

PAGE by PAGE

2017 edition

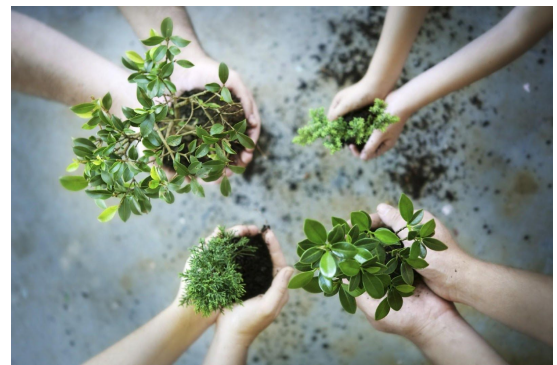
www.giftedpage.org

Advocating for gifted learners
since
1952

The Affiliate Handbook of the Pennsylvania Association for Gifted Education

Welcome to PAGE!

We recognize the vital importance of grassroots, local organizations to our mission of advocating for the needs of gifted learners. PAGE provides affiliates with a wealth of informational resources and personal support to nurture their continued growth. The contents of this handbook, derived from many years of affiliate success, provide foundational advice for beginning and maintaining your affiliate. The Affiliate Director and PAGE Board Members are here to help on your journey toward effective advocacy for gifted learners.



Helping each affiliate flourish

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PAGE by PAGE

An Affiliate Handbook 3rd ed., 2017

Written and compiled by
Kali Fedor

With contributions and inspiration from current & former
PAGE board members, executive committee, affiliate leaders, and individual members

Based on the first and second editions, created by Jennifer Rotigel (1st), Kimm Doherty and Rose Jacobs (2nd)

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Why Start a PAGE Affiliate?

Individuals, parents or teachers, often struggle to bring attention to the needs of gifted learners in their district and may be dismissed by those in positions of authority. Strength in numbers may be just what is needed to spur a more collaborative spirit with key personnel. PAGE Affiliate groups provide a place to meet, share and talk about best practices for gifted in the local area, as well as providing information, encouragement and support to everyone that works with gifted students.

Beginning an affiliate helps to align parents, teachers, administrators and other community members interested in advocating for students with gifted and talented learning needs.

1 person = A person concerned about gifted education

2 people = Two people who share common concerns about gifted education

3 people = A small group that seeking solutions for common concerns in gifted education

5 people = A reason to have regular meetings

10 people = The start of an organization with a mission, vision, and goals

25 people = An organization starting to see encouraging shifts in discussions about gifted education

50 people = A compelling organization helping gifted students, parents and educators thrive¹

Benefits of PAGE Affiliation

Providing a Network for Parents, Educators, Administrators, and Students

- PAGE advocates for gifted students and educators at the state and federal levels. PAGE affiliates provide grass-roots, local advocacy in their districts.
- PAGE maintains a website at www.giftedpage.org with both public and member only sections. Content includes NAGC Webinars, archives of publications, conference handouts, and special member & student opportunities.
- PAGE provides resources and support to individuals via our website, www.giftedpage.org and email. PAGE can assist parents in understanding the rights provided in PA's gifted regulations (Chapter 16) as well as the academic, social and emotional needs of gifted children.
- PAGE informs members of important legislation, news, research and trends pertaining to gifted education through various media sources: PAGE website, Facebook, Twitter, E-Newsletter, etc.
- PAGE partners with other organizations including the National Association for Gifted Children (NAGC) and Council for Exceptional Children (CEC-TAG) in support of gifted education and to create resources such as PSEA/PAGE/PA PTA: A Parent's Guide to Gifted Education in Pennsylvania.
- PAGE meets with governmental officials and agencies such as Senators, Representatives, Congressmen, the Legislative Education Committees, Pennsylvania Department of Education, Bureau of Special Education, Bureau of Teaching and Learning, and Intermediate Units, as well as the State Board of Education.
- PAGE sponsors a **state conference** which includes nationally-known speakers, knowledgeable presenters, as well as awards for distinguished students, parents, and educators.
- PAGE sponsors an **annual Affiliate Leadership Conference** for affiliate chapter leaders and other affiliate members.
- PAGE coordinates a **Speakers Bureau** as a service to local affiliates. There are over 20 topics related to the needs of gifted children available to choose from for presentations to PAGE affiliate groups.
- PAGE honors exceptional educators and talented students at our **annual awards ceremony**.
- PAGE sponsors **contests and events** of interest to gifted students around the state.

1. Leach, K. (2017).

Affiliate Chapter Benefit Levels

**These levels will take effect starting in January 2018*

All Affiliates, in good standing, will receive:

- ✓ Access to Monthly Affiliate Meetings with the Board
- ✓ Access to Members Only section of the PAGE website
- ✓ Access to the Affiliate Leaders Facebook Page (President and Vice-President)
- ✓ Special promotions and discounts for educational activities/events
- ✓ Posting of your Affiliate events and meetings on the PAGE website and Facebook page

Affiliate Chapters will also receive the additional benefits for the year based on the number of verified and current PAGE members that are part of their Affiliate Chapter:

Level I

8 to 15 paid members of PAGE entitles your Affiliate Chapter to:

- ✓ 1 Free Speaker from the Speakers Bureau list
- ✓ Invitation to the Affiliate Leadership Weekend with 1 hotel room (holds up to 2 people)

Level II

16 – 30 paid members of PAGE entitles your Affiliate Chapter to:

- ✓ 1 Free Speaker and 1 ½ off Speaker from the Speakers Bureau list
- ✓ Invitation to the Affiliate Leadership Weekend with 1 hotel room (holds up to 2 people) and 50% of the registration cost for the Affiliate President and Vice-President.
- ✓ Free one day conference registration (Thurs. or Fri.) for the Affiliate President
- ✓ Tier I Conference discount code for Affiliate members with current PAGE memberships

Level III

31 – 40+ paid members of PAGE entitles your Affiliate Chapter to:

- ✓ 2 Free Speakers from the Speakers Bureau list
- ✓ Invitation to the Affiliate Leadership Weekend with 1 hotel room (holds up to 2 people), free registration for the Affiliate President and Vice-President.
- ✓ Free two day conference registration for the Affiliate President and
- ✓ Free one day conference registration for the Vice-President
- ✓ Tier II Conference discount code for Affiliate members with current PAGE memberships

Starting an Affiliate

Once your group has made the decision to work with others in your district, community, county, etc. to discuss how to best meet the needs of the gifted students in your area, you are ready to start an affiliate group of PAGE. Think of the PAGE affiliate group as a “PTA for gifted education”. Remember, there is strength in numbers!

There is no magic set of rules or a formula to follow when starting a successful PAGE affiliate. However, PAGE requires the following three essentials, before your group will be considered an official PAGE affiliate.

1. **Eight or more people interested in joining PAGE or already current/paid members of PAGE.** Family memberships may count as two names for this purpose.
2. The group must **draft and agree upon Bylaws** to guide the work of the Affiliate group. See the sample on pages 11-13. The Affiliate bylaws will accompany the PAGE Affiliation application form.
3. The Affiliate must **pay and stay current with annual PAGE Affiliate dues.**
 - a. A notice of Affiliate due renewal is sent to the Affiliate President during August with a set due date of October 1st of each year in one lump sum payment. The amount for Affiliate due renewal is set during the January PAGE board meeting. The Affiliate dues for the 2017-2018 year is \$40.00 per Affiliate group.

All required forms and initial Affiliate dues should either be uploaded into the online submission system for Affiliates or printed and mailed to:

PAGE

Attn: Kelly Powell

PO Box 452

Natrona Heights, PA 15065

Affiliate Organization

The specific organization for each affiliate may be different to meet your specific needs. However, it is required to have the following four board positions within your affiliate group and should be on file with PAGE.

1. President
2. Vice-President
3. Treasurer
4. Secretary

Some affiliate groups have executive committees within those boards that have beyond the above four required positions, while others do not.

PAGE Expectations for All Affiliate Groups

1. Affiliate members are current paid members to PAGE

- a. Membership revenue helps PAGE to continue its advocacy efforts which are so essential to the success of the affiliates, PAGE, and advocacy efforts for the education of gifted students.
- b. General Membership and Affiliate Dues go towards supporting our Affiliates put on events, bring in speakers, support scholarship opportunities for students, etc.

2. Complete all required paperwork as soon as possible and satisfy any outstanding payments

- a. Pay your dues on time –
 - i. Initial Affiliate dues are required with the submission of the New Affiliate Application.
 - ii. Current Affiliates (created before 2017) – All dues are required by October 1st of each year. Along with your submission of dues, email the Affiliate Director and Administrative Assistant a current list of those Affiliate Members that are also PAGE members (first/last name and email address). This allows a cross check that to ensure your Affiliate is receiving the appropriate level of benefits for the year.
- b. Submit the Speakers Bureau Reimbursement form promptly after a person from the Speakers Bureau has presented at your meeting.
- c. Submit forms and reserve rooms for Affiliate Weekend by the announced deadline. Any affiliate that is not current with its dues may not send delegates to Affiliate Weekend and will not be entitled to a free speaker from the Speakers Bureau.

3. Create and Maintain an Affiliate Bank Account

- a. As an affiliate group, you will need your own bank account for deposit of any registration costs for events that you hold and to be able to pay for any speakers, venues, and other associated costs with hosting different events in your area.
- b. Apply for and set up a federal EIN (Employer Identification Number)
- c. Your Affiliate can also apply for non-profit/tax exempt [501(c)3] status. *This is not required but recommended.*
- d. File taxes in a timely fashion, if needed. It is highly recommended that your officers are aware of current IRS regulations for tax filing thresholds. Most Affiliates only raise small amounts of money and typically do not exceed the federal threshold, but is important for the officers to be aware of those regulations.

4. General Liability Insurance for your Events, Meetings, etc.

- a. *This is not required but recommended.*
- b. PAGE has purchased a general liability policy which covers its members at PAGE sponsored events such as Affiliate Weekend and the State Conference. However, this coverage **does not extend to the individual affiliates**. Because the affiliates differ significantly in the number of people involved, the types of activities, and the frequency of activities, it is impossible to secure coverage for the Affiliates as a group. Please consult your local district policies regarding insurance and facilities use.

5. Create an Affiliate Logo

- a. Each PAGE Affiliate should create their own logo to represent their group. This will be present on all of your printed materials, flyers, event posters, correspondence, etc.
- b. *If an Affiliate would like to use the PAGE logo as their Affiliate Chapter's logo*, the Affiliate is **required** to add PAGE as an additional insured group/organization under your General Liability Insurance Policy. Some policies may allow this for free and others may require a charge. Once you have secured this additional insurance, **BEFORE** use of the PAGE logo, the Affiliate **must provide PAGE with a copy of the certificate of insurance** as proof that you have secured this insurance and that PAGE is listed as the **secondary not a primary** on the policy.

6. Communicate with PAGE

- a. Keep PAGE aware of changes in leadership as they occur. Send all names and contact information to the

PAGE Administrative Assistant (kpowell@giftedpage.org) and Affiliate Director (Affiliatedirector@giftedpage.org)

- b. **Maintain an Affiliate Email Address**, which can be accessed by leaders and passed along when affiliate leadership changes occur. Free accounts are readily available through internet service providers such as Gmail, Yahoo, etc.
 - c. **Affiliate Leaders** will be added to the PAGE Affiliate Leaders Facebook Page to share ideas, ask questions, and stay up-to-date with events from other state Affiliate Groups. When leadership changes, the new leadership will be added to the group and the outgoing leadership will stay part of the Affiliate Leaders Facebook page for up to 2 months to assist during the transition in your leadership. After that time, the previous Affiliate leadership will be removed from the Affiliate Leaders Facebook page.
 - d. **Participate** in monthly online Affiliate Meetings with the PAGE Board.
 - i. *This is not required, but recommended.*
 - ii. The President and Vice-President will receive an email invitation from the Affiliate Director each month. These meetings will allow Affiliates to have recent information discussed at the PAGE Board meeting, convey any needs, and ask questions. If the President or Vice-President cannot attend, they may elect a designee from their Affiliate to join the meeting on their behalf. Make sure to RSVP with the Affiliate Director for who will be attending the meeting.
 - e. **Check** the PAGE website and other social media to ensure they contain the most accurate information about your affiliate and leadership.
 - f. **Let PAGE know** about any significant information, articles, or relevant events. Remember that the PAGE board is an organization of volunteers, so we may not be aware of all events at all times. Sharing is welcome. You can share this information with the PAGE Executive Secretary (kpowell@giftedpage.org) and Affiliate Director (Affiliatedirector@giftedpage.org)
7. **Share PAGE communications with your affiliate members**
- a. As the leader of an affiliate you may receive information from the PAGE Affiliate Director, PAGE President, other Board members, and PAGE Executive Secretary. Remember what is old news to you could be new and valuable to someone else. By sharing this information you help others see “the big picture” and why it is important to be a member of PAGE. It is imperative that everyone knows what is happening legislatively with education in general and gifted in particular.
 - b. Share any appropriate information with your fellow officers and other members of your affiliate. Remember the affiliate may be well-established, but parents come and go.
 - c. Share your Affiliate Website, Facebook, and/or other social media account links with PAGE. We will link this to our Affiliate page on the website, so others in your area can find and connect with you.
 - d. Sign up for free PAGE electronic newsletters and connect to PAGE via other social media and remind local members to do so, too.
 - e. Help publicize PAGE events, contests, and requests for “action” contacting elected officials about specific concerns. Often people do not know how state and federal issues impact their local districts and their own children.
8. **Share your events with PAGE for publication on our website, Facebook, Twitter, and other social and print media materials.**
- a. Share details about upcoming meetings, activities and events in a timely fashion for posting to our social and print media outlets to assist in attendance for your Affiliate events.
9. **Support the Annual Conference**
- a. Donate items or a complete basket for the conference raffle. (The proceeds go toward the student awards.) Each affiliate is asked to contribute to this event; details will be sent by the conference committee.
 - b. Assist the conference planning committee. Help is needed before and during the conference. Some tasks must be done “on site” or with strict time limitations, but others can be done from your home and at your convenience.
 - c. Nominate educators, parents (including former affiliate leaders), or children for PAGE awards.
 - d. Attend and urge other parents and school district staff to attend.
10. **Support the Affiliate Leadership Conference Weekend**
- a. This annual fall leadership training conference is a wonderful opportunity for current and future affiliate

leaders to learn more, network with other affiliates from across the state, hear what is happening at PDE, and interact with PAGE Board members. Affiliates may send two people at no cost for a shared room, food, and the conference. Additional people, including those working to start an affiliate, may attend for a nominal fee. The most up-to-date information about the Speakers Bureau and other forms are distributed at this event.

11. **Help PAGE Grow**

- a. Connect with neighboring affiliates. Help publicize their meetings and events. Work with them to create social and educational opportunities for gifted children, their parents, and their educators.
- b. Recruit speaker to join the Speakers Bureau – do you have an outstanding Gifted Education teacher, School Psychologist, administrator, parent, etc. in your area that can share information with others, dedicated and knowledgeable parents, etc.? Then send them our way!
- c. Volunteer to participate on PAGE committees, board vacancies, submit articles for the website/Newsletter/Blog/etc.

New Affiliate Checklist

After completion of all items below, you can either upload and pay your affiliate dues online or mail all of the required documents and check (*made payable to PAGE*) to the address below.

_____ New Affiliate Checklist (page 9)

_____ New Affiliate Information Sheet (page 10)

_____ Affiliate Membership list of PAGE members that are part of your Affiliate Chapter (page 11)

**Remember that you need a total of at least 8 PAGE members, including your leadership, to apply as an Affiliate Chapter of PAGE*

_____ A complete set of By-Laws

_____ Affiliation Dues

Subject to Board approval, pending Affiliates may receive limited benefits (one free speaker from the PAGE Speakers Bureau every two years and one place at Affiliate Weekend) until the next board meeting when any pending new Affiliate Chapters are fully approved.

Mailing Address:

PAGE
Attn: Administrative Assistant
P.O. BOX 452
Natrona Heights, PA 15065

PAGE NEW AFFILIATE INFORMATION SHEET

Date of request to form a PAGE Affiliate: _____

Affiliate Name: _____

School District(s): _____

County: _____

Affiliate Mailing/Street Address: _____

Email for contact with PAGE & other Affiliate Leaders: _____

Affiliate Website Address (if applicable): _____

Affiliate Facebook Name (if applicable): _____

We will be listing your Affiliate Contact information on the [PAGE website](#) so make sure update the contact information if and when it changes by emailing the Affiliate Director and Administrative Assistant.

Please include the preferred contact person's **Name and Email** for your affiliate that **will be posted on the PAGE website**:

Name: _____ **Email:** _____

We post updates about Affiliate meetings and events on the Website & Facebook. Please keep us informed of your meetings by emailing affiliatedirector@giftedpage.org and kpowell@giftedpage.org with your updates.

Affiliate Officers - All Affiliate Leaders must be current PAGE members

Name of President: _____

Email Address: _____ Phone #: _____

Name of Vice-President: _____

Email Address: _____ Phone #: _____

Name of Treasurer: _____

Email Address: _____ Phone #: _____

Name of Secretary: _____

Email Address: _____ Phone #: _____

Affiliate Membership list of PAGE members that are part of your Affiliate Chapter:

(Remember that you need at least 8 current PAGE members, including your officers, to be an official affiliate and all affiliate members MUST be current paid members of PAGE). If you need to, you may copy this page until all current PAGE members that are part of your Affiliate are listed for submission and verification by PAGE to ensure your Affiliate receives the appropriate benefits for the year.

Name: _____

Email Address: _____

Name: _____

Email Address: _____

Name: _____

Email Address: _____

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SAMPLE BYLAWS

Article I Name and Purpose

Section 1: This organization shall be known as Name: *an affiliate organization of the Pennsylvania Association for Gifted Education, Inc. (PAGE)*

Section 2: The purpose of this organization shall be:

- A. To focus attention on mentally gifted children and their right to an appropriate education.
- B. To act as a resource for information and consultation in encouraging study and improvement of education of the mentally gifted.
- C. To educate the public about the needs of the gifted and the activities of the organization.
- D. To act as a support group for parents, children and all other persons interested in the growth and development of gifted children.
- E. To protect and improve existing legislation for the gifted.

Article II Membership and Rules

Section 1: Membership shall be open to all persons interested in the purposes listed in Article I.

Although the organization is primarily interested in promoting its purpose in school district/region of Pennsylvania, it is interested in gifted education throughout the state and the nation. It welcomes to its membership persons who are not residents or do not currently have children enrolled in school district/region of Pennsylvania...

Section 2: There shall be member dues, the amount of which shall be established by the Board annually.

Article III Elected Officials

Section 1: The Board of the organization shall consist of the following elected officials: President, Vice-President, Secretary, Treasurer, Past President, and others as deemed necessary to promote the goals of the organization.

- A. President: Presides over the organization, working closely with the Board to set goals and ensure that policies and directives are implemented; is the official representative of the affiliate; maintains contact with the state and regional officers of PAGE; and coordinates local meetings.
- B. Vice-President: Conducts organization business and presides over meetings in the absence of the President, as required by the President and/or board; and supports the goals of the organization as needed.
- C. Secretary: Keeps the meeting notes or minutes of all Board and organization meetings; maintains a contact list of all members; and disseminates meeting notes or minutes to all members.
- D. Treasurer: receives all income and pays all obligations of the affiliate; makes disbursements only as directed by the Board; prepares a financial report for all meetings; ensures all financial records and reports will be open to the general membership; and files taxes as required.
- E. Past President: *Serves in an ex officio (non-voting) capacity. Offers advice, guidance and continuity to the Board.*

Section 2: Each Board member shall serve a #_year term of office, which begins after the spring meeting of the organization at which s/he was elected. In the event that any officer (except Past- President) is unable to complete his/her term, the Board shall fill the vacancy. Board members may be re-elected/be re-elected for # terms/may not be re-elected.

Section 3: All elected and appointed officers of the Board must be or become members of the Pennsylvania Association for Gifted Education. Go to www.giftedpage.org to become a member and join PAGE.

Section 4: The Board shall act for the organization as necessary between organization meetings. A Board meeting can be called by the President, Vice-President and/or two other members of the Board. Such action shall be reported to the general membership at the next regularly scheduled meeting.

Section 5: A Board member may be removed from office when the following procedure has been observed:

- A. A written request from any two Board members, specifying the reasons for removal, will be given to the President or Vice-President. The Board will review the request within #_business days.
- B. The general membership may petition the removal of a Board member by submitting a written request to any Board member. The request must be signed by #_of general members in good standing and specify the reasons for the removal. The Board will re- view the request within #_business days.
- C. Within #_business days of receiving the complaint, the President (or Vice-President, should the complaint be registered against the President) will notify the Board member complained of in writing of the complaint.
- D. Within #_business days of the Board's review of the complaint, the Board and the person in question will meet to discuss the complaint. The Board member who is the subject of the complaint shall be given adequate opportunity to respond to the complaint.
- E. Upon two thirds vote of approval from the members of the Board with voting rights, the Board member will be removed from his/her position. The Board shall name an interim person to function in that position until the next regularly scheduled election.
- F. The removal/change of PAGE Board member shall be announced at the organization's next general membership meeting.

Article IV Meetings

Section 1: The Board shall meet not less than #_times per year.

Section 2: General membership meetings shall be held #_times per year, with an annual business meeting held in month.

Section 3: Meetings shall be conducted using a method of parliamentary procedure, such as Robert's Rules of Order.

Article V Amendments

Section 1: Amendments to these bylaws may be proposed by any member in good standing.

Section 2: Such proposed amendments shall be presented in writing to any member of the Board, at least #_days prior to the annual business meeting. The Board shall study the proposed amendment(s) and present them, along with a recommendation to accept or reject, at the annual business meeting.

SAMPLE BYLAWS

Article VI Adoption of the Bylaws

These bylaws and all amendments shall be adopted by a majority vote of the members present at a business meeting of the affiliate.

Article VII
Nomination and Election of Board Members

Section 1: The election of Board members shall occur at an annual business meeting every # year(s).

Section 2: At the month Board meeting every # year(s), the President shall appoint a nominating committee consisting of at least # Board members.

Section 3: The nominating committee shall inform the membership that nominations are open for # week(s).

Section 3: The nominating committee will then present the list of candidates to the Board at the month Board meeting and present the list to the general membership at the annual business meeting.

Section 4: A current member may nominate another current member from the floor, provided the nominee has approved the presentation of his/her name.

Section 5: Only those in attendance whose membership was paid prior to the start of the meeting may vote.

Section 6: A majority of the members present at this meeting will elect the Board.

Article VIII
Quorum

Section 1: A quorum shall consist of the members in attendance at any general membership or business meeting of the organization.

Section 2: A majority of Board members constitutes a quorum to the conduct business of the organization.

Section 3: Board members may participate in a meeting of the Board or of a committee of the Board by means of conference telephone or similar electronic equipment as long as all persons participating in the meeting can hear each other.