

NSTA

# Student Chapter Procedures Guide

*“ . . . promoting excellence and innovation  
in science teaching and learning for all.”*



Start an NSTA student chapter and **Gain** leadership skills

**Enhance** career growth

**Network** with your peers & experienced science educators

**Support** science education

## **NSTA Student Chapter Program**

The National Science Teachers Association (NSTA) initiated the NSTA student chapter program in an effort to maintain a connection to future teachers as they enter the profession and create a conduit as the “new” teacher workforce enters the classroom. The student chapters have elected to ally themselves to encourage the professional development of preservice teachers of science.

An NSTA student chapter is a separate, but interdependent organization housed at any 2-year or 4-year college or university (including community colleges). There are no domestic boundaries. Applications are accepted from any college or university throughout the world. NSTA and NSTA student chapters are distinct organizational entities. Dual membership is not required of any individual.

NSTA has over 125 student chapters. This active group of young professionals meet virtually and face-to-face, conduct sessions at NSTA’s national and area conventions, and network online via the student and student chapter listserves. For a complete list of student chapters and activities, visit [www.nsta.org/studentchapters](http://www.nsta.org/studentchapters) or follow the Twitter hashtag *#NSTASTUDENTCHAPTER*.

The purpose of this program is to

- promote the mission of NSTA
- acquaint preservice teachers of science with the support resources available from NSTA
- provide additional professional development in science education to preservice teachers
- create a network of preservice teachers of science at universities or colleges across the world

For a student group to form a student chapter, the group submits a completed application which is reviewed by NSTA. Applicants are notified in writing of the decision regarding the application. Applicants may be given the opportunity to resubmit if the initial application does not meet student chapter program requirements.

To form a student chapter, a group must provide evidence that the following conditions have been met:

- The chapter uses “[Its School’s Name] National Science Teachers Association Student Chapter” as its official chapter name and clearly identifies student chapter status with NSTA in its printed material. For example: “Murray State University National Science Teacher Association Student Chapter” or “Murray State University NSTA Student Chapter.”
- Students organize the chapter for their professional development. A student is defined as an individual in good standing enrolled in course work leading to an appropriate degree.

### **Purpose**

### **Application for Student Chapter Affiliation**

- The chapter forms on the campus of an accredited institution that offers programs in science education. The institution formally recognizes the chapter as a student chapter organization.
- The chapter has a faculty advisor who is the recognized liaison between NSTA and the chapter. The faculty advisor is an NSTA member. As part of the application process, the student group must provide a letter from the faculty member consenting to serve as an advisor.

A successful student chapter begins with good organization, structure, and student and faculty advisor involvement. The following is a sample timeline.

## Timeline

### **Step 1. Decide to form a student chapter at your school.**

Contact NSTA for information on how to start a student chapter. Secure information regarding your school's policies and procedures for sponsored student groups. Inform department chair or dean of your plans to start the chapter.

### **Step 2. Identify a faculty advisor and interested student leaders.**

Recruit a core student group for planning. Conduct informational meetings. Obtain names, addresses, and phone numbers of interested students. Research student organizations currently existing on campus.

### **Step 3. Promote the idea of a student chapter among faculty and students by talking to them and distributing informational flyers.**

### **Step 4. Create policies and procedures for your student chapter.**

Draft a chapter constitution and operational procedures.

### **Step 5. Submit materials to your school's student activities office, and obtain approval to form the student chapter.**

### **Step 6. Elect a leadership team or officers.**

### **Step 7. Submit a completed NSTA student chapter application and a copy of your chapter's constitution or bylaws—compatible and consistent with NSTA's mission and bylaws—to obtain approval to become an official NSTA student chapter.**

### **Step 8. Develop recruitment activities.**

Establish a student chapter program and a budget. Keep records of your activities for reference when you prepare your annual report in the spring.

### **Step 9. Submit an annual report to NSTA each spring.**

The report lists the officers of the chapter for the next school year and contains a current membership roster, and it describes the chapter's activities during the past year.

Student chapter publications are not official publications of NSTA, but they are expected to operate in accordance with the mission of NSTA. All publications must state that they are publications of NSTA student chapters.

Requests for rosters of NSTA student chapter members and faculty advisors, along with other holding appointment or elected positions in the Association, shall be referred to the appropriate staff liaison for approval and distributed only to noncommercial individuals/groups for educational purposes.

### **Free NSTA E-Student Membership**

Upon approval of the chapter by NSTA, NSTA will provide a one-year free NSTA electronic student membership to each new student chapter member. This offer is for new student chapter members only, does not include a paper journal, and cannot be used to renew an existing or former NSTA membership. *All* student membership applications must be completed by the faculty advisor online. At the time the chapter is notified that its application has been accepted, the faculty advisor will be given a website address, a unique login, and a password to enter the student membership information.

The e-Student Membership is valid for 12 months beginning the date in which the information is entered into the NSTA system. At the end of the membership term, the student will receive an NSTA notice to renew their membership at the student membership rate of \$34.

Once the information is entered, an e-mail notification will be sent to the student confirming their membership and providing their NSTA membership ID. They can access the member-only section of the NSTA website right away, which includes the journal archives for ALL four NSTA grade-specific journals.

This membership is **electronic only**. No journals will be mailed. If the student wishes to receive printed journals, they must purchase a regular student membership for \$34 per year for a one journal subscription. Visit <http://www.nsta.org/memstudent> for complete details.

The entire process can take up to four weeks, so please allow plenty of time before students need to access members-only NSTA resources.

**Student  
Chapter  
Publications**

**Student  
Chapter  
Rosters**

**Free NSTA  
Electronic  
Student  
Membership**

**NSTA  
e-Student  
Membership  
Application  
Online  
Processing  
System**

**Sample  
NSTA  
Student  
Chapter  
Constitution**

A copy of the applicant's current curriculum schedule is not required. As the student chapter president or faculty advisor entering this information, you are verifying that each applicant is a new student chapter member and a full-time student enrolled in your college or university.

A student chapter constitution is a written set of rules that serves as the primary law of the chapter. The document describes a chapter's management and governance and delineates the proper procedures, rights, and powers of members and officers. A student chapter constitution must include the following elements. Additional elements may be added, or current elements may be adapted to meet a chapter's specific needs.

**Article 1: Name**

The name of this organization shall be \_\_\_\_\_ NSTA Student Chapter and shall be an alliance of the National Science Teachers Association, Arlington, VA, USA. This organization shall be a student chapter of NSTA.

**Article II: Purpose**

The purpose of this chapter shall be

- To promote the mission of NSTA
- To acquaint preservice teachers of science with the support resources available from NSTA
- To provide additional professional development in science education to preservice teachers
- To acquaint preservice teachers of science with others like themselves at their university or college and across the United States and Canada.

**Article III: Membership**

SECTION 1: Eligibility

Membership is open to all students. A student is defined as an individual in good standing enrolled in course work leading to an appropriate degree. NSTA encourages diverse membership. The student chapter may not require a member to join NSTA, or non-NSTA organizations, to become a chapter member or enjoy the full privileges afforded by the student chapter.

SECTION 2: Dues

The student chapter governing group shall determine annual dues, if any, for members.

SECTION 3: Privileges

Any member shall be entitled to vote, hold office, participate in discussions, and otherwise receive chapter benefits and materials.

**Article IV: Governance**

SECTION 1: Faculty Advisor

The student chapter shall have a faculty advisor who is the recognized liaison between NSTA and the chapter. The faculty advisor shall be an NSTA member.

SECTION 2: Executive Board

An executive board shall govern the student chapter. The board will be elected for a one-year term by the members at an annual meeting. The following officers will comprise the board:

*President*—oversees and is responsible for the daily operations of the student chapter

*Program/Vice President*—assumes duties of president in the absence of the president and is responsible for chapter program development and coordination

*Membership/Secretary*—maintains membership records and official written records of the student chapter

*Newsletter/Publicity*—coordinates publication of chapter newsletter and publicity for chapter events

**Article V: Meetings**

There shall be at least one general membership meeting per year. Meetings may be called at such times and places as the governing group may determine. Meetings may be called by written request of any five (5) members, provided all members are notified in advance of time, place, and purpose of the meeting.

**Article VI: Amendments**

Upon recommendation by the governing group, this constitution may be amended at any meeting of the membership by vote of two-thirds of the members present, provided that notice of the meeting has been given previous to the time of voting.

The \_\_\_\_\_ chapter requests student affiliation with the National Science Teachers Association.

**FACULTY ADVISOR**

Name: \_\_\_\_\_ NSTA ID: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web: \_\_\_\_\_

I agree to serve as the recognized liaison between NSTA and this student chapter and maintain an NSTA membership.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHAPTER PRESIDENT**

Name: \_\_\_\_\_ NSTA ID: \_\_\_\_\_

College/University: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**STUDENT CHAPTER HISTORY (mo/dd/yr)**

First Meeting with Faculty Advisor: \_\_\_\_\_

Original Organizational Meeting: \_\_\_\_\_

Charter Night: \_\_\_\_\_ Student Chapter Dues: \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

The following documentation must be submitted with this application. Failure to submit all required documentation will delay the processing of this application.

- Student chapter constitution
- Letter from faculty advisor consenting to serve as an advisor
- College or university sponsor letter
- Board of directors roster (with contact information)

**This application was completed and verified by**

\_\_\_\_\_  
Printed Signature Title

\_\_\_\_\_  
Signature Date

**APPLICATION  
FOR STUDENT  
CHAPTER  
AFFILIATION**

**QUESTIONS?**

Contact NSTA at  
800-722-6782,  
ext. 364;  
703-312-9364;  
or via e-mail at  
[chapters@nsta.org](mailto:chapters@nsta.org).

Date Received: _____	Date Verified: _____
Verified By: _____	ID: _____



Submit your materials to

# Appendix

## Sample College/university sponsor letter



# EMPORIA STATE UNIVERSITY

1200 Commercial  
Emporia, Kansas  
66801-5087

620-341-5278  
620-341-5681 fax  
[www.emporia.edu/las/lashome.htm](http://www.emporia.edu/las/lashome.htm)

COLLEGE OF LIBERAL ARTS AND SCIENCES  
OFFICE OF THE DEAN  
Campus Box 4010

December 1, 2004

National Science Teachers Association Student Chapters  
1840 Wilson Boulevard  
Arlington, VA 22201-3000

Dear NSTA Student Chapters:

Please consider this letter as official notice that Emporia State University enthusiastically supports the formation and existence of the Emporia State University National Science Teachers Association Student Chapter. ESU has a long tradition of preparing teachers and teacher preparation continues to be one focus of the university's mission. Tangible support by ESU for this student group is already in evidence as six students are being supported financially to attend the national NSTA meeting in Dallas during the spring semester through an academic enrichment grant.

Ken Thompson is an appropriate faculty sponsor for the ESU NSTA Student Chapter. He first joined NSTA as a student in 1973, continues to be an active member of NSTA, and holds office in a NSTA state-affiliated group, the Kansas Association of Teachers of Science. He has had a long and positive impact in the area of teacher education in the Physical Sciences.

ESU NSTA student chapter members will benefit from the professional development opportunities and resources provided by NSTA. Again, ESU supports the formation and existence of an on-campus NSTA student chapter and wants to complete the process for national affiliation.

Sincerely,

Rodney J. Sobieski, Ph.D

**Sample Letter from Faculty member consenting to serve as liaison**



December 1, 2004

Kenneth W. Thompson  
Departments of Physical Sciences  
1200 Commercial Street  
Box 4030  
Emporia State University  
Emporia, KS 66801

NSTA Student Chapters  
1840 Wilson Boulevard  
Arlington, VA 22201-3000

Dear NSTA Student Chapters:

Please consider this letter as official notice that I consent to serve as an advisor/faculty sponsor for the Emporia State University National Science Teachers Association Student Chapter. I first joined NSTA as a student in 1973 and have attended and presented at a number of regional and national meetings. Our student chapter will have members in attendance at the national meeting held in Dallas.

I am pleased that ESU NSTA student chapter members will have opportunities to take advantage of the many benefits provided by NSTA. We look forward to a close association with NSTA. Thank you for providing this service!

Please contact me if any of our supporting documentation is missing or inadequate. Thank you for your time and your consideration.

Sincerely,

  
Kenneth W. Thompson

## Sample Constitution/Bylaws

CONSTITUTION & BYLAWS  
National Science Teachers Association Student Chapter  
University of Colorado Denver  
CONSTITUTION

Article I.

Name

- Section 1. The name of this organization shall be University of Colorado Denver NSTA Student Chapter (hereafter called NSTA-UCD and shall be an alliance of the National Science Teachers Association, Arlington, VA, USA. This organization shall be a student chapter of NSTA.

Article II.

Purpose

- Section 1. NSTA-UCD will provide an organized source of information that:
- a. Promotes the mission of NSTA;
  - b. Acquaints pre-service teachers of science with the support resources available from NSTA;
  - c. Provides additional professional development in science education to pre-service teachers;
  - d. Acquaints pre-service teachers of science with others like themselves at their university and across the United States and Canada;
  - e. Provides a wealth of ideas to share amongst all participants;
  - f. Assists in building hands-on experiences that could be utilized in a classroom setting, and to help develop problem solving concepts with our peers.
- Section 2. NSTA-UCD will:
- a. Support and encourage students in science education.
  - b. Inform members of progress and activities of both NSTA and its chapters via newsletters, electronic technology, and other sources of communication.

## Sample Constitution/Bylaws cont'd.

### Article III. Membership

#### Section 1. Eligibility

Membership is open to all students. NSTA-UCD, a registered student organization of University of Colorado Denver, strongly and actively strives to increase diversity and provide equal opportunity within the organization. NSTA-UCD does not discriminate in membership eligibility against persons based on age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. A student is defined as an individual in good standing who is enrolled in course work leading to an appropriate degree. NSTA encourages diverse membership.

#### Section 2. Dues

The student chapter governing group shall determine annual dues, if any, for members.

#### Section 3. Privileges

Any active member shall be entitled to vote, hold office, participate in discussions, and otherwise receive chapter benefits and materials.

### Article IV. Governance

#### Section 1. Officers

The officers of NSTA-UCD shall include a president, president-elect, secretary, treasurer, and publicity chair, each elected for at least one academic semester and serving a maximum of one calendar year.

#### Section 2. President Duties of the President:

- a. Begin and end each meeting;
- b. Make general announcements to organization;
- c. Act as an overseer to ensure that other members are completing their duties;
- d. Run meetings;
- e. Work with advisor to locate university funding and keep the organization up to university standards;
- f. Attend appropriate SGA meetings or send an appropriate designate in his or her stead;

**Sample Constitution/Bylaws cont'd.**

- g. Be responsible for all communication with CAST and NSTA;
- h. Represent NSTA-UCD at the CAST and/or NSTA annual meetings/conferences;
- i. Be responsible for coordinating a whole association trip to the annual CAST conference, if the organization determines that it would like to (decision must be voted on by the executive board).

Section 3. President-Elect  
Duties of the President-Elect:

- a. Work with President to fully understand the President's duties so that the transition from President-Elect to President will proceed smoothly;
- b. Take on all responsibilities of the President in the President's absence.

Section 4. Secretary  
Duties of the Secretary:

- a. Take accurate minutes for meetings;
- b. Send these minutes to the Publicity Representative in a timely manner;
- c. Keep accurate records of membership status, which includes attendance;
- d. Act as Treasurer in the Treasurer's absence.

Section 5. Treasurer  
Duties of the Treasurer:

- a. Set up and manage bank accounts;
- b. Keep accurate and up to date record of all transactions;
- c. Write checks for reimbursements, meeting fees, conferences, and field trips paid for by NSTA-UCD;
- d. Collaborate work with advisor and president to keep them informed;
- e. Have an accurate balance report to give at each meeting;
- f. Act as Secretary in the Secretary's absence

Section 6. Publicity Chair  
Duties of the Publicity Chair:

- a. Write an e-mail to all members the week of an event, including a reminder about the meeting, the general and minutes from last meeting, and any other announcements;
- b. Publish an annual newsletter, when appropriate.

**Sample Constitution/Bylaws cont'd.**

Article V.  
Meetings

- Section 1. There shall be at least one general membership meeting per year. Meetings may be called at such times and places as the governing group may determine. Meetings may be called by written request of any five (5) members, provided members are notified in advance of time, place, and purpose of the meeting.

Article VI.  
Amendments

- Section 1. Upon recommendation by the governing group, this constitution may be amended at any meeting of the membership by vote of two-thirds of the members present, provided that notice of the meeting has been given previous to the time of voting.

Article VII  
Termination

- Section 1. If, at any time, this organization ceases to exist, all remaining funds will be donated to a University of Colorado Denver Teacher Education Program.

Article VIII  
Advisors

- Section 1. Responsibilities of the Advisor
- The NSTA-UCD advisor's primary role is to provide overall guidance and assistance to that organization. The advisors will encourage and advise NSTA-UCD in carrying on an active and significant program, and work with the officers to promote the effective administration of the organization. This guidance will include assistance in compliance with Central Michigan University's policies and procedures that govern the use of University facilities and the University's name and logos. Advisors will assist with the formulation and revision of the organizations' constitutions and by-laws. Advisors should alert NSTA-UCD to the risks of injury and liability in connection with their activities and warn the club or its officers when they suspect that something is not right in the way the club is operating. The advisor should meet with the club or its officers at least twice each semester.

## **Sample Constitution/Bylaws cont'd.**

### Section 2. Selection of Advisors

The Executive board of the organization will appoint advisors for NSTA-UCD by a majority vote.

### Section 3. Eligibility of Advisors

All advisors must be faculty or staff members of the University of Colorado Denver.

### Section 4. Term of Office

The advisor shall serve for a term of four years. The executive board of NSTA-UCD may reappoint the advisor with a majority vote.

## **Bylaws**

### **1. Banking Procedures**

Each check written for NSTA-UCD expenditures must have two members' signatures (counter-sign) for the protection of all members and officers. One of the signatures must be the advisor of NSTA-UCD. The other signatures may be that of any NSTA-UCD officer.

Signature cards will be changed each time a new officer takes over the accounting and banking procedures of the organization.

The Treasurer will give receipts to all members for monies received (including dues) and provide members with an accounting of expenditures at regular and Executive Board meetings or monthly basis.

If required by the UCD SGA, someone outside of NSTA-UCD will perform an audit on banking accounts on a semester or annual basis. This can also occur when there is a change in officers. Someone other than the check signer(s) will open the bank statements each month and review them for reasonableness. Performing regular audits on our accounts frees the officers from any suspicion and limits their liability.

## Sample Board of Directors Roster



### University of Colorado at Denver and Health Sciences Center

School of Education  
*Downtown Denver*

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Campus Box 106, P.O. Box 173364  
Denver, Colorado 80217-3364  
Phone: 303-556-2844, Fax: 303-556-4479

National Science Teachers Association/University of Colorado at Denver Student Chapter

Board of Director

President	Vincent Basile	1251 Mercury Drive Lafayette, CO 80026 303-564-5129 <i>vinnie_basile@yahoo.com</i>
President Elect	Katherine Frank	2121 Delany St #1451 Denver, CO 80202 303-292-0065 <i>kreppa@aspenk12.net</i>
Secretary	Tyrone Johnson	19252 East Chaffee Place Denver, CO 80249 303-307-1237 <i>tearoney@hotmail.com</i>
Treasurer	Corey Gallegos	2253 S. Fox St. Denver, CO 80223 303-722-1016 <i>biohazard242@hotmail.com</i>
Faculty Advisor	Michael P. Marlow	School of Education Campus Box 106 P.O. Box 173364 303-556-8111 <i>mike.marlow@cudenver.edu</i>

April 2005

**NSTA Chapter Relations**  
**1840 Wilson Blvd.**  
**Arlington, VA 22201-3092**  
**800-722-NSTA (6782) or 703-243-7100**  
**[www.nsta.org/studentchapters](http://www.nsta.org/studentchapters)**  
**[chapters@nsta.org](mailto:chapters@nsta.org)**

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