

WORLD COUNCIL FOR GIFTED AND TALENTED CHILDREN, INC.
POLICIES AND PROCEDURES

(Revised and approved by the WCGTC Executive Committee, August 2015)

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1) Affiliated Organizations and Federations Policy

- 1.1) Affiliated Organizations and Federations may benefit from membership in the World Council in the following ways;
 - Reduced exhibit booth at the Biennial World Conference that will include one participant registration,
 - No more than two member-rate registrations for representatives of the affiliate at the World Conference,
 - Reduced cost for advertising space in the conference program,
 - Reduced cost for advertising space in the newsletter, the journal, and on the website to announce and promote conference and other activities,
 - Complimentary electronic copies of the newsletter, *World Gifted*; and all World Council communications,
 - Electronic and hard copy access to *Gifted and Talented International*
 - Endorsement of conference by use of the World Council name and logo for advertising purposes, upon a written request and permission granted for such,
 - Complimentary announcement of conferences on WCGTC social media websites upon written request to Headquarters and approval from the Executive Committee,
 - Endorsement of organization on the World Council “Affiliates” page.
- 1.2) There is no limit to the number of Affiliated organizations or federations that can be approved.
- 1.3) Memberships of Affiliated organizations or federations will be renewed on an annual basis.
- 1.4) Any organization or federation seeking affiliate status will submit a written request for affiliation and a copy of that organization’s bylaws in English to Headquarters of the World Council. Applications will then be reviewed by the Executive Committee and approved or disapproved.
- 1.5) For applications, if an institution/association does not have bylaws, a document/statement with purpose/goals/philosophy can be sent in with the application form (in English).
- 1.6) The Executive Committee will determine the annual fee.

2) Assembly of Delegates

- 2.1) Duties and Powers of Delegates
 - Promoting nationally the purposes of the World Council,
 - Raising the profile of the World Council in their country’s media,
 - Disseminating information of the World Council, conferences, and other opportunities to their country’s members,

- Supporting the activities of their own national and state organizations for the gifted and talented,
 - Raising funds from industry, commerce, and government, developing links with other educational organizations that work for the welfare of gifted children,
 - Influencing and encouraging national research on major issues of gifted education generally and specifically to their country,
 - Supporting regional gifted conferences and seminars,
 - Serving as a contact person for members of the World Council in their country.
- 2.2) Delegates from each country shall take responsibility for each of the following tasks, individually and collaboratively;
- Provide Headquarters with news and progress reports for the newsletter and articles for the journal,
 - Organize the biennial election in their country and report the results, designated assignments, and election procedures to Headquarters, Headquarters may provide or suggest elections procedures,
- 2.3) List of Members for the Assembly of Delegates: A complete list of the Delegates and their alternates, arranged in alphabetical order by country will be available for the Assembly of Delegates.

This list of delegates to the Assembly of Delegates shall be kept at the place of the meeting during the Biennial World Conference. This list shall determine the identity of the delegates entitled to participate at the meeting. Alternates shall participate only when replacing one of the delegates.

- 2.4) The term of Delegates is two years and normally starts at the beginning of the upcoming Biennial Conference. However, when there is more than six months until the next conference, their term begins immediately upon the submission of the names to World Council Headquarters.
- 2.5) Delegates and their countries shall be listed on the World Council website.

3) Biennial Conference

3.1) Policies

- The Biennial Conference shall be held at a time and place determined by the Executive Committee. This conference shall provide opportunities for meetings of the Assembly of Delegates, the general membership, and the committees of the World Council. The printed conference program shall provide professional opportunities such as presentations, workshops, and symposia on the theory, research, and practice on the development and education of gifted and talented children.
- Headquarters will ask for possible hosting countries in the newsletter and on the website. The Executive Administrator will disseminate information, dates, and

guidelines upon request. After proposals are received, the Executive Committee will make a decision on future conference sites. The proposals must follow the conference guidelines.

- The President of the World Council will chair the Biennial World Conference Committee. Each of the Executive Committee members shall be a member of the Biennial World Conference Committee. This committee will work cooperatively with the Local Conference Committee, according to the Biennial Conference Guide.
- The Executive Administrator will serve as the liaison between the Local Conference Committee and the WCGTC Executive Committee.
- The World Council recognizes the value of moving the Biennial World Conferences to different parts of the world.
- The World Council and the Local Conference Committee recognizes the need to generate substantial financial revenue from the Biennial World Conferences to continue its work for gifted children worldwide.
- The Local Conference Committees are expected to follow the Biennial World Conference Guide, as appropriate for their location.
- After a conference site has been selected, an initial letter of agreement will be signed by the chair of the Local Conference Committee and the Executive Administrator. A formal contract, including a budget, must be signed by the World Council and the Local Organizing Committee of the hosting city at the current World Conference.

3.2) Procedures

Follow the detailed instructions in the Biennial Conference Guide.

4) Subcommittees

Formation of the committees will take place at the meeting of the new Executive Committee held immediately after the end of the Biennial World Conference.

4.1) Elections Committee

- The Elections Committee will consist of the chairperson, appointed by the President from the Executive Committee, and two members of the Executive Committee.
- The Elections Committee will advertise through the fall newsletter and website no later than October 31, and receive nominations for President no later than January 15 in the year of the Biennial Conference if the president's term is ending. The committee will review the nominations and present a slate of eligible candidates for a vote by the World Council Delegates, no later than February 15. The new President shall be elected by a majority of the votes of the Delegates, no later than March 1.
- The Elections Committee will request nominations for the open Executive Committee positions immediately after the president's election and receive nominations by April 15. The committee will review the nominations and present a slate of eligible candidates for the Executive Committee positions to be voted on by the World

Council Membership by May 1. The new members of the Executive Committee shall be elected by a majority of the votes of the members by May 15.

- Candidates must meet the requirements for the position for which they are being nominated as stated in the Bylaws. Candidates for Delegate positions may be self-nominated or nominated by others in their country. Candidates for President or Executive Committee members require a nomination, with a second from a member from another country.

Refer to the Elections Procedures in section 7 of this document.

4.2) Scholarship and Awards Committee

- The Scholarship and Awards Committee shall consist of the Chairperson, appointed by the President from the Executive Committee, and at least two other members of the Executive Committee. The Committee will receive nominations biennially for awards and scholarships specified by the Executive Committee, and follow the processes as indicated in the Scholarship and Awards Policies and Procedures.
- The awards now specified are:
 - (1) World Council Distinguished Service Award
A person who has made an outstanding contribution to gifted education as reflected in service to the World Council and the furtherance of its purposes over 10 or more years.
 - (2) International Creativity Award
A researcher who has international recognition in the field of creativity and who has made significant contributions to promoting creativity in education.
 - (3) International Award for Research
A researcher who has international recognition in gifted education and who has made significant contributions through research
 - (a) In establishing gifted education as a recognized field of study,
 - (b) In extending the knowledge base of gifted education,
 - (c) In improving the practice of gifted education.
 - (4) A Harry Passow International Award for Leadership in Gifted Education
A person who has international stature as a leader in gifted education, such as one whose life and work has significantly influenced policy and practices in gifted education or has made other outstanding contributions in promoting the cause of gifted education worldwide.
- The Scholarship now specified is The World Council Scholarship. This scholarship provides partial fiscal support to be used toward the Biennial World Conference or Youth Summit attendance, such as registration fees, housing, and/or transportation. The scholarship is given to a dedicated educator or gifted youth who is involved in gifted and talented education and who can demonstrate financial need to attend the Biennial World Conference.

- The Scholarship and Awards Committee will follow the processes as stated in the Scholarship and Awards Policies and Procedures in Section 13 of this document.

4.3) Finance Committee

- The Finance Committee shall consist of the Treasurer as Chair and at least two members of the World Council appointed by the President.
- The Fiscal Year of the World Council is from January 1 to December 31.
- The Executive Administrator shall develop with the advice of the President and the Finance Committee a biennial budget to be approved by the Executive Committee at the Biennial meeting. The treasurer will present an annual update of the budget to the Executive Committee.

4.4) Bylaws and Policies Committee

- The Bylaws and Policies Committee shall consist of at least three members of the World Council appointed by the President and shall be chaired by the Vice-President.
- This committee shall study the Bylaws, operational Policies and Procedures and recommend any changes needed to the Executive Committee.

4.5) Research Committee

- The Research Committee shall consist of the Chairperson, appointed by the President from the Executive Committee, and at least three other members of the World Council.
- The committee shall initiate and receive proposals to conduct, support, and disseminate research that fulfills the mission of the World Council. Such proposals that are selected by the Research Committee will be presented to the Executive Committee for action.

4.6) World Conference Committee

- The World Council Conference Committee shall consist of the President as Chair, the Executive Administrator, and the members of the Executive Committee.
- The World Conference Committee shall make plans for the Biennial World Conference and cooperate and work with the Local Conference Committee, according to the Biennial Conference Guide.

5) Policy Agreements

Executive Committee members, employees, journal editors, and Local Conference Committee members must sign the following agreements: Conflict of Interest, Anti-Discrimination, Anti-Harrassment, and Illegal and Unethical Behavior. In addition, Executive Committee members must sign an Executive Committee Expectations document. Executive Committee members, employees, journal editors, and Local Conference Committee members are expected to renew each agreement no less than biannually. The Executive Committee may, if it deems appropriate, request that other individuals officially representing the World Council sign some or all of these agreements. In such instances, the Executive Committee will determine the frequency for renewing the agreement(s).

6) Elections

Executive Committee elections will be conducted through Headquarters with the assistance of the Elections subcommittee. A call for nominations will be made no later than February 15 prior to a World Conference. Elections will be conducted electronically no later than March 30 and ballots will be available for two weeks. The information that will be available to voters will be a photo and biography (maximum 250 words) of each candidate. Explicit campaigning for candidates will be viewed as inappropriate and may result in consequences. To be eligible to vote, a person must have a paid-up regular, silver, or gold membership prior to the first day of the election.

7) Electronic Meetings

Electronic meetings will be conducted through email or an online forum. All official electronic meetings will have a start time and an end time. The duration of an official electronic meeting will be no more than two weeks. In the event of needing a vote from the Executive Committee, all Executive Committee members are expected to cast their vote prior to the conclusion of the electronic meeting. The Secretary will compose minutes of the meeting and submit them to Headquarters no later than two weeks after the conclusion of an electronic meeting. Correspondence from electronic meetings is to remain confidential.

8) Executive Administrator

- 8.1) An Executive Administrator approved by the Executive Committee shall carry on the normal ongoing business of the World Council.
- 8.2) The length of employment and the salary of the Executive Administrator will be negotiated.
- 8.3) The Executive Administrator's responsibilities shall be to;
 - Develop with the advice of the President and the Finance Committee a biennial budget to be approved by the Executive Committee.
 - Receive bills and make such disbursements, countersigned by the President and/or Treasurer, of the funds of the corporation as are proper and shall have been approved by the Executive Committee.
 - Keep record books of account and arrange and submit all financial records for an annual audit with a qualified accountant.
 - Provide all membership services.
 - Arrange meetings of the Executive Committee, Assembly of Delegates, and biennial meetings of the full membership, and be responsible for dissemination and maintenance of all minute books and official documents of the World Council, and in charge of the Corporate Seal.
 - Issue newsletters no less than biannually to the membership.
 - Support the Executive Committee in its responsibilities.

- Provide liaison, public relations, and organizational supervision in conjunction with the organizers of the Biennial World Conference.
- Receive and process registration for the Biennial World Conference.
- Collect, analyze, and report the evaluation data from the Biennial World Conference.
- Administer research and fund-raising where required.
- Implement the policies, decisions, and directives.
- Serve the World Council in a public relations capacity as requested by the Executive Committee.
- Report to the Executive Committee no less than quarterly, to the Delegates, not less than annually, and to the General Membership not less than biennially on the operations and affairs of the World Council.
- Be evaluated annually.

8.4) The Executive Administrator shall have

- Knowledge of networking
- Ability to communicate effectively
- Managerial, organizational, and negotiating skills
- Skill at writing and reporting
- Experience with education and educational associations
- Commitment to education of the gifted
- Demonstrated skill in fiscal and office management
- Demonstrated knowledge of organizational procedures
- Public relation skills
- Ability to work cooperatively with the Executive Committee

9) Executive Committee

- 9.1) Each Executive Committee member shall have the personal time and energy to take part regularly in the work of the World Council. They must have availability of a computer and e-mail access.
- 9.2) One Executive Committee member shall be appointed Archivist for the purpose of keeping record of the activities of the World Council. The records may be displayed at conferences.
- 9.3) Retiring Executive Committee members will be presented with a plaque of appreciation for their service to the organization.
- 9.4) At the end of the President's tenure of office he/she will receive a plaque, and a lifetime membership in the World Council, and free registration at the following five Biennial World Conferences, in appreciation for their service to the organization.
- 9.5) A newly elected president shall be introduced to the World Council Membership at the closing ceremony of the Biennial World Conference.

- 9.6) Executive Committee members may submit ideas to the Executive Administrator for posts on official World Council social media pages. When drafting posts, Executive Committee members will use language, visuals, links, and tone appropriate for the World Council's audience of students, parents, and educators, as determined by the Executive Administrator. Any post deemed inappropriate by the Executive Administrator will not be published to the World Council's social media pages. The Executive Administrator may also remove inappropriate comments and posts on World Council social media pages made by Executive Committee members using their personal accounts.

10) Membership and Dues

- 10.1) A member shall be entitled to participate in the General Meeting of the Membership and the selection of Delegates to serve in the Assembly of Delegates as provided for in the Bylaws.
- 10.2) Each member shall receive an individual username and password to access the members' part of the website, upon payment of dues.
- 10.3) The dues are examined regularly by the Executive Administrator and the Executive Committee to determine their validity.
- 10.4) Any members of the World Council may become a Sponsor Member by providing the membership fee for an individual who is financially unable to pay the fee, but may be selected by the member or, at the request of the member by the Executive Committee.
- 10.5) A membership list shall be available during each biennial conference. It shall be arranged in alphabetical order by country and by name. This designated county of residence shall determine the identity and country of residence for members entitled to participate in the selection of delegates to serve in the Assembly of Delegates.
- 10.6) No information about members will be shared unless written permission is submitted by the member to Headquarters. This includes not sharing names, addresses, email addresses, etc., of any individual member.

11) Publications

- 11.1) All publications of the World Council, with the exception of the newsletter and the proceedings of the conference, shall be under the general supervision and editorial management of the editor with the cooperation of an Editorial Board and the Executive Administrator. The President and the Executive Committee shall appoint the Editor and the Editorial Board.
- 11.2) The Editor and the Editorial Board shall have the right to select for publication any paper submitted.
- 11.3) The Editor may be authorized to appoint such consulting editors as may be required. The Editor is bound by the policies of the organization and by the budget determined by the

Executive Committee. The Editor shall report at such meetings of the Executive Committee as requested by that body.

12) Purposes

- 12.1) The Name of the World Council or the names of any members in their official capacities with the World Council shall not be used in any connection with a commercial concern or with any partisan interest nor any other purpose, not appropriately related to the promotion of the purposes of the World Council.
- 12.2) The World Council may cooperate with governments and organizations concerned with the worldwide education of gifted and talented children but shall not seek to interfere with nor control policies of these governments or organizations. The persons representing the World Council in such matters shall make no commitments that bind the World Council in any way.
- 12.3) The funds of the World Council may be used to support programs sponsored by any organization or institution, provided, however, that in each instance the Executive Committee in their absolute discretion, shall have determined the specific activities and programs for which funds are to be used and the amount thereof.
- 12.4) The World Council will normally hold a World Conference on Gifted and Talented Children biennially. The Executive Committee shall determine the location of the conference through a bid process.

13) Scholarship and Awards Policies and Procedures

- 13.1) The function of the Scholarship and Awards Committee involves
 - Conferring of WCGTC awards,
 - Granting of scholarships,
 - Identifying fund-raising opportunities for the Scholarship Fund.
- 13.2) The committee consists of three members of the Executive Committee, one of who is appointed by the president as chair.
- 13.3) Nominations for awards or scholarships may only be submitted by a current, paid-up member of the World Council in good standing.
- 13.4) All discussions of the committee on any nominees must remain confidential.
- 13.5) Scholarships: The World Council Scholarship Fund seeks to provide partial financial assistance for a individual who needs financial assistance to attend a WCGTC Biennial World Conference. Applicants must demonstrate financial need supported by references such as living in a developing/third world country, and be able to demonstrate a long-term commitment to gifted education. Graduate students must indicate the benefit of attending the conference in respect to their studies. If a Youth Summit is being held in parallel to the biennial conference, an application from a gifted youth will be considered.

(Youth attending the conference under the age of majority must be accompanied by a parent or guardian at his/her own expense.)

- Categories of scholarship allocation:
 - (1) Mini Partial Scholarship, Type R – Registration only
 - (2) Partial Scholarship, Type AM – Accommodation and one year free membership
 - (3) Partial Scholarship, Type FM – Flight only and one year free membership
 - (4) Partial-Full Scholarship, Type FAM – Flight and Accommodation and one year free membership
 - (5) Partial-Full Scholarship, Type FADR – Flight and Accommodation and discounted registration (only in exceptional circumstances)
- The awards are dependent on the financial situation, thus the committee may award
 - (1) No scholarships
 - (2) One scholarship
 - (3) No more than three scholarships
- In no cases do awards include meals.
- The vote is carried by a majority. The committee presents its decisions to the Executive Committee for approval.
- Procedure: If there are sufficient funds to provide a scholarship, notice for application should be placed in the Newsletter and on the website with pertinent information, dates, and instructions. This should be in September of the year previous to the next biennial conference, with a 6-8 week time-line. Decisions should be made immediately after the closing date of application, with the applications notified by December 31. This timeline will give the individual sufficient time to find the remaining funds to attend the conference.
- Criteria as follows will be considered during discussions of the candidates.
 - (1) Commitment to gifted issues – research, educator/teacher, advocacy dynamic/active support, gifted youth
 - (2) Need – developing/third world country, disadvantaged, economic hardship, gender, value to applicant’s country, described barriers to applicant’s attendance
 - (3) Limited Access – access/proximity to professional development opportunities, current resources available
- Allocation of funds
 - (1) Successful candidates will receive an e-mail and a hard copy on letterhead which they can use for their fund-raising.
 - (2) Headquarters will work with the candidates in the arrangements for the flights, hotels, etc.
 - (3) Successful candidates must register and pay fees in full by the cut-off date for “early registration.” Failure to do so will mean forfeiture of the scholarship.
 - (4) Candidates may expect to present a session at the conference, if desired, as this often helps them gain supporting funds.

(5) With mutual agreement between the WCGTC and the recipient(s), the scholarships may be announced publicly.

13.6) WCGTC Awards: In conjunction with the biennial conference, the Executive Committee of the World Council may present awards in four different areas of recognition: research, creativity, leadership, and distinguished service. Announcements shall be made in the Newsletter and on the website in the year before the conference for submission of nominations by members for the various awards. Nomination forms should be received at headquarters by January 15. After reviewing, discussing, and comparing the nominee's information against the criteria, decisions are made by a vote by each member of the Scholarship and Awards Committee, by February 15. The vote is carried by a majority. The committee presents its decisions to the Executive Committee for approval. Arrangements for presentation(s) are made when planning the biennial conference program.

The committee may grant

- No awards
- One award
- Between two and four awards

It is not necessary to process awards at every conference. Nomination for an award does not guarantee the allocation of an award. Candidates/Nominees must fulfill the criteria outlines below for the named award to be considered.

14) World Council Business

14.1) The logo of the World Council is the exclusive property of the World Council. It is used only on the World Council stationery, Newsletter, Journal, World Council website, and on other official documents produced for the World Council as approved by the Executive Committee.

14.2) The logo shall be used on official documents and announcements of the Biennial World Conferences.

14.3) The logo may be used by affiliated organizations and federations, but only after permission has been granted by the Executive Committee and if it is labeled as the logo of the World Council for Gifted and Talented Children.

14.4) World Council stationery shall be used solely by Executive Committee members, the journal and newsletter editors, and Headquarters staff for official business.

14.5) The Executive Committee will consider concerns addressed to an Executive Committee member collectively. The Executive Committee will discuss action to be taken. This discussion will remain confidential and may not be shared outside the Executive Committee. If a majority of the Executive Committee deems it appropriate to respond, the President will send the response agreed upon by the Executive Committee and copy

all members of the Executive Committee, including the Executive Administrator on the correspondence.