section 1 The Board of Directors shall have the authority for scheduling the time and place of meetings for the Association.

Section 2 The annual conference shall be sponsored by the Association at which an annual business meeting shall be held.

Section 3 One-half of the voting members of the Board of Directors shall constitute a quorum at meetings of the board of directors.

Section 4 Twenty-five members in good standing shall constitute a quorum at the annual business meeting.

Section 5 Members of the Board of Directors are required to attend board meetings regularly. In the event that they do not meet this requirement and/or fail to perform their assigned duties, replacement shall be made by the President with the approval of the Board of Directors.

Section 6 The governance of business meetings for the Association shall be in accordance with these Bylaws and in cases to which they apply with Roberts' Rules of Order (revised)

Policy 8. Visitors and members are welcome to attend any open session Board of Directors meeting.

Policy 8.1 Board of Directors' Meetings: Attendance and Reimbursement

8.1.1 *Regular attendance at all Board meetings is required for optimal functioning of the Board and effective representation of the regions. Resignation may be requested by the Executive Committee whenever the regular attendance requirement cannot be met.*

8.1.2 *Members of the California Department of Education will be invited to attend meetings. Agenda space will be made available.*

8.1.3 *Board members will be reimbursed for travel expenditures: lowest transportation costs will be encouraged. Receipts must accompany such reimbursement requests. Mileage reimbursement will be set by the Board in keeping with federal IRS allowances. Reimbursement is restricted to the following:*

- *Lodging.*
- *Transportation to and from airport to hotel, only if no courtesy transportation is available; parking.*
- *Portage is paid only for CAG materials.*
- *Substitute teachers will be paid by CAG for teachers serving on the Board.*
- *Board meeting food costs are reimbursed on a per meeting basis as set by the Board. An individual on special CAG business will have food costs reimbursed on a per diem basis as set by the Board. Receipts are required.*
- *No reimbursement will be made for part-time attendance. Board members must be able to attend at least one full day to count attendance. (after IRS allowances)*

8.1.4 *Frequent breaks will be provided while the meeting is in session.*

8.1.5 *Each member, if absent, has a responsibility to designate a Board member to collect and forward materials for his/her use.*

8.1.6 *Board members will be reimbursed for travel and accommodations while attending the Board of Directors meeting and working at the annual conference. Individual Board members will be responsible for other costs, such as optional conference events.*

8.1.7 *The President may exercise discretion on an individual basis for reasons of special circumstances regarding expenses to be reimbursed.*

8.1.8 *Bills for reimbursement from Board members should be submitted in a timely manner. No exceptions will be made after the end of the tax year.*

8.1.9 *Board members are responsible to contact the Executive Director and President immediately anytime they are unable to attend a Board meeting.*

Policy 8.2 Current Board members who wish to receive funding assistance from CAG to attend conferences will be obligated to submit the Conference Request form to the President for Executive Committee approval. Upon approval and completed attendance, they will provide information or service to the organization's membership by reporting in the Gifted Education Communicator or through an activity appropriate to the conference information.

Policy 8.3 To receive reimbursement, all other travel by Board members must include active representation or involvement in the event, and be directly related to the committee or regional plan.

Article IX...

Nominations and Elections

Section 1 Only members in good standing may be nominated for office and Board of Director positions in the Association.

Section 2 The Nomination Committee shall consist of:

- President.
- Immediate Past President.
- Educator Representative selected at random.
- Parent Representative selected at random.
- A committee chair selected at random.

Committee members must not be current candidates for office.

The Nomination Committee shall ascertain willingness, availability, and qualifications of each potential nominee and present a slate of nominees to the Board of Directors. The Executive Director will distribute the slate of nominees to the total membership in a time schedule that will permit ballots to be returned no later than thirty days prior to the beginning of the operational year. A plurality of the votes cast shall constitute election.

Section 3 The elections of executive committee members and parent representatives shall be held in years ending in even numbers. The election of educator representatives shall be held in years ending in odd numbers.

Section 4 Nominees for the Regional Representatives of the Board of Directors shall be selected from each of the geographic regions of California and shall be elected by the members recorded in the area.

Section 5 Candidates for Parent and Educator Representative Chairs must have served as Parent and Educator Representatives, respectively.

Section 6 A candidate for President-Elect must have served on the Board of Directors.

Section 7 If the position of President-Elect, Educator Chair, Parent Chair, or Secretary is vacated during term, the President, with approval of the Board of Directors, will appoint an individual to complete the term.

Policy 9.1 Qualifications for Officers

- 9.1.1 Evidence of membership in good standing.
- 9.1.2 Evidence of ability to assume the responsibilities and complete the task(s) defined for the office.
- 9.1.3 Evidence of being self-directive and able to initiate task(s).
- 9.1.4 Evidence of ability to interact appropriately and to work effectively within a group.
- 9.1.5 Evidence of ability to adhere to policies and procedures accepted by group consensus.
- 9.1.6 Evidence of willingness to commit time, energy, and expertise to the position, especially attendance at regularly scheduled Board meetings.
- 9.1.7 Demonstration of support for gifted education.

Policy 9.2 Selection Process for the Ballot

- 9.2.1 Qualifications as above.
- 9.2.2 Number of candidates on ballot shall be limited to not more than three people per office.
- 9.2.3 Nominations must be received by the Committee by the stipulated deadline and may be self nomination, field nomination (individual or group), or Nomination Committee nominations.
- 9.2.4 Incumbents must also follow application procedures adhering to deadlines. Incumbency does not automatically qualify a candidate for the ballot.
- 9.2.5 The Committee will paper screen using organizational criteria. A form for collecting data about candidates will then be used.

Policy 9.3 Election Procedures

- 9.3.1 The ballot will carry statements made by the candidates regarding their background and goals for the organization. Candidates will each submit a statement to be included in the ballot. Candidates' statements will be printed as submitted and must adhere to length restrictions set by the nominations committee.
- 9.3.2 If evidence indicates that a candidate has committed a breach of ethics, he/she is subject, upon review of the Executive Committee and the approval of the Board of Directors, to be disqualified from being a candidate for that election.
- 9.3.3 A copy of the Bylaws and Policies of the Association will be distributed to each candidate.

Article X...Dues and Assessments

Section 1 The amount for annual dues or special assessments in the California Association for the Gifted shall be established by the Board of Directors.

Section 2 The operational year shall be July 1 to June 30.

Section 3 The Board of Directors shall have the authority to establish a fiscal year different from the operational year for the Association.

Policy 10.1 Annual dues shall be payable directly to the Association and sent to the CAG Office. CAG dues are as stated in Policy 3.6. Five dollars of any type of membership except the limited income, shall be allocated to the California Association for the Gifted/Political Action Committee.

Policy 10.2

The CAG Office shall send reminders at the time of expirations of membership. Regional Representatives shall assist with membership drives in their respective regions.

Policy 10.3 CAG transactions may be conducted by accepted credit or debit cards.

Policy 10.4 The fiscal year shall be July 1 to June 30. The operational year shall be July 1 to June 30.

Policy 10.5 Financial records are to be publicized at the Board of Directors meetings.

Policy 10.6 Soliciting grants or contributions for CAG

10.6.1 A proposal originating from any committee will be prepared and submitted in draft or final form to the Executive Committee for review and to the Board of Directors for approval prior to sending the grant proposal to any agency for funding. Approval for a proposal is contingent on receiving a majority of positive (yes) votes from the Board.

10.6.2 A proposal draft shall include: a description of the project, a budget, the procedures for the administration of funds, and the names of possible funding sources to which the proposal will be sent.

10.6.3 A proposal must be developed in accordance with the existing CAG-accepted Editorial and Publications policy standards.

10.6.4 The final draft of a proposal will be agendaized for Board review and action.

10.6.5 Each proposal must include specific reference to the fiscal liabilities governing the organization as stated in the Bylaws. Such reference must be related to the concept that the CAG Executive Committee and Board of Directors are the administrative agents for any organizational funds.

10.6.6 Grant proposals must be reviewed by CAG's fiscal auditor for compliance with non-profit status.

Policy 10.7 Support or co-sponsorship of activities within the regions.

10.7.1 A proposal for CAG's endorsement or co-sponsorship of any event should be submitted first to the Regional Representatives who will present requests to the Executive Committee or Board for approval.

10.7.2 Criteria to be used in the consideration of requests should include the following:

- The event must be supportive of the purposes of CAG as stated in the CAG Bylaws;*
- The organization requesting co-sponsorship must include the CAG President or President's designee in the planning of the event.*

- *The agreement between the organization requesting co-sponsorship and CAG must be in writing and must specify the extent of fiscal responsibility to be assumed by CAG, if any.*
- *An agreement must be signed prior to the event designating the percentage of net profit, if any, that will be given to CAG.*
- *The organization requesting co-sponsorship must provide CAG with the opportunity to disseminate and to display (at no charge) CAG materials at the event.*
- *The above criteria for co-sponsorship shall be published by CAG.*

Policy 10.8 Books, scripts, or items prepared at the expense of the CAG Board will become the property of the California Association for the Gifted and the Association will retain publication/distribution rights.

Policy 10.9 CAG shall offer, at fair market price, equipment that is obsolete or unneeded by the organization to the person who purchased it. If the purchaser does not want the equipment, it can be offered to the CAG Board.

Article XI...Amendments

Section 1 These Bylaws can be amended by a simple majority of votes cast by members in good standing provided the amendment has been submitted to the Board of Directors of the Association and provided it has been submitted in writing to the entire current membership at least thirty days prior to voting.

Section 2 All amendments to these Bylaws must be accompanied by an implementation design approved by the Board of Directors.

Article XII...Prohibition Against Discrimination

Section 1 This Association affirms the policy of not discriminating on the basis of gender, race, ethnic origin, age, family status, or area of academic specialization, in its organizational affairs.

Article XIII...Termination

Section 1 In the event the Association is dissolved, the Board of Directors then in office shall continue until all affairs of the association have been officially terminated. Any assets remaining after the payment of debts and obligations shall be disposed of in accordance with the Articles of Incorporation.

Policy 13.1 Articles of Incorporation are to be kept on file in the CAG Office.