



**Mississippi Association**

**for**

**Gifted Children**

**(MAGC)**

**Policies and Procedures**

Reviewed for Revisions

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by

Melissa Pierce, President

Donna Welborn, President Elect

Carol Paola, Executive Director

**Revised by Board Action**

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## **Section 1: MEMBERSHIP**

### **1.1 Membership:**

Membership in Mississippi Association for Gifted Children (MAGC) is open to all interested persons.

### **1.2 Anti-discrimination/anti-harassment policies:**

MAGC does not condone or participate in discrimination in employment, recruitment, advertisement, appointment or other operations in the running of the Association on the basis of race, creed, color, national origin, or sex.

MAGC is committed in all areas to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated.

### **1.3 Membership Drive:**

As part of an annual membership drive, the Executive Board may elect to send membership information to all teachers of the gifted, legislators, Mississippi Department of Education personnel, and other supportive individuals.

### **1.4 Life Membership:**

The Executive Board may grant life memberships to those individuals whose service to gifted children and/or MAGC is/has been especially noteworthy. Life membership does not exempt recipient from registration fees for the annual conference.

### **1.5 Membership List:**

The treasurer and/or the membership chairperson shall keep an up-to-date membership list, with the treasurer keeping accurate records of deposit and the membership chairperson keeping accurate records of those persons fulfilling membership requirements.

### **1.6 Dues:**

Annual dues shall run from conference to conference. Individuals who join between July and September shall be added to the membership rolls for the upcoming year. The amount of annual membership dues shall be determined by the Executive Board. Types of membership may include individual and others as determined by action of the Executive Board. Teachers of the gifted may not join through affiliate group membership.

## **1.7 Duties of Membership Committee:**

The Membership Committee will send renewal notices to all members who have not renewed membership by the end of the conference. The Membership Committee will develop a statewide plan for membership, maintain accurate records of the membership, and provide membership cards to new members.

Efforts should be made by the Membership Committee to develop corporate memberships as well as private/parochial school members. Efforts should also be made to establish memberships throughout the state. Toward this goal, it may be necessary to map the membership annually. This responsibility rests with the chairperson.

The Membership Committee shall present to the Executive Board by the second called meeting after the annual conference a plan for increasing membership.

## **Section 2: ELECTIONS**

### **2.1 Nominating Committee:**

The Nominating Committee, appointed by the president at least three (3) months prior to the annual conference, shall consist of five (5) members, no more than three (3) of whom shall be from the Executive Board. This committee shall have the responsibility of gathering names from recommendations solicited from members, Executive Board members, advisory board members, and other supporters, for the purpose of preparing a list of the nominees.

### **2.2 Nominations Process:**

The Nominating Committee shall establish a list of nominees, making sure that all nominees understand and can accept the duties and responsibilities of the office, if elected. The proposed slate of officers shall be presented to the membership present at the annual business meeting at the annual conference.

The Executive Board shall determine the method for securing votes on the proposed slate of officers. Voting will take place at the annual business meeting.

### 2.3 **Voting Schedule:**

Officers will be elected at the annual conference according to the following schedule:

- **President:** President-Elect annually ascends to the presidency, by action taken through amendment to the Constitution and By-laws.(2006)
- **President Elect:** Elected annually
- **Vice President:** Elected annually
- **Recording Secretary:** Two-year term (Odd Years)
- **Corresponding Secretary:** Two-year term (Even Years)
- **Treasurer:** Elected annually, the treasurer may serve an unlimited term by action taken through amendment to the Constitution and By-laws (2006)

### 2.4 **Term of Office:**

No officer, other than the Treasurer, shall be eligible to serve more than one consecutive term in the same office.

Term of office for officers shall begin on the day following their election.

### 2.5 **Vacancy in Office:**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

## **Section 3: DUTIES OF OFFICE**

### **3.1 Code of Ethics**

Each member of the Executive Board is expected to continuously improve knowledge and performance in the field of gifted education and to abide by the standards set forth below.

Each member of the MAGC Executive Board agrees:

- To serve the MAGC and gifted education community to the best of their ability;
- To conduct themselves in a manner that brings credit upon the Association;
- To avoid conflicts of interest;
- To comply with all laws and Association policies;
- To uphold security of protected information;
- To remain informed and educated in the field of gifted education;
- To share knowledge and promote growth of the field through assisting those new to the field;
- To never influence others to breach this code; and
- To encourage others to follow and uphold this code.

Members are encouraged to report any infractions of this code to the Association. If the Executive Board deems legal action to be appropriate, the Executive Board shall report infractions of this code to the appropriate legal authorities.

### **3.2 Officers' Training:**

An officers' training session shall be conducted by the outgoing president or designee in conjunction with the annual conference or at the first meeting of the new Executive Board in Association with the newly-elected president. Chairpersons of all standing committees should be involved in the training session.

### **3.3 Officers' Records:**

Detailed checklists of duties and timelines should be developed and updated by each officer and standing committee chairperson. Accurate records of all correspondence and activities should be kept by each officer/chairperson in such a way that it may be passed on to the next person fulfilling that position.

### **3.4 Officers' Evaluation:**

An evaluation of the year should be made by each officer as they complete a term. The evaluation should include a statement regarding each activity, including suggestions for modifications of the activity/event and a budget summary for each activity/event.

### 3.5 **Officers' Duties:**

**President:** The president shall preside at all meetings of the Executive Board and of the Association; shall perform all other duties as prescribed in the bylaws or assigned by the Executive Board; and shall coordinate the work of the officers and committee chairpersons. The president shall co-chair the Budget Committee with the president-elect and treasurer and to compile a working budget annually for the Association. (See Planning Guide for MAGC Presidency)

**President-Elect:** The president-elect shall act as an aide to the president; shall perform duties of the president in the case of absence or inability to serve; and shall serve as chairperson of the Conference Committee and co-chair the Budget Committee with the president and treasurer to compile a working budget annually for the Association. (See MAGC Conference Planning Guide)

**Vice President:** The vice president shall assist the president-elect with the annual conference and may be responsible for conference vendors/exhibitors. The vice president shall chair the Awards/Scholarship Committee. (See Planning Guide for MAGC Vice-Presidency)

**Recording Secretary:** The recording secretary shall record the minutes of all meetings and shall perform such duties as may be delegated. Minutes of the meetings shall be submitted to the president, executive director and other members of the board for review in a timely manner prior to dissemination to the Executive Board for approval.

**Corresponding Secretary:** The corresponding secretary shall manage all written correspondence and shall perform such duties as may be delegated.

**Treasurer:** The treasurer shall receive all money of the Association; shall keep an accurate record of receipts and disbursements; shall forward new memberships to the membership chairperson; shall co-chair the Budget Committee with the president and president-elect to compile a working budget annually for the Association; shall prepare the financial information for submission to the MAGC accounting firm for tax preparation; and shall make a full financial report at the annual conference.

**Immediate Past President:** The immediate past president or a designee shall serve as chairperson of the Bylaws and Policies Committee and shall conduct an officers' training session in conjunction with the annual conference or the first Executive Board meeting thereafter.



## Section 4: EXECUTIVE BOARD

### 4.1 **Executive Director** (Enacted at the recommendation of the Past Presidents' Council and by action of the Executive Board in 1996.)

Funds may be designated by the Executive Board for the position of Executive Director and for expenses incurred in performance of those duties. Duties of the executive director shall include, but are not limited to, the following:

- Attend MAGC Executive Board meetings to offer support and expertise, as needed;
- Present an Executive Director's report at each Executive Board meeting.
- Assist the president-elect in planning and operation of the annual conference;
- Work to promote the growth of MAGC affiliate groups;
- Complete surveys, mailings, and other data gathering duties deemed necessary by the Executive Board;
- Keep abreast of current developments in the field and disseminate information as appropriate;
- Serve as a liaison between the Association and the Mississippi Department of Education personnel when advocating for gifted children;
- Maintain contact with legislative leaders and key lobbyists along with the MAGC legislative chairperson in support of the interests of gifted children;
- Act as a liaison with other state and federal agencies, Associations, and education organizations to further the goals of MAGC;
- Provide office space and storage of the Association records; and
- Fulfill other tasks and duties as determined by the Executive Board.

The MAGC Executive Director will not be a voting member of the MAGC Executive Board.

The Executive Director will be paid on a quarterly basis with the amount to be determined by action of the Executive Board. Suggested amount: \$1000 per quarter. (1996) [Section 7.11]

Additional travel and office expenses will be reimbursed, subject to the approval of the President and Executive Board.

### 4.2 **Executive Board Members:**

The executive committee shall consist of all elected officers (president, president-elect, vice president, treasurer, and secretaries). The Executive Board shall consist of the elected officers of the Association, the immediate past president, and chairpersons of all standing committees. Other past presidents may be invited to serve as ex-officio, non-voting members of the board.

### 4.3 **Executive Board Quorum:**

In order to transact business, a quorum shall be established. A quorum shall be at least three (3) elected officers. They may transact any business, including authorization to spend funds of the Association and authorization to appoint additional committees. One of these three (3) officers should be the president.

#### **4.4 Executive Board Vote:**

Each member of the Executive Board shall have one (1) vote. A telephone or an e-mail vote of all Executive Board members may be conducted by the president when deemed appropriate. Results of the vote shall be recorded in the minutes of the next meeting. In the event of a phone or e-mail vote, all members of the board are expected to respond.

#### **4.5 Executive Board Meetings:**

Regular meetings of the board shall be held at least quarterly at a time and place designated by the president. Executive Board members are expected to attend a minimum of three (3) of the regular meetings of the board per year.

Special meetings of the board may be called at the discretion of the president. Special meetings also may be called by a majority of the members of the board upon two (2) weeks written notice. The call shall state the date, time, and place of the meeting and the matters to be considered.

#### **4.6 Annual Business Meeting:**

The annual business meeting shall be held at the time of the annual conference. There shall be at least one conference every year, to be called and planned by the board with the president-elect serving as the conference director.

#### **4.7 Other Conferences/Meetings:**

The president or the president's designee may attend the annual conference of the National Association for Gifted Children (NAGC) and receive board-approved expenses. The president, president-elect, or designee/s may attend the annual NAGC Affiliates Conference and receive board-approved expenses.

The Executive Director may receive reimbursement for travel expenses to attend meetings and conferences at which he/she represents the Association. These include, but are not limited to, review conference meetings and conferences of the Mississippi Association of School Administrators, the Mississippi School for Mathematics and Science, and the Mississippi Department of Education.

In order to maintain the partnership with the Alabama Association for Gifted Children, the president and executive director or their designees may receive reimbursement for travel expenses to attend the AAGC annual conference for which complimentary registration is reciprocal.

Expenses for other professional meetings/conference may be paid at the discretion of the Executive Board.

#### **4.8 Communications:**

The president shall send the following communications to all members of the Executive Board: newsletters, board meeting agendas, and Executive Board meeting minutes.

#### **4.9 Calendar:**

An annual calendar that contains tentative meeting dates, conference and special event dates, newsletter and scholarship deadlines, and other pertinent items should be established by the board. This may be developed at the officers' training session or the first regular meeting of the board.

## **Section 5: ADVISORY BOARD**

#### **5.1 Advisory Board Members:**

The advisory board shall consist of a minimum of fourteen (14) members. In addition to the appointed members, past presidents shall be invited to serve as permanent members of the advisory board. Half of the appointed advisory board members shall rotate off the board each year. Advisory board members may be appointed for consecutive terms.

#### **5.2 Appointment of Advisory Board:**

Advisory board members shall be appointed by the president within one (1) month of taking office, with the approval of the board. All advisory board members hold honorary membership during their term of office.

#### **5.3 Purpose of Advisory Board:**

The purpose of the advisory board shall be to

- Advise the Executive Board and make recommendations regarding initiatives;
- Serve as a resource for growing the organization to include the corporate community; and
- Offer guidance on future directions and other matters of the Association.

#### **5.4 Meetings of Advisory Board:**

The advisory board shall be invited to meet with the elected board at the annual conference. The meeting time and place shall be established by the president. The purpose of this meeting shall be to examine the progress of the Association and discuss future directions. Additional meetings of the advisory board may be called, as needed.

#### **5.5 Communications:**

All members of the advisory board shall receive regular communications sent to the membership and an annual report on the State of the Association.

## Section 6: STANDING COMMITTEES

### 6.1 Standing Committees:

The following standing committees may be appointed by the sitting president: Advisory Board, Affiliates, Assessment, Awards/Scholarships, Bylaws/Policies, Conference, Counseling Curriculum, Legislative, Membership, Public Relations, Publications, Staff Development, Supportive Funding, and Task Force.

### 6.2 Duties of Standing Committees:

**Advisory Board Chair:** The advisory board chair shall disseminate an annual report on the state of the Association to advisory board members and conduct an annual meeting during the conference at which the progress and future directions of the Association will be discussed. Additional meetings of the advisory board may be called, as needed.

**Affiliates:** The affiliate committee shall establish on-going communication with parent affiliate groups, foster development of parent affiliate groups in school districts across the state and assist affiliate groups in developing a network of support for parents of gifted children. Regional affiliate committee co-chairs may be established to foster the development of new groups, provide support as needed and encourage communication between local parent affiliate groups and the Association.

**Awards/Scholarships:** The awards/scholarships committee shall seek, advertise through the website and member notifications, and process applications for awards, scholarships, and grants as established by the Association. The committee shall present recommendations for the awards/scholarships to the Executive Board for approval. Chairperson: Vice President.

**Bylaws/Policies:** The bylaws/policies committee shall review the *Constitution and Bylaws and Policies and Procedures* annually and recommend needed changes to the Executive Board. Chairperson: Immediate past president or designee with the assistance of the Executive Director.

**Conference:** The conference committee shall assist the president-elect and vice president with conference responsibilities. One member of the conference committee may have responsibility for the vendors and exhibitors and shall coordinate plans for the vendor and exhibit space with the vice president and president elect.

**Curriculum:** The curriculum committee shall review current research data relative to appropriate program practice and curricular trends in gifted education and disseminate the information as appropriate.

**Legislative:** The legislative committee shall develop and execute a plan for advocacy for the Association to include a "Gifted Education Day at the Capitol" for the Association during the legislative session.

**Membership:** The membership committee will send renewal notices to all members who have not renewed membership by the end of the conference. The membership committee will develop a statewide plan for membership, maintain accurate records of the membership, and provide membership cards to new members.

Efforts should be made by the membership committee to develop corporate memberships as well as private/parochial school members. Efforts also should be made to establish memberships throughout the state. Toward this goal, it may be necessary to map the membership annually. This responsibility rests with the chairperson.

The membership committee shall present a plan for increasing membership to the Executive Board by the second called meeting after the annual conference.

**Public Relations:** The public relations committee shall develop a systematic plan for extended awareness to public and private sectors; shall promote the Association utilizing all media resources; and shall maintain historical records for the Association.

**Publications:** The publications committee shall publish a newsletter or maintain an online newsfeed and attend to other mass mailings or postings for the Association.

**Staff Development:** The staff development committee shall plan and execute training sessions for teacher groups upon request, as well as provide quality information on topics in gifted education.

**Supportive Funding:** The supportive funding committee shall develop an annual plan for a broader financial base through corporate sponsors, foundations, private funding, and fund-raising activities.

**Task Force:** Task force committees shall be short- and long-range planning committees to determine the prospective needs and directions of the Association.

### 6.3 **Ad hoc Committees:**

Ad hoc committees may be established at the discretion of the president. As ad hoc committees are not recognized as standing committees, their chairmen have no votes in Executive Board Meetings.

### 6.4 **Special Committees:**

Special committees may be appointed by the president at any time to deal with specific matters. The special committee shall cease to exist after completion of the assigned task. Nominations [Section 2.1], Budget [Section 7.1], and Audit [Section 7.11]. As special committees are not recognized as standing committees, their chairmen have no votes in Executive Board Meetings.

## **Section 7: FISCAL**

### **7.1 Budget**

An annual budget shall be prepared by the Budget Committee composed of the president, president-elect, and treasurer, with input from the Executive Board. The proposed budget shall be presented by the president for approval at the first Executive Board meeting following the conference.

### **7.2 Financial Accounting to Membership:**

The treasurer shall make a financial report to the general membership at the business meeting during the annual conference.

### **7.3 Tax-Exempt Status:**

MAGC shall maintain a tax-exempt status. MAGC shall raise funds and make financial investments according to the Internal Revenue guidelines for tax-exempt organizations. Due to this status, no funds can be paid to Executive Board members, with the exception of reimbursement for official expenses.

### **7.4 Dues:**

Annual dues shall run from conference to conference, the amount to be set by the Executive Board.

### **7.5 Authorized Expenditures:**

MAGC shall be responsible only for expenditures authorized by the Executive Board. Board members shall receive prior approval from the Executive Board for any purchases for the Association. A receipt or photocopy of a receipt must be submitted for reimbursement.

All monies collected in the name of the Association must be deposited in the bank account of the Association and are subject to board approval for designated expenditures.

The Executive Board may authorize reimbursement for expenses for attendance at conference/meetings as set forth under "Meetings" [Section 4.6]. Reimbursement for approved travel shall be computed at the federal rate.

The Executive Board may establish affiliation with national and international professional organizations by majority vote of the quorum present at a meeting and pay such dues/fees as required to do so. Affiliation may be terminated in the same manner.

**7.6. The Elisabeth Mosley Student Scholarship/s:** MAGC annually shall award at least one (1) student scholarship for use at a summer program for gifted students. Additional student scholarships may be awarded when funding is available. All student scholarships are subject to board approval. Criteria for selection and deadline for submission shall be publicized in a timely manner in the MAGC newsletter, on the MAGC website, and through other means of communication to the membership. A check in the amount approved by the Executive Board shall be sent directly to the summer program chosen in the name of the student recipient(s). [Section 8.1]

**7.7 Teacher Grants:** All teacher grants and recognition awards for excellence are subject to board approval. Criteria for selection and deadline for submission shall be posted in the MAGC newsletter, on the MAGC website, and through other means of communication to the membership. [Sections 8.2-8.4]

**Teacher Grant for Gifted Certification:** In order to encourage experienced teachers to pursue certification in gifted education, MAGC may award annually at least one (1) teacher grant for gifted certification. The amount of the grant will be determined annually by the Executive Board. Recommended amount is the cost of the course, not to exceed \$600.00. [Section 8.2]

**Conrad Castle Teacher Grant:** The Conrad Castle Teacher Grant was initiated in 2010 to honor Dr. Castle's dedicated service to gifted children and gifted education in Mississippi. The Conrad Castle Award may be awarded annually to a teacher of the gifted to provide funding for an innovative project. The amount of the grant will be determined annually by the Executive Board. Recommended amount is not to exceed \$400. [Section 8.3]

**Jean C. Prather Teacher Grant:** The Jean C. Prather Teacher Grant was initiated in 2015 to honor the contributions of Jean C. Prather to gifted education and children of Mississippi and to provide an opportunity for a teacher of the gifted to attend a workshop in an area of interest that meets expectations for gifted education. The intent of this grant is to train teachers to share information with other teachers of the gifted at MAGC's annual conference and in regional support consortia. The grant may be awarded annually with the amount of the grant to be determined by the Executive Board. Recommended amount is not to exceed \$600. [Section 8.4]

**7.8 Recognition Awards for Excellence:** All recognition awards for excellence are subject to board approval. Criteria for selection and deadline for submission shall be posted in the MAGC newsletter, on the MAGC website, and through other means of communication to the membership. [Sections 8.5-Section 8.8]

**Frances A. Karnes Award for Excellence in Gifted Education:** In order to recognize and encourage outstanding, creative action on behalf of gifted students in Mississippi, MAGC may present the *Frances A. Karnes Award for Excellence in Gifted Education* in the form of an engraved plaque at the annual conference. This award was renamed in 1992 to honor Dr. Frances A. Karnes as a founder of MAGC and for her contributions to gifted education in the State of Mississippi. [Section 8.5]

**Sherrye C. Thompson Parent Award for Excellence in Advocacy:** In order to recognize and encourage outstanding parent advocacy on behalf of gifted students in Mississippi, MAGC may award the *Sherrye C. Thompson Parent Award for Excellence in Advocacy*. This award shall be in the form of an engraved plaque and presented at the annual conference. [Section 8.6]

**Administrator of the Year Advocacy Award:** In order to recognize and encourage outstanding support on behalf of gifted students, MAGC may present the MAGC Administrator of the Year Advocacy award in the form of an engraved plaque at the annual conference. [Section 8.7]

**Additional Awards:** Additional advocacy awards may be awarded at the annual MAGC conference at the discretion of the Executive Board. [Section 8.8]

## **7.9 Conference Expenses:**

**Budget:** The present-elect/conference director shall submit a projected budget to the Executive Board for approval at least six (6) months prior to the conference. All conference expenses should be covered by conference revenues. Actual expenses should be in line with items contained in the projected budget. Items considered for this budget should include, but not be limited to, the following: speakers, hotel costs, hospitality room, printing, door prizes, honorariums, refreshments, audiovisual equipment rental, travel expenses, postage, decorations, entertainment, appreciation gifts, gratuities, and complimentary conference registrations.

**Out of State Speakers:** MAGC may pay any or all expenses, honoraria, gifts, and related costs for out-of-state speakers at the annual conference. The president-elect shall recommend a slate of special speakers, noting anticipated expenses, for Executive Board approval.

**Waiving of Conference Fees:** The Executive Board shall waive registration fees (excepting dues) for presenters at the annual conference. A presenter is one person or one person per group of presenters responsible for organizing and presenting a session.

Any other consideration for reimbursement must be approved by the Executive Board. It is recommended that the registration fees be waived for the Executive Board.

Past presidents and life members attending only special functions at the conference shall not be expected to pay conference registration fees.

The Executive Board may extend complimentary conference invitations to advisory board members, legislators, other public officials, school administrators, conference exhibitors, and representatives of other support groups.

**Exhibitors' Fees:** Exhibitors' fees shall be set annually by the Executive Board based upon a recommendation from the president-elect.

**Refunds at Conference:** No refunds are to be made to persons who prepaid for the conference but did not attend the entire conference.



**Cancellation Policy:** Cancellations must be received in writing fifteen (15) days prior to the conference, and are subject to a \$25.00 processing fee. Refunds will not be issued until a minimum of fifteen (15) days after the conference.

**7.10 MAGC Website:**

Funds may be designated by the Executive Board for all duties and fees associated with maintaining the MAGC website.

**7.11 Additional Operational Support: Executive Director**

Funds may be designated by the Executive Board for the position of Executive Director and for expenses incurred in performance of those duties. Suggested amount: \$1000 per quarter. (1996)

**7.12 Annual Audit or Review:**

An audit /review and preparation of documents to be filed with the IRS shall be ordered annually by the president. The financial records shall be compiled by the treasurer and sent to the MAGC accounting firm by January 10<sup>th</sup> of each calendar year. A financial statement prepared by the accounting firm shall be presented to the Executive Board and included in the annual financial report.

## **Section 8: SCHOLARSHIPS, GRANTS, AND AWARDS**

### **8.1 The Elisabeth Mosley Student Scholarship(s):**

MAGC shall award at least one (1) student scholarship annually for use at an enrichment program for students. Nomination forms and information regarding the scholarship(s) shall be publicized in the Association newsletter and on the MAGC website. The nomination must be submitted by the student's teacher to the vice president, chairperson of the Award/Scholarships Committee. The Award/Scholarship Committee shall select the proposed recipient based upon student need and information included in the nomination form. Final selection of the student recipient/s and amount of the scholarship shall be subject to Executive Board approval. A prior recipient of this scholarship or a student already on scholarship shall be ineligible.

The Executive Board shall determine which summer programs will be acceptable for consideration. The program's emphasis on enhancing social, academic, leadership, creative, research, writing, and thinking skills of gifted students will be a factor in making the determination of a program's acceptability.

The student's nomination form must include the following:

1. Completed nomination form
2. Teacher narrative describing student's special interests, school and community involvement, honors, and reasons for the student's nomination for the scholarship, including financial need
3. Letter from district personnel verifying eligibility
4. Student narrative describing his/her areas of interests and choice of program, if awarded the scholarship
5. Additional letters of support may be included.
6. Application for camp
7. Cost of camp

The amount of the scholarship will be determined by the Executive Board and sent in the name of the student recipient/s directly to the summer program. The student recipient/s will be recognized at the annual conference. [Section 7.6]

## **8.2 Teacher Grant for Gifted Certification:**

In order to encourage experienced teachers to pursue certification in gifted education, MAGC may award annually at least one (1) teacher grant for gifted certification. Applications and information regarding the grant shall be publicized in a timely fashion. The application must be submitted to the vice president, chairperson of the Award/Scholarships Committee.

The Award/Scholarships Committee shall select the proposed recipient based upon information included in the applications. Final selection of the recipient shall be subject to Executive Board approval. The grant is to be made to the selected applicant on a one-time basis. Payment shall be made by the treasurer to the grant recipient upon receipt of evidence of course completion. Copy of the grade, certification of completion, or letter from the instructor on institutional letterhead shall be considered evidence of course completion.

The recipient shall meet the following qualifications:

1. Two (2) years minimum teaching experience
2. Professional commitment as evidenced by letter/s of endorsement/recommendation from superintendent, principal, program developer, and/or other supervisory personnel
3. Enrollment in a gifted certification course
4. Two hundred (200) word maximum biographical statement including course description of work to be taken to obtain certification in gifted

The amount of the grant will be determined annually by the Executive Board. Recommended amount not to exceed \$600.00. [Section 7.7]

## **8.3 The Conrad Castle Teacher Grant:**

The Conrad Castle Teacher Grant was established in 2010 by Mississippi Association for Gifted Children to honor Dr. Castle's dedicated service to gifted children and gifted education in Mississippi and to assist teachers of gifted children and youth in the acquisition of appropriate materials and/or resources designed to challenge intellectually or academically gifted children.

The Conrad Castle Award may be awarded annually to a teacher of the gifted to provide funding for an innovative project. Applications and information regarding the grant shall be publicized in a timely fashion. The application must be submitted to the vice president, chairperson of the Award/Scholarships Committee. The amount of the grant will be determined annually by the Executive Board. Recommended amount is not to exceed \$400. [Section 7.7]

Recipients of the CCTG are required to present a break-out session showcasing the grant project at the following year's annual MAGC conference.

#### **8.4 Jean C. Prather Teacher Grant:**

In order to encourage experienced teachers to share innovative learning strategies at the annual gifted conference and in regional support consortia, MAGC may award annually at least one (1) teacher grant to attend a workshop in an area of interest that meets expectations for gifted education. Applications and information regarding the grant shall be publicized in a timely fashion. The application must be submitted to the vice president, chairperson of the Award/Scholarships Committee.

The Award/Scholarships Committee shall select the proposed recipient based upon information included in the applications. Final selection of the recipient shall be subject to Executive Board approval. The grant is to be made to the selected applicant on a one-time basis. Payment shall be made by the treasurer to the grant recipient upon receipt of evidence of course completion.

The recipient shall meet the following qualifications:

1. Two (2) years minimum teaching experience;
2. Professional commitment as evidenced by letter/s of endorsement/recommendation from superintendent, principal, program developer, and/or other supervisory personnel;
3. Workshop/Institute name, description, date, location, and cost;
4. Two hundred (200) word maximum statement outlining the ways in which the recipient will apply the information/activities in the gifted classroom and a plan for presenting sessions for other teachers of the gifted at the annual MAGC conference and for regional support consortia.

The grant may be awarded annually with the amount of the grant to be determined by the Executive Board. Recommended amount is not to exceed \$600. The recipient shall be recognized at the annual conference. [Section 7.7]

Recipients of the Jean C. Prather Teacher Grant are required to present a break-out session to train other teachers of the gifted at the annual MAGC conference and/or for regional gifted support consortia.

## **8.5 Frances A. Karnes Award for Excellence in Gifted Education:**

In order to recognize and encourage outstanding, creative actions on behalf of gifted students in our state, MAGC shall present the *Frances A. Karnes Award for Excellence in Gifted Education* at the annual conference. Applications and information regarding the award shall be publicized in a timely fashion. The application must be submitted to the vice president, chairperson of the Award/Scholarships Committee.

An individual teacher, group of teachers, parent/s, affiliate group, school administrator, or any individual or group of individuals who has made a significant contribution toward the improvement of educational programs or events for gifted students is eligible for nomination. Nominations shall be accepted from superintendents, school administrators, affiliate groups, or members. Nominations must be submitted to the vice president, chairperson of the Award/Scholarships Committee. The Award/Scholarships Committee shall select the top candidates based upon information included in the applications. Final selection of the recipient shall be made by the Executive Board. An individual/group may receive this award only once.

The nomination shall include the following:

1. A two hundred (200) word maximum description of the contribution made by the nominee/s toward the improvement/advancement of gifted education in the state written by the nominee or the person submitting the nomination;
2. Letter/s of endorsement/recommendation from the person/group making the nomination;
3. Additional letters of support may be included.

Public announcement of the recipient shall be made at the annual conference. The award should be in the form of an engraved plaque. [Section 7.8]

## **8.8 The Sherrye C. Thompson Parent Award for Excellence in Advocacy:**

In order to recognize and encourage outstanding parent advocacy on behalf of gifted students in Mississippi, MAGC may award the *Sherrye C. Thompson Parent Award for Excellence in Advocacy*. This award shall be in the form of an engraved plaque and presented at the annual conference.

Nominations shall be accepted from superintendents, school administrators, affiliate groups, or members. Nominations must be submitted to the vice president, chairperson of the Award/Scholarships Committee. The Award/Scholarships Committee shall make recommendations based upon information included in the applications. Final selection of the recipient shall be made by the Executive Board. An individual/group may receive this award only once.

The nomination shall include the following:

1. A two hundred (200) word maximum description of the contribution made by the nominee/s toward the advocacy of gifted education in the state written by the nominee or the person submitting the nomination;
2. Letter/s of endorsement/recommendation from the person/group making the nomination;
3. Additional letters of support may be included.

Public announcement of the recipient of the award shall be made at the annual conference. The award should be in the form of an engraved plaque. [Section 7.8]

## **8.9 The MAGC Administrator of the Year Advocacy Award:**

In order to recognize and encourage outstanding support on behalf of gifted students, MAGC may present an MAGC Administrator of the Year Advocacy award in the form of an engraved plaque at the annual conference. [Section 7.8]

Nominations shall be accepted from superintendents, school administrators, affiliate groups, or members. Nominations must be submitted to the vice president, chairperson of the Award/Scholarships Committee. The Award/Scholarships Committee shall make recommendations based upon information included in the applications. Final selection of the recipient shall be made by the Executive Board. An individual/group may receive this award only once.

The nomination shall include the following:

1. A two hundred (200) word maximum description of the contribution made by the nominee/s toward the advocacy of gifted education in the state written by the nominee or the person submitting the nomination;
2. Letter/s of endorsement/recommendation from the person/group making the nomination;
3. Additional letters of support may be included.

Public announcement of the recipient of the award shall be made at the annual conference. The award should be in the form of an engraved plaque

## **Section 9: ENDORSEMENTS/SPONSORSHIPS**

### **9.1 Endorsements/Sponsorships:**

MAGC endorses Duke University Talent Identification Program, Mississippi Governor's School, Mississippi School for Mathematics and Science, and Mississippi School for the Arts. Such endorsement does not signify financial support.

## **Section 10: AFFILIATES**

### **10.1 Affiliate Groups:**

Parents of gifted children or other concerned citizens wishing to associate with this state organization may form an affiliate. An affiliate may govern itself in accordance with the bylaws of this Association. The purpose of such a group should be to perform acts of advocacy for gifted students in their respective areas of the state. This group can be a nucleus for dissemination of information about the gifted and gifted education to the public.

### **10.2 Procedure for Affiliation:**

Each affiliate group is encouraged to annually submit a registration form and report to be included in the MAGC newsletter and on the website.

### **10.3 Affiliate Dues:**

No dues are required for affiliate membership in MAGC.

### **10.4 Attendance at Annual Conference:**

The affiliate may have representatives at the annual conference.

### **10.5 MAGC's Responsibility to Affiliates:**

MAGC serves as a resource to affiliate groups. MAGC may pay travel expenses for Executive Board members to provide assistance in establishing groups and/or as speakers.

## **Section 11: POLICIES AND PROCEDURES**

### **11.1 Annual Review:**

*Policies and Procedures* shall be reviewed annually by a committee appointed by the president, with the immediate past president or designee serving as chairperson. Any changes in the *Policies and Procedures* shall be recommended to the Executive Board by this committee and approved by a majority vote of board members present.

### **11.2 Parliamentary Authority:**

The most recent edition of *Roberts Rules of Order* shall be the authority of parliamentary procedure at all formal meetings.

### **11.3 Release of MAGC Mailing List:**

MAGC shall not release the mailing lists of members for any purpose. Requests to communicate information to the membership shall be considered for approval by members of the Executive Board if they are in line with the mission of the Association.