

**Asia-Pacific Federation of  
The World Council for Gifted and Talented Children (APF-WCGTC)**

**CONSTITUTION BYLAWS AND POLICIES**

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Note: This APF constitution is basically excerpted from the WCGTC constitution. Since some bylaws and policies of WCGTC are too complicated and somewhat irrelevant to the APF affairs, these passages regarding executive administrator, policies of finance, affiliated organization and federation, notices are retrenched, while some passages concerning officers, executive members, assembly of delegates, committees, publication, and biennial conference were extracted. Also owing to significance of the policies of the biennial APCG conference, these policies are proposed to be indicated separately.

**THE CONSTITUTION BYLAWS AND POLICIES OF  
ASIA-PACIFIC FEDERATION OF THE WORLD COUNCIL FOR GIFTED  
AND TALENTED CHILDREN; APF-WCGTC**

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**POLICIES OF THE BIENNIAL CONFERENCE OF  
ASIA-PACIFIC FEDERATION OF THE WORLD COUNCIL FOR GIFTED AND  
TALENTED CHILDREN; APF-WCGTC**

The following policies are regulated based on ARTICLE VII Policy 7.2 of the constitution bylaws and policies of Asia-Pacific Federation of the World Council for Gifted and Talented Children.

Policy 1. The Vice-President, as an elected officer of the organization will serve as the Conference Committee Chair. The Conference Committee will make decisions, with the approval of the Executive Committee, regarding conference matters.

Policy 2. The APF Executive Committee shall have the primary responsibility for supervision of the conference, the quality of the program and, therefore, their duties shall be to:

- Develop conference selection and organization procedures and applications.
- Receive from the Secretary the conference site proposals and select a site for the conference to recommend to the Executive Committee for their approval.
- Oversee the contract for the arrangements and responsibilities of all parties involved in the conference and have the contract signed by the President and the representative of the local site.
- Consult with the Local Conference Committee in their negotiations of the Venue and hotel costs.
- Suggest a theme for the conference that is multi-national, focused on current and future trends and issues in education, especially with gifted students.
- Oversee the work of the Local Conference Committee on their adherence to the format and quality of the program.
- Conduct a wrap-up meeting with the current Local Conference Committee and the next Local Conference Committee

Policy 3. The duties of the Secretary shall be to:

- Receive the conference site proposals and forward completed proposals to the APF Conference Committee.
- Process and maintain the membership fees from the registration materials.
- Contact the Local Conference Committee Chair and make arrangements for on-site registration to be held during the conference.
- Supervise the registration area at the conference so that any problems with membership or registration can be efficiently handled.
- Collaborate with the Local Conference Committee on arrangements for Exhibitors.

Policy 4. The duties of the Local Conference Committee shall be to:

- Arrange and conduct, in consultation with the Secretary, a pre-conference

if desired.

- Consult with the APF Executive Committee on conference matters.
- Develop the entire conference budget.
- Create and publish the Call for Presenters for distribution to the membership and in organization publications.
- Notify all accepted and rejected session proposers.
- Receive and process conference registration sending copies of each registration to the Chair of the Local Conference Committee.
- Arrange local entertainment, hospitality, educational visits, and related events.
- Arrange and conduct a youth summit if possible.
- Select the keynote and major speakers for the conference.
- Select people to preside for keynoters and major speakers.
- Receive, evaluate, and schedule the program for the conference.
- Arrange publicity prior to and during the conference in consultation and conjunction with the APF Headquarters.
- Provide interpreters for speakers (optional).
- Prepare a final report of the conference for the Executive Committee.
- Edit, produce, and distribute the Conference Proceedings.

Policy 5. The APCG Conference budget format will include the following categories: room rental; meal service; program preparation and printing; flyers and announcements; conference operational expenses' such as telephone, mailings, and correspondence; packets; audiovisual rentals; major speakers; decorations; hospitality; publication of proceedings; Local Conference Committee allowance; and expenses for Executive Committee meetings the year before and during the conference.

Policy 6. All presenters, with the exception of the Executive Committee members and the possible exception of the Keynote Speakers, and major speakers, are responsible for their own expenses and conference registration fees. Handouts are at the presenters' expense. All presenters must be pre-registered for the conference.

Policy 7. Proceedings Procedures - A wide representation of the work of the Asia-Pacific community will be encouraged. All papers submitted will be subjected to final selection and will be edited to meet the following criteria. To be included in the Proceedings papers submitted must be:

- presented at the Biennial Conference;
- the result of keynotes, major presentations or individual paper presentations;
- 3,000 words in length and include an abstract of 250 words;
- in standard English using the American Psychological Association style format.

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