

# STATEMENT OF OPERATING POLICIES

## GENERAL ORGANIZATION

*The NSTA is composed of the following units:*

1. *Districts* - There shall be eighteen (18) geographic regions as defined herein:
  - District I, Connecticut, Massachusetts, Rhode Island
  - District II, Maine, New Hampshire, Vermont
  - District III, Delaware, District of Columbia, Maryland
  - District IV, New Jersey, New York, Pennsylvania
  - District V, Alabama, Florida, Georgia, Puerto Rico, Virgin Islands
  - District VI, North Carolina, South Carolina, Tennessee
  - District VII, Arkansas, Louisiana, Mississippi
  - District VIII, Kentucky, Virginia, West Virginia
  - District IX, Minnesota, North Dakota, South Dakota
  - District X, Indiana, Michigan, Ohio
  - District XI, Kansas, Missouri, Nebraska
  - District XII, Illinois, Iowa, Wisconsin
  - District XIII, New Mexico, Oklahoma, Texas
  - District XIV, Arizona, Colorado, Utah
  - District XV, Idaho, Montana, Wyoming
  - District XVI, American Samoa, California, Guam, Hawaii, Nevada, Territory of the Pacific Islands
  - District XVII, Alaska, Oregon, Washington
  - District XVIII, Canada
  
2. *Divisions* - The NSTA is intended to serve equally all persons involved in science education. To insure that no level or function of education is overlooked, there shall be ten (10) Divisions within the organization. The Divisions are:
  - The Preschool and Elementary Division
  - The Middle Level Division
  - The High School Division
  - The College Division
  - The Informal Science Division
  - The Division of Research in Science Education
  - The Division of Coordination and Supervision
  - The Division of Preservice Teacher Preparation
  - The Division of Multicultural/Equity in Science Education
  - The Division of Professional Development
  
3. *Affiliates* –
  - a. Category A - A major national or international science education organization whose goals and purposes largely overlap with those of NSTA may, upon mutual agreement, affiliate with the NSTA in an especially close working relationship. An NSTA Category A Affiliate must be aligned in purpose with a corresponding NSTA Division. Each group will retain its autonomy. Current Category A Affiliates and their affiliations are:
    - o Association for Science Teacher Education (ASTE)-with the Division of Preservice Teacher Preparation
    - o Association of Science Technology Centers (ASTC)-with the Division of Informal Science Education
    - o Association for Multicultural Science Education (AMSE) - with the Division of Multicultural/Equity Science Education
    - o Council for Elementary Science International (CESI) - with the Preschool and Elementary Division
    - o Council of State Science Supervisors (CSSS) - with the Division of Coordination and Supervision

- o National Association for Research in Science Teaching (NARST) - with the Division of Research in Science Education
  - o National Middle Level Science Teachers Association (NMLSTA) - with the Middle Level Division
  - o National Science Education Leadership Association (NSELA) – with the Division for Professional Development
  - o Society for College Science Teachers (SCST) - with the College Division
- b. Category B – A national or international organization with complimentary goals and purposes as NSTA may, upon mutual agreement, affiliate with NSTA. Each group will retain its autonomy.
4. *State Chapters* - A state chapter is a state-wide or province-wide organization which has as its purpose the advancement and improvement of science education without restriction as to field or area of science, grade level, or membership.
  5. *Associated Groups* - An associated group is any local, state, provincial or national organization which has as its purpose the advancement and improvement of science education. An Associated Group may restrict its membership along such lines as field or area of science, grade level, or geographic location.
  6. *Student Chapters* - Student Chapters - A Student Chapter may be formed by any institution of higher education which educates Preservice teachers.

#### **AFFILIATION AND COOPERATION OF NSTA AND OTHER GROUPS**

1. Category A Affiliates will:
  - a. Be provided space to host sessions and organizational meeting at the National Conference on Science Education.
  - b. Provide to the NSTA President the name of the Affiliate representative to serve on each affiliated Division Committee.
  - c. Be represented on the Alliance by a person who is a member of NSTA, and be provided travel and per diem expenses for one meeting of the Alliance at the Congress-
2. Category A and B Affiliates will:
  - a. Participate in the summer meeting of the Alliance.
  - b. Participate in the election of the Leadership Committee of the Alliance.
  - c. Be a voting member of the Alliance in all business matters.
3. The Leadership Committee will:
  - a. Meet in conjunction with the winter Board of Directors Meeting.
  - b. Receive travel and per diem expenses from NSTA for attendance at that meeting.
  - c. Plan and coordinate the meetings of the Alliance and communicate with Council and Board of Directors.
4. Joint membership promotion activities with Affiliates, Chapters, and other Associated Groups may be undertaken in cooperation with and by consent of the officers of controlling bodies of these groups.
5. It shall be the policy of the NSTA to invite and encourage cooperative meetings or projects involving other professional organizations when such cooperative action is likely to be productive of mutually satisfactory results.
6. NSTA representatives and delegates to other groups shall have had intimate experiences in Association activities and shall serve for terms not exceeding three years, except the ICASE representative who shall serve for four years, and the NCATE representative who shall serve for five years. Appointments of special representatives of NSTA for other organizations, consortia, or agencies will be approved by the Board of Directors.
7. NSTA shall be a member of certain national and international organizations (e.g. AAAS, ICASE, UNESCO, NCATE), as approved by the Board of Directors.
8. Guidelines for association and affiliation with NSTA are established by the Board of Directors.

## BOARD OF DIRECTORS

1. The Board of Directors shall be comprised of ten (10) Division Directors and three NSTA Presidents.
  - a. *Division Directors* - Candidates for Division Director position must serve in a professional position that correlates with the Division they represent at the time of their election and during their term of office.

### **Preschool and Elementary Division**

Division Director is to be a preschool or elementary school classroom teacher.

### **Middle Level Division**

Division Director is to be a middle level school classroom science teacher.

### **High School Division**

Division Director is to be a high school classroom science teacher.

### **College Division**

Division Director is to be a college/university faculty member with duty of science teaching.

### **Informal Science Division**

Division Director is to be a science educator outside the traditional school setting.

### **Division of Research in Science Education**

Division Director is to be an active researcher in science education.

### **Division of Coordination and Supervision**

Division Director is to be in a position with responsibility of coordination and supervision in science education.

### **Division of Preservice Teacher Preparation**

Division Director is to be a college/university faculty member with duty of science teacher preparation.

### **Division of Multicultural/Equity in Science Education**

Division Director is to be actively involved in an area of multicultural and/or equity in science education.

### **Division of Professional Development**

Division Director is to be active in professional development of science teachers.

Terms are for three years. Directors shall be elected on the following schedule:

**First Cycle:** Preschool and Elementary; Middle Level; Informal Science; Professional Development

**Second Cycle:** High School; College; Coordination and Supervision

**Third Cycle:** Research in Science Education; Preservice Teacher Preparation; Multicultural/Equity in Science Education.

As a fixed responsibility of office, the Division Directors shall each serve as chairperson of the related Division Standing Committee. Also, the ten (10) Division Directors share together the responsibility of promoting cooperation and coordination among the Divisions.

- b. *NSTA Presidents* - There shall be three Presidents on the Board of Directors at all times: the President-elect, the President and the Retiring President.
2. The NSTA shall provide funds for transportation and expenses to enable elected members of the Board of Directors to attend the official meetings of the Board of Directors, Council, and Congress.
3. A member of the Board of Directors who leaves the United States, its Territories, or Canada for a period longer than six consecutive months shall forfeit all rights and privileges of office, and a vacancy shall be

declared to exist. Such vacancy shall be filled in accordance with the procedures of Article VI, Section 9 of the Bylaws.

4. A vacancy shall be declared to exist when a Division Director's employment responsibilities change from which he/she was elected. Such vacancy shall be filled in accordance with the procedures of Article VI, Section 9 of the Bylaws.
5. All members of the Board of Directors shall take office on the first day of June in the year in which they are elected; the term of office of outgoing members of the Board of Directors expires the last day of May in the third year of their term of office.
6. The Division Director is to submit a budget request prior to the beginning of the fiscal year for their committee work and the work of the director, to achieve the objectives determined as essential for the division. Changes must be submitted to the President for approval.
7. The Board of Directors endorses the principle of budgetary support for the President, Retiring President, and President-elect in discharging the official duties of their office.
8. A semiannual report to the President is required of each member of the Board of Directors.
9. An orientation session for newly elected Board of Directors members shall be held at national headquarters.
10. The Board of Directors shall conduct an annual review and evaluation of the Executive Director and the compensation paid. An evaluation form will be circulated to the Board of Directors prior to the winter Board of Directors meeting. The responses will be consolidated by the President for discussion with the Board of Directors and with the Executive Director.
11. The Board of Directors shall conduct an annual review and evaluation of the Treasurer and the compensation paid. An evaluation form will be circulated to the Board of Directors prior to the winter Board of Directors meeting. The responses will be consolidated by the President for discussion with the Board of Directors, and with the Treasurer.
12. The Board of Directors shall review the compensation paid to the Chief Financial Officer and the Treasurer upon initial hiring; when employment term is renewed/extended; and when compensation is modified, except for compensation modifications that extend to substantially all employees (in accordance with the California Nonprofit Integrity Act of 2004).
13. The Board of Directors will approve the auditor as recommended by the Audit Committee.
14. Any action requiring Board of Directors approval before the next Board of Directors meeting shall be presented by the President to the Board of Directors according to Article IV, Sec. I, Part B (2) of the Bylaws.
15. In order to allow a timely response to issues that emerge between the face-to-face meetings of the Board, the three Presidents and the Executive Director may make tentative decisions during their weekly phone conference. These tentative decisions would then be placed on the Internet for discussion by all Board members. After two weeks time, the President will call for an electronic vote.
16. A member of the Board of Directors shall be held accountable for attendance at all scheduled Board meetings. If a member misses two consecutive meetings, the President may request his/her resignation.
17. A parliamentarian will be present at meetings of the Association's Board and Council.

## **COUNCIL**

1. The Council shall be comprised of eighteen (18) District Directors. The Council is expected to attend all Board of Directors Meetings. The President shall serve as the Chairperson of the Council (Article IV, Section 4A).
  - a. District Directors
    - (1) The District Directors serve three (3) year terms of office and are elected on the following schedule:
      - First Cycle: District II, IV, VIII, X, XIV, XVI
      - Second Cycle: District III, V, IX, XI, XV, XVII
      - Third Cycle: District: I, VI, VII, XII, XIII, XVIII
    - (2) The District Director is the official representative of the Association in his/her geographic district and will serve as the primary liaison on issues of importance to science and improvement of science education at all levels.
    - (3) The District Director is also responsible for communicating the views of the members to the officers and staff of the Association and is responsible for promoting the Association's objectives, programs and membership.

- (4) The District Director is to submit a budget request prior to the beginning of the fiscal year to achieve the objectives determined as essential for the district. Changes must be submitted to the President for approval.
  - (5) While attending the NSTA National Conference and an Area Conference (nearest the Director's home), the District Director will act as a resource and representative of the association and participate in meetings of task committees, advisory boards or task forces to which appointed. This includes participation at the Showcase and the First-Timers Events.
  - (6) To establish strong cooperative relationships the District Director will plan and conduct a District Retreat, once during the Director's term of office. The District Director will attend state chapter and local associated group meetings and Drive-in Conferences.
  - (7) The District Director will seek out names of new District Chapter and Associated Group officers and send names to NSTA headquarters as well as sending letters of congratulations to new District Chapter and Associated Group Presidents, NSTA Award Winners, and others deserving of recognition.
  - (8) The District Director will encourage members, state chapters, and associated groups to make nominations of qualified members of NSTA to serve as officers and directors, and as applicants for NSTA Awards. Suggestions of members for committee and other assignments should be forwarded to the President-Elect for consideration.
  - (9) The District Director will work with his/her successor to ensure continuity of programs and understanding of responsibilities and duties as District Director.
2. The Council shall serve as the advisory body to the Board of Directors. The Council makes recommendations for consideration by the Board of Directors and attends all meetings of the Congress as non-voting observers. All members of the Council have the responsibility of promoting programs of the NSTA.
  3. The Council will receive and review reports from Division Committees and make recommendations to the Board of Directors.
  4. The Council will receive and review recommendations from the Congress and make recommendations to the Board of Directors.
  5. The Council will receive and review items from the NSTA President and NSTA Executive Director and make recommendations to the Board of Directors.
  6. The Council will have duties as shall from time to time be determined by the President and/or the Board of Directors.
  7. A member of the Council, who is in his/her third year of their term of office, shall be elected by the Council to attend the Board meetings as an ex-officio non-voting representative.
  8. Two members of the Council and one alternate shall be elected by the Council for a one-year term office to attend the Board meeting as observers to take notes and report to the Council.
  9. All members of the Council are eligible to serve at the President's request on Standing Committees, Advisory Boards or Task Forces. Duties for committees are described in the NSTA Handbook.
  10. The NSTA shall provide funds for transportation and expenses to enable elected members of the Council to attend the official meetings of the Board of Directors, Council, and Congress.
  11. A member of the Council who leaves the United States, its Territories, or Canada for a period longer than six consecutive months shall forfeit all rights and privileges of office and a vacancy shall be declared to exist.
  12. A vacancy shall be declared when a District Director no longer works and/or resides in the District from which he/she was elected. Such vacancy shall be filled in accordance with the procedures of Article VI, Section 9 of the Bylaws.
  13. All members of the Council shall take office on the first day of June in the year in which they were elected; the term of office of outgoing members of the Council expires on the last day of May in the third year of their term of office.
  14. All members of the Council will submit a semi-annual "Report to the President" concerning his/her activities prior to each Council Meeting. District Directors will also review all minutes from previous Council meetings, agenda items, and reports provided by the President and Executive Director before each meeting.
  15. After the election, an orientation session shall be held for new Council members during the first year of their term of office to become fully cognizant of the NSTA Bylaws, Operating Policies, and staff operations.
  16. A District Director shall be held accountable for attendance at all scheduled Council meetings. If a member misses two consecutive meetings, the President may request his/her resignation.

## CONGRESS

1. The Congress shall be comprised of one voting delegate from each Chapter and Associated Group, and the President who shall serve as the chairperson. All other members of the Council and Board of Directors shall attend all meetings of the Congress as nonvoting observers. The Executive Director shall be responsible for maintaining a full and adequate record of the official business actions and meetings of the NSTA Congress.
2. In the event that the President is unable to chair the Congress the Retiring President shall serve as a non-voting chairperson.
3. Other leaders in science education may attend meetings of the Congress but shall not participate in official voting.
4. The Congress shall meet to discuss issues in science education that may be of interest to NSTA and the science education community.
5. A Congress Planning Committee shall be established at each annual meeting of the Congress for the purpose of planning the program for the next meeting of the Congress, the Chairperson of the Congress Planning Committee shall be the NSTA President-elect (who will be NSTA President during the next meeting of the Congress.) The Congress Planning Committee shall consist of three (3) Chapter and Associated Group representatives and one (1) alternate who shall be elected by the previous year's Congress; three (3) Council members and one (1) alternate, who shall be elected by the previous year's Council and who may not be in their last year as a Council Member; and the NSTA President (who will be NSTA Retiring President during the next meeting of the Congress); and a staff liaison identified by the NSTA Executive Director (who shall serve in a non-voting capacity.)
6. The Congress Planning Committee shall meet in conjunction with the Winter Board meeting (either before or after) and at other times as deemed necessary by the Chairperson.
7. The Congress Planning Committee shall be responsible for planning the Congress Agenda (to include key issues, speakers, workshops and discussion groups) social events and other activities related to the function of the Congress.
8. The general format of the Congress shall consist of:
  - a. Opening Ceremonies
  - b. Report of the Congress Credentials Committee
  - c. Adoption of the Rules
  - d. Adoption of the Agenda
  - e. Report of the Minutes Approval Committee
  - f. Reports of Committees (if any)
  - g. Identification of Additional Issue Forums  
(Topics for Additional Issue Forums must be submitted by a voting delegate and "approved" by a majority vote of the Congress)
  - h. Discussion Group Session One:  
Announced Issue Forums  
Reports on Session One
  - i. Discussion Group Session Two:  
Announced Issue Forums (continue)  
Approved Additional Issue Forums  
Reports of Session Two
  - j. Assembly Business Meeting  
Voting on Resolutions Submitted by Chapters and Associated Groups  
Voting on Resolutions from Announced Issue Forums  
Voting on Resolutions from Approved Additional Issue Forums
  - k. New Business
  - l. Election of Congress Planning Committee Representatives from Chapters and Associated Groups
  - m. Announcements and Adjournment
9. Resolutions may be brought forward to the Congress in one of three ways:
  - a. Chapters and Associated Groups may prepare resolutions in advance of the Congress. The resolution must be approved by the Board of the Chapter or Associated Group that is submitting the resolution and submitted 60 days prior to the meeting of Congress to the Chair of the Congress Planning Committee for inclusion on the Congress agenda and distribution to the delegates:

- b. Announced Issue Forums planned by the Congress Planning Committee may prepare resolutions for consideration by the Congress:
  - c. Approved Additional Issue Forums, identified by the delegates to the Congress and approved by a majority vote of the delegates to the Congress may prepare resolutions for consideration by the Congress.
10. The voting members of the Congress may propose formal resolutions for presentation to the Council.
  11. The Congress shall have additional decision-making powers as granted by the Board of Directors.
  12. The Congress shall assemble prior to the summer meeting of the Council.
  13. A Congress Credentials Committee shall be established for the purpose of certifying the official voting delegates to the Congress and for reporting to the Congress the number of voting delegates present at each session. No member of the Congress Credentials Committee shall be a voting delegate in the Congress. The Chair of the Congress Credentials Committee shall be the NSTA President. The Congress Credentials Committee shall consist of the three (3) Council members who served on the Congress Planning Committee and a staff liaison identified by the NSTA Executive Director who shall serve in a non-voting capacity.
  14. Each voting member of the Congress shall be a member in good standing of the Chapter or Associated Group he or she represents. Voting members of the Congress are not required to be members of NSTA.
  15. NSTA shall provide documentation to each Chapter or Associated Group for the purpose of declaring its voting delegate and alternate voting delegate to the Congress no fewer than sixty (60) days prior to a scheduled meeting of the Congress.
  16. The Chapter or Associated Group shall inform NSTA of the identity of their delegate and alternate delegate no fewer than thirty (30) days prior to a scheduled meeting of the Congress.
  17. Each voting delegate shall present official documentation to the Congress Credentials Committee at the Congress.
  18. If neither the delegate nor alternate delegate presents official documentation to the Congress Credentials Committee at the Congress the Chapter or Associated Group shall forfeit voting rights at that meeting of the Congress.
  19. Each declared and authorized voting member of the Congress shall be provided with an official identifier at the Congress for the purpose of voting.
  20. No member of the Council or Board of Directors, other than the President, may be declared a voting member of the Congress.
  21. No individual may represent more than one Chapter and /or Associated Group or be entitled to more than one vote in the Congress.
  22. NSTA will provide partial financial support to the official Chapter or Associated Group delegate to the Congress.
  23. The three elected Chapter and Associated Group representatives to the Congress Planning Committee shall also constitute a Minutes Approval Committee for the purpose of certifying the accuracy of the minutes of the Congress. This Minutes Approval Committee shall provide certification of the accuracy of the Congress minutes within 60 days of the closing of the Congress. This report shall be placed before the membership of the next Congress at the appointed time.

#### **ALLIANCE OF AFFILIATES**

1. The Alliance shall be comprised of one voting delegate appointed to serve a three-year term of office by each Affiliate organization.
2. The Alliance provides advice and/or recommendations for review and consideration by the NSTA Board of Directors.
3. The Chair of the Alliance shall be appointed by the NSTA Retiring President, from members of the Alliance to serve a two-year term, serving as Retiring Chair in the second year. This appointment is to be made immediately after the NSTA winter meeting.
4. The Chair shall serve as an ex-officio, non-voting advisor with speaking privileges at NSTA Board meetings.
5. The Alliance will meet at least annually in conjunction with the summer meeting of the NSTA Congress, Council and Board of Directors.
6. The Alliance will be governed by a four member Leadership Committee comprised of the Chair, Retiring Chair and two other members at-large. One member at-large will be elected annually for a two-year term by the Alliance. At least one member of the Leadership Committee shall represent a category A Affiliate.

7. The Leadership Committee shall be responsible for planning and coordinating the meetings of the Alliance as well as communicating with the Council and the Board of Directors.
8. The Leadership Committee will meet in conjunction with the winter Council and Board of Directors meeting.

## COMMITTEE STRUCTURE

1. There are to be three types of Committees:
  - a. *Standing Committees* shall have a fixed composition and general responsibilities set by the Board of Directors and, whenever possible shall be budgeted at a level to permit each one to meet at least once annually. Most of the studies or tasks set by the President or by the Board of Directors shall be assigned to appropriate standing committee(s) (rather than to task forces) as special charges.
    - (1) Standing Committees report to the President. Their charges are contained in the NSTA Operating Policies. Their functions may include decision-making (e.g., awards or nominations) and/or be limited to making recommendations.
    - (2) The Executive Director is an ex-officio nonvoting member of all committees. This is to ensure communications and/or provide staff support for the committee. The Executive Director may appoint a member of the NSTA staff to represent him/her as the ex-officio member of the committee. The committee chair and/or members would normally communicate with NSTA Headquarters through this representative; unless it is determined that action or assistance is required of the Executive Director.
    - (3) Those Standing Committees that are funded for travel and expenses to meet will normally schedule a place that is least expensive. If significant staff support is required, such committees should meet at a location where the Headquarters office can provide that support.
  - b. *Task Forces* may be established by the President or by the Board of Directors to carry out missions or projects, the magnitude or nature of which makes them inappropriate for assignment to any of the standing committees. Any task force shall exist for only one year. Upon petition from the task force, the Board of Directors must approve renewal of the task force for another year. Although the Executive Director is an ex-officio nonvoting member on all task forces he/she will normally appoint an NSTA staff member to the task force as his/her representative.
  - c. *Advisory Boards* and *Panels* are similar to standing committees in that they are ongoing bodies whose duties and composition are set by the Board of Directors. Presidential appointments to these groups must be made in consultation with the NSTA staff responsible for the function involved.
    - (1) Advisory Boards are composed of six to nine members, two or three appointed annually for three-year terms. Advisory Boards to the NSTA journals shall have at least one appropriate level Division Director. Advisory Boards analyze situations and provide advantages and disadvantages, or strengths and weaknesses, relative to alternatives, so that staff or standing committees can make informed decisions. Advisory Boards do not make decisions. Final decisions remain the prerogative of the responsible committee or staff member.
    - (2) Panels are composed of any number of members, appointed for three-year terms as needed. Panels carry out some specific function or complete tasks that have been assigned by NSTA staff. A staff member may delegate authority for certain decisions to a Panel.
2. Committees and advisory boards may meet at an NSTA Area Conference or the NSTA Annual Conference.
3. In making committee appointments, the President shall give due consideration to representation of various geographic areas, professional roles, educational levels of classroom teaching, minorities, and professional commitment to the members and the Association.
4. The President is an ex-officio member of all committees, except the Nominations Committee.
5. The Immediate Past President shall be a member of the Nominations Committee.
6. No honorarium shall be paid to NSTA members for service on NSTA committees, commissions, as chairpersons of conferences, etc., except for special projects as approved by the Board of Directors.
7. The work of Division Standing Committees shall begin on the first day of June each year. Whenever possible, committee members should arrange to meet at the conferences.
8. The work of the Operations Standing Committees shall begin on the first day of June each year. Operations Standing Committees shall meet at a time appropriate to their charge and may meet at the NSTA National Conference.

9. Standing committee appointments begin on the first day of June and terminate on the last day of May in the year in which their appointment ends. NSTA will provide one-night's lodging for standing committee members who attend their committee meetings at an Area Conference or the National Conference. Additional nights are permitted if recommended by a committee chairperson and approved by the President when cause can be shown to justify additional night's lodging.
10. No individual may serve on a standing committee by presidential appointment for more than three consecutive years except when an individual is appointed to replace committee members for the last year of their appointed term. In this case, an individual is eligible for appointment to a consecutive three-year term for a total membership term of four years.
11. At the recommendation of the committee chair, the President may remove standing committee members who have been inactive for at least one year. Inactive members are those individuals who do not attend meetings, participate in conference calls, respond to correspondence or other business of the committee as requested by the Chair. Every effort will be made to engage the inactive member in the work of the committee before they are removed.
12. Each standing committee has general responsibilities as specified in Committees (Section I).
13. Each Advisory Board has charges as specified in the NSTA Handbook.
14. Each Panel has charges as specified in the NSTA Handbook.
15. Acceptance to work on a standing committee, task force, advisory board, or panel also implies a member's intention to participate in the annual meetings of NSTA, if at all possible.
16. All Committee Chairpersons are to prepare complete, but brief reports to the President (with copies to the Executive Director) prior to the summer and winter meetings of the Council and Board of Directors.

## COMMITTEES

The names and general responsibilities of each committee are:

### I. Standing Committees

#### A. Division Committees

##### 1. COMMITTEE ON PRESCHOOL AND ELEMENTARY SCIENCE TEACHING

At least one-half of the membership of this committee must be preschool or elementary school classroom teachers.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The CESI President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Preschool and Elementary Division shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the teaching of elementary science and see the Association serves that interests of preschool and elementary teachers of science. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council, including recommendations for action by the Board of Directors.

##### 2. COMMITTEE ON MIDDLE LEVEL SCIENCE TEACHING

At least one-half of the membership of this committee must be middle level school classroom science teachers.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The NMLSTA President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Middle Level Division shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the teaching of middle level science and see that the Association serves the interests of teachers at that level. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

### 3. **COMMITTEE ON HIGH SCHOOL SCIENCE TEACHING**

At least one-half of the membership of this committee must be high school classroom science teachers.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Division Director: The Director of the High School Division shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the teaching of high school science and see that the interests of high school teachers of science are served by the Association. The committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

### 4. **COMMITTEE ON COLLEGE SCIENCE TEACHING**

At least one-half of the membership of this committee must be college/university faculty members with the duty of science teaching.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The SCST President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the College Division shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the teaching of college science and see that the interests of college teachers of science are served by the Association. The committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

### 5. **COMMITTEE ON INFORMAL SCIENCE**

At least one-half of the membership of this committee must be science educators outside the traditional school setting.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Division Director: The Director of the Informal Science Division shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the informal science education and see that the interests of educators of informal science are served by the Association. The committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

#### **6. COMMITTEE ON RESEARCH IN SCIENCE EDUCATION**

At least one-half of the membership of this committee must be active researchers in science education.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The NARST President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Division of Research in Science Education shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to research in science education and see that the Association serves the interests of researchers in science education. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

#### **7. COMMITTEE ON THE COORDINATION AND SUPERVISION OF SCIENCE TEACHING**

At least one half of the membership of this committee must be individuals in a position with the responsibility of coordination and supervision in science education.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The CSSS President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Division of Coordination and Supervision shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to the supervision and coordination of science teaching, and see that the interests of coordinators and supervisors of science teaching are served by the Association. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

#### **8. COMMITTEE ON PRESERVICE TEACHER PREPARATION**

At least one half of the membership of this committee must be college/university faculty members with the duty of science teacher preparation.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The ASTE President or that person's designee, shall serve as a representative to this committee.

One NSTA NCATE representative

Two Preservice Teachers: The NSTA President, in consultation with the Division Chair shall make this appointment. The appointment is for a two-year term of office with the term beginning at the time of the National Conference.

One Division Director: The Director of the Division of Preservice Teacher Preparation shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: The committee shall review annually all NSTA policies, programs, research and teacher development activities relating to the preparation of science teachers and see that the Association supports the development of highly qualified teachers of science. Additionally, this committee through the Teacher Accreditation Subcommittee, provides oversight of the NSTA/NCATE accreditation process. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council including recommendations for action by the Board of Directors.

9. **COMMITTEE ON MULTICULTURAL/EQUITY IN SCIENCE EDUCATION**

At least one half of the membership of this committee must be individuals actively involved in an area of multicultural and/or equity in science education.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The AMSE President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Division of Multicultural/Equity in Science Education shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: The Committee shall review annually all NSTA policies, programs, and activities relating to multicultural and equity issues in science education. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council, including recommendations for action by the Board of Directors.

10. **COMMITTEE ON PROFESSIONAL DEVELOPMENT IN SCIENCE EDUCATION**

At least one-half of the membership of this committee must be individuals actively involved in professional development of science teachers.

Composition:

Nine Presidential Appointees: The NSTA President shall make three appointments each year. These appointments are for three years.

One Affiliate Appointee: The NSELA President or that person's designee, shall serve as a representative to this committee.

One Division Director: The Director of the Division of Professional Development shall serve as chairperson of this committee.

District Director: The President shall appoint one or more district directors to serve as Liaison(s) to the Council.

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to professional development in science education, and see that the Association serves the interests of those involved in the professional development of science educators. The Committee shall work together with other Division Committees on K-16 coordination. Additional charges may be directed by the President, requested by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Council, including recommendations for action by the Board of Directors.

## **B. *Financial Operations Committees and Advisory Boards***

### **1. AUDIT COMMITTEE**

Composition:

Chairperson: Appointed by the President to serve a two-year term, the first year as chair-elect the second year as chair. The Appointee shall be an NSTA member and shall not be in the fourth or final year of his/her term on the committee.

Five Presidential Appointees, up to two of whom may be non-NSTA members. These appointments are for a five-year term of office. The NSTA President shall make replacement appointments each year as needed in consultation with NSTA staff. No members of the NSTA staff may sit on this committee. Members of the Audit Committee may not receive compensation from the organization and may not have material financial interest in any entity doing business with NSTA.

General Responsibilities: The committee is responsible for reviewing the terms of the auditor's engagement; setting the auditor's compensation; conferring with the auditor to satisfy themselves that the financial affairs of the corporation are in order – the auditor meets with the committee and the committee reports to the full board; reviewing and approving the annual audit; reviewing policies and procedures for “whistle blowers” who report questions about organizational accounting/auditing matters; approving any non-audit services performed by the auditing firm; providing advice and consent for the organization's response to potentially illegal/unethical practices within the organization, but not limited to fraudulent accounting.

### **2. COMMITTEE ON BUDGET AND FINANCE**

Composition:

Chairperson: The Treasurer shall serve as Chair of this Committee.

Five Presidential Appointees: These appointments shall be for a five-year term of office. The NSTA President shall make replacement appointments each year as needed in consultation with NSTA staff.

President-elect

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to budget and finance. The committee shall review and recommend to the Board of Directors the annual budget, which will be prepared by the staff under the supervision of the Executive Director and with the advice and guidance of the Treasurer; study and recommend to the Board of Directors funds to be allocated to the various areas of activity of the Association; receive and review requests for funding new or unbudgeted items from the Executive Director, from officers, or a member of the Board of Directors; and then recommend approval or disapproval of such requests, identifying new sources of funds or items in the budget which are to be cut by these amounts, in event of approval; monitor all expenditures and revenues as they relate to the budget in order to identify emerging financial problems; study activities supported by the budget and make recommendations to the Board of Directors, as appropriate, order of priorities, including termination of support for budget lines, activities, or programs, based upon costs and effectiveness. Additional charges may be directed by the President, recommended by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

### **3. DEVELOPMENT ADVISORY BOARD (See description in Section III under Advisory Boards)**

4. **INVESTMENT ADVISORY BOARD** (See description in Section III under Advisory Boards)

**C. Operations Committees**

1. **COMMITTEE ON AWARDS AND RECOGNITIONS**

Composition:

Chairperson: Appointed by the President. The Appointee shall not be in the final year of his/her term on the committee at the time of the appointment. This appointment shall be for one year.

One Division Director: Appointed annually by the President.

Ten Presidential Appointees: The NSTA President shall make appointments each year. One year the President shall appoint one representative from Preschool/Elementary, Middle, and High School areas. The next year the President shall appoint one representative from the College, Research, Coordination and Supervision, and Informal Science areas. The third year the President shall appoint a representative from the Teacher Preparation Multicultural/Equity and Professional Development areas. These appointments are for three years. Members of the Awards and Recognition committee are ineligible to apply for awards administered by the committee for a period of three years after their term.

General Responsibilities: This Committee shall review annually all NSTA policies, programs, and activities relating to awards and recognition. This committee shall: select the recipients of some corporate-sponsored awards, along with other awards or recognitions as approved by the Board of Directors and listed in the NSTA Handbook; review the selection process and recommend changes to the Board of Directors; study any proposals for the termination of existing awards or other recognitions, and make recommendations concerning those proposals to the Board of Directors; review any proposals for new awards or other recognitions, and make recommendations concerning those proposals to the Board of Directors. Additional charges may be directed by the President, recommended by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

2. **COMMITTEE ON NOMINATIONS**

Composition:

Chairperson: Appointed by the President. The Appointee shall not be in the final year of his/her term on the committee at the time of the appointment. This appointment shall be for one year.

Ten Presidential Appointees: During odd-numbered years, the NSTA President shall appoint one representative each from the Preschool/Elementary, Middle, Research, Teacher Education, and Informal Science areas; during even-numbered years the NSTA President shall appoint one representative each from the High School, College, Coordination and Supervision, Multicultural/Equity, and Professional Development areas. Each appointment is for two years.

NSTA Immediate Past President

General Responsibilities: This committee shall review annually all NSTA policies, programs, and activities relating to nominations. This committee shall identify and nominate well-qualified candidates that include a diversity of nominees with regard to distribution of geography, gender, ethnicity, and racial background. Additional charges may be directed by the President, recommended by the Board of Directors, or initiated by the Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

**II. Task Forces**

**A. Task Forces on Conferences**

The President shall appoint a task force for each conference to be held during the year in which he/she is President with the following structure:

Composition:

One Conference Chairperson

Two Coordinators – one for Program and one for Local Arrangements

One Conference Advisory Board Member (after initial year of service as a CAB member, individual continues to serve as a Liaison to the conference committee to which he/she was appointed and continues serving in that capacity until the end of that conference)

Up to nine Program Representatives (individuals responsible to the Program Coordinator as follows):

- The District Director whose district encompasses the meeting site.
- A host state chapter representative (The President of the State Chapter [or designee] of the state or province in which the conference is to be held.)
- An additional state chapter or associated group representative IF co-hosting the conference
- Two additional program representatives
- 3 to 4 Strand Leaders (three will be identified for an area conference and up to four for a national conference)—appointed after the program planning meeting (The original program representatives may ultimately serve as Strand Leaders.)

Seven Local Arrangements Managers/Liaisons (individuals, responsible to the Arrangements Coordinator as listed below):

- Exhibits Liaison
- Field Trips Manager
- Guides Manager
- Manager of Services for People with Disabilities
- Publicity Manager
- Social Function Manager
- Volunteers Manager

**General Responsibilities:** This task force works in cooperation with, and as a resource to, the conference and professional programs staff, to design the structure of the program, to select concurrent sessions and to suggest major speakers, as well as to provide support for logistical arrangements relating to conference activities. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

Strong consideration will be given to cultural, ethnic, grade level and discipline representation so Task Forces are diverse.

#### **B. *Other Task Forces***

Additional task forces will be established by the President or the Board of Directors and shall be described in the NSTA Handbook.

### **III. Advisory Boards and Panels**

#### **A. *Advisory Boards***

Each periodical of NSTA shall have an advisory board. The composition and charge of each board shall be the same except that the focus of the periodical changes the content of the material. The periodical advisory boards shall be for the following:

1. **SCIENCE AND CHILDREN**
2. **SCIENCE SCOPE**
3. **THE SCIENCE TEACHER**
4. **JOURNAL OF COLLEGE SCIENCE TEACHING**
5. **NSTA REPORTS!**

Each advisory board shall have the following composition:

**Chairperson:** Appointed by the President-elect, one year prior to term of office, from the committee members from the previous year. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. This appointment shall be for one year.

**One Division Director:** The President shall appoint a division director. The division director will be appointed to the advisory board that is most appropriate to his/her division.

One Affiliate President (or his/her designee): The Affiliate President will be appointed to the advisory board most appropriate to his/her organization.

Nine Presidential Appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. These are for three years.

General Responsibilities: To advise the NSTA editors concerning the format, departments, articles, and policies of the periodical; make recommendations the NSTA staff responsible for publications as determined by the Executive Director. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

## 6. **AEROSPACE PROGRAMS**

Composition:

Chairperson: Appointed by the President. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. This appointment shall be for one year.

One District Director: The President shall appoint a district director.

Nine Presidential Appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. These appointments are for three years.

General Responsibilities: Advise the NSTA staff responsible for promoting aerospace programs; make recommendations to the Executive Director and the Board of Directors regarding issues and projects of interest to the membership involved in aerospace education. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

## 7. **CONFERENCE**

Composition:

Chairperson: Retiring President

President, President-elect, and a member-at-large (to be appointed on a yearly basis by the current NSTA President-elect). These members will continue to serve until the actual conference is held. (Immediate Past President continues as a conference liaison. The members-at-large will overlap as they continue to work as liaisons.)

General Responsibilities: The Conference Advisory Board will serve as an experienced resource to NSTA conference staff and regional planning committees and will maintain an on-going review of procedures and planning related to NSTA conferences and meetings. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

## 8. **DEVELOPMENT**

Composition:

Chairperson: Appointed by the President to serve a two-year term, the first year as chair-elect the second year as chair. The Appointee shall be an NSTA member and shall not be in the fourth or final year of his/her term on the committee.

Five Presidential Appointees, up to two of whom may be non-NSTA members. These appointments are for a five-year term of office. The NSTA President shall make replacement appointments each year as needed in consultation with NSTA staff.

General Responsibilities: Review the organizational fund-raising plan and advise the Board of Directors in the development of policies and procedures related to gift solicitation, donor recognition, and potential campaigns, including planned giving guidelines. Develop strategies for the involvement and cultivation of major gift prospects. Solicit gifts at the various levels required for annual, restricted, and planned giving campaigns. Provide information on the environmental factors affecting fundraising among the organization's constituencies. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

## 9. **INTERNATIONAL**

Composition:

Chairperson: Appointed by the President. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. The appointment shall be for one year.

Nine Presidential appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. The members will represent a broad spectrum of international expertise. At least one of the three appointees shall reside outside of the United States. These appointments are for a three-year term of office.

General responsibilities: Advise, guide, and provide input on

Association international efforts and develop strategies for implementing those international strategies. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

#### 10. **INVESTMENT**

Composition:

Chairperson: Appointed by the President to serve a two-year term, the first year as chair-elect the second year as chair. The Appointee shall be an NSTA member and shall not be in the fourth or final year of his/her term on the committee.

Five Presidential Appointees, up to two of whom may be non-NSTA members. These appointments are for a five-year term of office. The NSTA President shall make replacement appointments each year as needed in consultation with NSTA staff.

The NSTA Treasurer shall serve in ex officio.

General Responsibilities: Review NSTA investment policies and make recommendations to the Board of Directors on both short and long-term goals in accordance with directives provided by the Board of Directors. Additional charges may be directed by the President, recommended by the Board of Directors or initiated by the Budget & Finance Committee and approved by the Board of Directors. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board.

#### 11. **PAST PRESIDENTS**

Composition:

Chairperson: The Retiring President shall serve as chair.

NSTA Past Presidents.

General Responsibilities: Serve as advisors to the Board of Directors as mandated by Board action. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

#### 12. **RETIRED MEMBERS**

Composition:

Chairperson: Appointed by the President. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. This appointment shall be for one year.

One District Director: The President shall appoint a district director.

Nine Presidential Appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. These appointments are for three years.

General Responsibilities: Advise the Conference Advisory Board and help plan activities relating to retired members; advise the NSTA Executive Director and the Board of Directors regarding issues of the retired membership; make recommendations regarding the interests of retired members. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

#### 13. **SCIENCE SAFETY**

Composition:

Chairperson: Appointed by the President. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. This appointment shall be for one year.

One District Director: The President shall appoint a district director.

Nine Presidential Appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. These appointments are for three years.

General Responsibilities: Advise NSTA staff on safety guidelines for all demonstrations and workshop leaders at all NSTA activities; advise the Executive Director and the Board of Directors on issues related to science safety. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

#### 14. SPECIAL NEEDS

Composition:

Chairperson: Appointed by the President. The appointee shall not be in the final year of his/her term on the advisory board at the time of appointment. This appointment shall be for one year.

One District Director: The President shall appoint a district director.

Nine Presidential Appointees: The NSTA President shall make three appointments each year with consultation by the NSTA staff. One appointee should be a special education teacher. These appointments are for three years.

General Responsibilities: Advise NSTA standing committees and NSTA headquarters regarding support for members with special needs and for teachers of students with special needs; make recommendations to the Executive Director and the Board of Directors regarding issues and projects related to special education.

#### 15. URBAN SCIENCE EDUCATION

Composition:

Chairperson: Appointed by the President-Elect one year prior to term of office, from the committee members from the previous year. The appointee shall not be in the final year of her/his term on the advisory board at the time of appointment. This appointment shall be for one year.

Nine Presidential appointees: The NSTA President shall make three appointments each year, in consultation with the NSTA staff. The members will represent a broad spectrum of urban science education. At least half the appointees should have professional duties in an area that serve students in urban settings. These appointments are for a three-year term of office.

General responsibilities: Advise, guide and provide input on the Association's efforts to address the distinct challenges faced by urban science educators; develop strategies to support NSTA members in urban areas; make recommendations to the Board of Directors on implementing new strategies. The chairperson shall submit semi-annual reports to the Board of Directors including proposals for action by the Board of Directors.

### **B. Panels**

Panels are similar to standing committees in that they are ongoing bodies whose duties and composition are set by the Board of Directors. They differ, however, since they report to an NSTA Editor or other staff member, not the President or Board of Directors.

#### 1. PUBLICATION REVIEW PANELS

The following journals each have a Publication Review Panel:

- a. Science and Children
- b. Science Scope
- c. The Science Teacher
- d. Journal of College Science Teaching
- e. NSTA Recommends

Each Publication Review Panel shall have the following composition:

Chairperson: Journal Field Editor

Staff Representative: Journal Managing Editor

Volunteers as selected by the Field Editor

General Responsibilities: Review manuscripts primarily for a principal NSTA journal and occasionally for other NSTA journals as requested; make recommendations to the Editors concerning publication of manuscripts; assist the Editors in implementing publication policies; provide suggestions as requested by the Editors. The chairperson shall submit a semi-annual report to the Board of Directors including recommendations for action by the Board of Directors.

## 2. **OTHER PANELS**

NSTA utilizes panels to oversee, administer, review and judge several categories of NSTA and outside sponsored-funded programs, awards and competitions. These include:

- A. Teacher Awards Panel
- B. Student Competition Panels
- C. Program Panels

The composition of these panels may vary according to its program and/or as stipulated by its funding sponsor and as approved by the Board of Directors.

**General Responsibilities:** Members of the panels may participate in the oversight, selection and judging process in accordance with the guidelines for the specific activity. The process may vary with each activity and is subject to the NSTA's established guidelines and or Sponsor's stipulation as contracted with the Association. The Chairperson shall submit a semi-annual reports to the Board of Directors including recommendations for action by the Board of Directors.

## 3. **SPECIAL PANELS**

NSTA shall have special panels as necessary.

**Composition:**

Variable number and cross-section a determined by consultation between the Executive Director and the President.

**General Responsibilities:** Other panels as established by the President or Board of Directors shall be described in the NSTA Handbook.

## **ANNUAL CALENDAR**

The meeting and work cycle of the Board of Directors and all committees begins on the first day of June and ends on the last day of May of the following year.

1. The full Board of Directors shall meet annually, as follows:
  - a. Summer following Council.
  - b. Winter following Council.
  - c. Business items should be received by the members of the Board of Directors a minimum of two weeks before any meeting of the Board of Directors.
2. The Council shall meet annually as follows:
  - a. Summer following Congress.
  - b. Winter immediately prior to the Winter Board of Directors Meeting.
3. The Congress shall meet in the summer immediately prior to the Council Meeting.
4. The Alliance of Affiliates shall meet at least once per year during the summer Congress/Council/Board of Directors Meeting. The Alliance Leadership Committee shall meet during the winter Council/Board of Directors meeting.
  1. All standing committees shall meet at least once annually on a date set by the chairperson and approved by the President.
  2. All task forces shall meet on a date set by the chairperson and approved by the President.
  3. An Annual Membership Meeting will be held each year in conjunction with the National Conference.

## **CONFERENCES AND OTHER MEETINGS**

1. The Association may conduct professional meetings for science teachers in conjunction with meetings of other organizations.
2. The annual National Conference shall be held in the spring. The Board of Directors approves National Conference locations.
3. The Council shall review proposed National and Area Conference locations and make recommendations to the Board of Directors.
4. Local participation in planning will be encouraged by the Conference Advisory Boards.
5. National and Area Conference chairpersons may solicit recommendations from District Directors and officers of Affiliates, Chapters, and other Associated Groups for NSTA members in the Conference area to serve as active program participants.
6. Subject to approval of the Board of Directors, an appropriate schedule of registration fees shall be established for Area and National Conferences.
7. Area Conferences shall be planned with a view to extending NSTA services, materials, and contacts to its members and the profession at large.
8. Fees for exhibitors at Area and National Conferences shall be flexible and subject to the discretion of the Executive Director.
9. All non-NSTA groups, institutions, and organizations wishing to participate in any Area or National Conference, including any immediate pre- or post-conference activities, shall submit their requests in writing, giving full information about the requesting group, its proposed activities in full detail, full specifications of desired time, space, and facilities, and a declaration of acceptance of any and all costs and expenses incurred by its activities. The President, Conference Chairperson, and Executive Director of the NSTA shall review and act upon such requests, except that if in their judgment there is a significant question as to whether a group and its proposed activities qualify or are sufficiently germane to the NSTA's purposes and/or to the conference structure, the Board of Directors shall be polled and its vote shall be binding. The allocation of time, space, and facilities for all activities of all approved non-NSTA groups shall remain the prerogative of the .
10. NSTA may hold an International Conference as approved by the Board of Directors.

## **FINANCES**

### *Fiscal Year*

The fiscal year of the association shall be from June 1 of one calendar year through May 31 of the succeeding calendar year. During the summer meeting, the Board will be informed of all remuneration received by Board members.

## **ASSOCIATION FUNDS**

1. The Executive Director is responsible for maintaining the expenditures within amounts provided by budgetary allocations.
2. The Treasurer is responsible for insuring that budgetary provisions for funds, as such provisions have been set by the Board of Directors, are not exceeded.
3. The NSTA shall seek grants-in-aid for the support of worthy projects. The acceptance and allocation of financial aid shall be under the general control of the Board of Directors.
4. NSTA action grants shall be reviewed and approved by the Board of Directors.
5. Administrative, professional, and/or overhead service charges on grants or contracts for special projects shall be determined by the Executive Director.
6. No individual or group may solicit funds in the name of NSTA without prior knowledge and approval in writing of the President and Executive Director.
7. Any NSTA proposal for external support must be approved by the Executive Director prior to submission.
8. All projects over \$100,000 must be reviewed and approved by the Board of Directors.
9. Externally-funded projects will be undertaken by NSTA only to accomplish tasks which are consistent with goals of the Association. Projects are encouraged that involve members of NSTA in the field. Headquarters projects staff should be limited to those providing logistical, administrative, or clerical support.

10. All contributions solicited in the name of NSTA must adhere to the Gifting Policy guidelines and be documented and registered with the NSTA Chief Financial Officer.
11. Any fees charged for NSTA standing committee events must be sent to the NSTA Chief Financial Officer.
12. In each annual budget, \$100,000.00 per year will be set aside for long-term Board designated Reserve Fund.

## **TREASURER**

The Treasurer shall be appointed by the Board of Directors for a three-year term of office. This term may be renewed for another three-year term after which time the position will be declared open.

The Treasurer shall:

1. Submit the Budget and Finance Committee report prior to each Board of Directors meeting.
2. Submit a proposed annual budget to the Board of Directors and make regular and annual written reports on the finances of the organization.
3. Receive and review monthly reports from the Executive Director and assure compliance with the NSTA approved budget.
4. Provide interpretation and recommendations based on the annual audit in consultation with the Audit Committee.
5. Work with the Budget and Finance Committee and Executive Director to develop a long-range financial plan.
6. Attend all open meetings of the Board of Directors and the Council.
3. Work with the Budget and Finance Committee and the Executive Director to develop an annual narrative of the significant changes in the budget and the degree to which they address the goals and change the operation of the organization. This would be in the form of background information interpretation of the budget items, and the rationale for the motions of the committee provided to the Board in advance of the meeting.

## **COMMITTEE FUNDS**

1. A fund of up to \$100 may be provided to committees, task forces, advisory boards, and panels to help offset telephone and postage costs. Documentation must be provided.
2. Funds up to \$3,000 are available on the basis of need for committees, advisory boards, and task forces. The primary intent of this provision is to provide support funds for volunteers in the Association.
  - a. Funds may be spent for: (1) Secretarial expenses; (2) Duplicating, faxing, postage, computer time, and telephone calls; and/or (3) To defray costs of attending a meeting and/or one night's lodging at a NSTA Conference.
  - b. Travel reimbursements will be made in accordance with NSTA policy.
  - c. Funds cannot be spent for: (1) Equipment.
  - d. Application for these funds must be made to the President for approval.

## **DIRECTORS FUNDS**

1. NSTA will reimburse all expenses (subject to NSTA travel policies) for official Board of Directors and Council and Congress meetings.
2. Division and District Directors will be allocated a discretionary fund (based upon the budget) to partially support their travel, conference registration, telephone, postage expenses; and will be allowed the flexibility to use allotted funds from the Director's account to pay for substitute teachers while on professional leave and conducting approved NSTA business.
3. District Directors may charge travel within their districts for area, state, or associated group meetings or conferences within the confines of the NSTA budget. NSTA support would require that the Director set up and operate an NSTA Booth at a state chapter or associated group meeting and assist NSTA staff at the Showcase of an Area Conference.
4. Division Directors would be expected to travel to an Area Conference closest to their home unless an alternate Area Conference has been approved by the president and attend other meetings or events of interest to their NSTA Division.
5. NSTA funds may not be used for NSTA dues, nor may such funds be used by Division or District Directors to join some other organization.

6. NSTA funds may be used for early bird registration to attend the NSTA Conference if budgeted by Division or District Directors.
7. Application for discretionary funds must be submitted to the President and approved.
8. Reimbursement for expenses must be made in accordance with the NSTA policy.

## **MEMBERSHIP**

1. The membership year begins with the date of entry into the membership records system.
2. The Executive Director is authorized to allocate up to 100 complimentary subscriptions to institutions, libraries, or groups in other countries, particularly those that may be described as the “developing nations.” The Executive Director shall review these subscriptions annually.
3. Quarterly membership reports shall be prepared by the Executive Director and distributed to all members of the Board of Directors.

## **NOMINATIONS AND ELECTIONS**

NSTA prohibits campaigning for all elections. The publication of each candidate's vita and position statement shall be the total extent to which the Association members are informed about candidates for office. Any communication—oral, written, or electronic—sent by the candidate to members may announce only the names of the two candidates for each office and the details of how and when to vote. Candidates whom the Board of Directors has determined to have violated this policy will be disqualified.

In case of a tie vote for any office, the Nominations Committee will direct the outside independent contractor to notify all members eligible to vote for the office involved who have not done so that they will have an additional ten days to cast their ballot for that office. After that period, the votes will be counted and the results announced. All voting will be done electronically.

Current guidelines for nominations and elections are approved by the Board of Directors and are available at the National Headquarters. These guidelines shall be followed in conducting nominations and elections.

## **PUBLICATIONS**

1. The respective Advisory Boards for the periodicals and other or special publications of the Association shall deal with broad principles, policies, and appraisal and shall be advisory to the editors.
2. The editors of the periodicals and the Associate Executive Director for Publications of the Association shall, unless otherwise directed by the Board of Directors, make final decisions in matters such as the choice of articles and in matters pertaining to format, editorial style, and the technicalities of editing. The editors shall be responsible for all material appearing in the journals or special publications with the exception of signed material and committee reports.
3. Special publications are publications/products other than journals, and include newsletters, publications resulting from activities funded from non-NSTA sources, and miscellaneous items (such as new member promotions and conference programs) generated in the course of conducting NSTA business.
4. NSTA may negotiate arrangements with private publishers for the publication of Association materials, using appropriate consultation with the Board of Directors and legal counsel.
5. Individuals or groups wishing to explore a publishing venture with NSTA should employ the NSTA Guidelines for Association Participation in a Non-NSTA Grant or Project Proposals available at National Headquarters.

## **STAFF**

1. The Executive Director shall maintain systematic records of the Association with particular attention to membership, finance, significant documents, publications, minutes, and library.
2. The Executive Director shall be responsible for public relations and for maintaining liaison with Affiliates, other organizations, and government agencies.

3. Travel by the Executive Director and staff is at the discretion of the Executive Director, but shall be within the limitations of the budget approved by the Board of Directors. Travel expenses will be accounted for in accordance with NSTA policy.
4. The Executive Director and other professional staff members have discretionary authority in incurring outside personal obligations. They are expected to weigh the propriety of assuming such obligations and the extent to which they might interfere with duties of the office and the extent and manner in which they might reflect upon the Association.
5. A formal contract for employment of the Executive Director shall be rendered.
6. The staff salary schedule shall be included as part of the annual budget submitted to the Board of Directors.
7. The Executive Director will prepare reports on the NSTA Headquarters operation semi-annually to the Board of Directors.
8. Proposals and/or recommendations from staff to the Board of Directors for consideration must have a note or letter of transmittal indicating the Executive Director has read and is aware of the communication with the Board. The Executive Director's opinion, recommendation, or non-comment should be noted.

#### **OTHER**

1. All proposals for use of the name of NSTA must be presented to the Board of Directors for approval following the procedures in the Board of Directors Manual (Section 4) available from the National Headquarters.
2. NSTA shall make position statements only on matters that are clearly deemed to be of significance to science educators. All official position statements of NSTA must follow the NSTA Guidelines for the Development of NSTA Position Statements and be approved by the Board of Directors.
3. Proposed NSTA projects and activities, including joint activities proposed by other groups, shall be evaluated according to the mission and goals of NSTA.
6. All officers shall meet jointly, a minimum of twice annually.
7. Requests to NSTA for action are to be delivered in English.

*(Revised July 2010)*