

Constitution, By-Laws, and Policy,  
Procedures and Rules Manual

Pennsylvania Science Teachers Association

# **Constitution of Pennsylvania Science Teachers Association Incorporated**

Adopted March 1953

(Amended July 1963, August 1970, September 1972, November 1980, November 1984,  
December 1994, December 1996 and May 2003)

## **ARTICLE I- NAME**

### Section 1

The name of this organization shall be the Pennsylvania Science Teachers Association, Incorporated (PSTA, Inc., hereafter referred to as PSTA.)

## **ARTICLE II- PURPOSE**

### Section 1

The purpose of the PSTA shall be the advancement, improvement, and coordination of science education in all fields of science at all educational levels.

## **ARTICLE III- MEMBERSHIP**

### Section 1

Membership shall be available to those actively engaged in, or interested in the sciences and/or science education in the Commonwealth of Pennsylvania.

### Section 2

Membership eligibility and classification shall be defined in the By-Laws

## **ARTICLE IV- ORGANIZATION AND OFFICERS**

### Section 1

The PSTA shall be governed by a Board of Directors consisting of officers as defined in the By-Laws.

### Section 2

The officers of the PSTA shall be the President, the President-Elect, the Vice President, the Immediate Past President, the Recording Secretary, the Treasurer, and the Executive Secretary.

### Section 3

The powers and duties of the officers, executive committee, and representatives shall be as described in the By-Laws.

## **ARTICLE V- MEETINGS**

### Section 1

At least one meeting of the general membership shall be held each calendar year.

Section 2

The Board of Directors shall hold at least four meetings each calendar year.

**ARTICLE VI- AMENDMENTS**

Section 1

Proposed amendments to the Constitution may originate with the Board of Directors or from any member of the organization according to the procedures outlined in the By-Laws.

Section 2

A proposed amendment, if approved by the Board of Directors, shall be submitted to the membership for adoption or rejection as outlined in the By-Laws.

# **By-Laws of the Pennsylvania Science Teachers Association, Incorporated**

Adopted March, 1953

(Amended July, 1963; August 1970; September, 1972; November, 1980; November, 1984;  
December 1994; December 1996; May 2003 and March 2004)

## **ARTICLE I- NAME**

### Section 1

The name of this organization shall be the Pennsylvania Science Teachers Association, Incorporated (PSTA, Inc., hereafter referred to as PSTA).

### Section 2

The Pennsylvania Science Teachers Association, Incorporated shall be a state chapter of the National Science Teachers Association (NSTA).

## **ARTICLE II- PURPOSE**

The purpose of the PSTA shall be to:

- a. promote the sciences and science education in the Commonwealth of Pennsylvania;
- b. promote professional ethics and cooperation among all persons interested in the sciences and science education;
- c. to promote excellence among teachers of science through professional development opportunities;
- d. recognize leadership in the sciences and science education; and
- e. assist in the development of outstanding science talent in pupils by encouraging them to engage in the sciences through participation in science and technology initiatives designed for student participation.

## **ARTICLE III- MEMBERSHIP**

There shall be three categories of membership:

- a. Active;
- b. Institutional;
- c. Honorary

## **ARTICLE IV- GOVERNING BODY**

### Section 1

The governing body of the PSTA shall be defined as the Board of Directors. All Board Members shall reside in or serve as a science educator in the Commonwealth of

Pennsylvania. Only active members in good standing shall be eligible for election to or appointment to the Board of Directors.

### Section 2

The Board of Directors shall be composed of

- a. the President, President-Elect, Vice President, Immediate Past President, Recording Secretary, (elected by the general membership), the Treasurer, and the Executive Secretary (elected by the Board of Directors);
- b. one elected member from each region of the PSTA. These regions of PSTA are defined in the Policy, Procedures, and Rules Manual of PSTA;
- c. one elected member from each college region of the PSTA. These regions of PSTA are defined in the Policy, Procedures, and Rules Manual of PSTA;
- d. one representative from each affiliate in good standing. This member may move, second and vote on all matters of the association except those involving the Constitution, By-Laws, Policy Manual and Finance; and
- e. non-voting science specialists representing educational, professional, and business organizations who may be invited to serve in an advisory capacity.

### Section 3

The Executive Committee shall be composed of the elected officers and one member elected annually by and from the Board of Directors.

## **ARTICLE V- ELECTIONS AND SUCCESSION OF OFFICE**

### Section 1

By November 1<sup>st</sup> of the required year, the following officers and directors shall be elected:

- a. by ballot vote of the general membership
  1. the Vice President (one elected annually)
  2. the Recording Secretary (one elected for a three year term beginning January 1995)
  3. regional representatives (one third elected annually)
  4. college representative (one third elected annually)
- b. by vote of the Board of Directors
  1. the Treasurer (one elected for a five year term beginning in January 1995)
  2. The Executive Secretary (one elected for a five year term beginning in January 1995).

## Section 2

- a. Officers and directors shall assume duties on January 1 of the year following their election.
- b. The annual succession of the Vice-President to the office of President-Elect, President and then to the office of the Immediate Past President shall be automatic.
- c. In the event of the death, resignation, or incapacity of an officer of the Association, this succession procedure shall be followed:
  1. If the office of the President is declared vacant, it shall be filled by a recommendation from the Executive Committee with the concurrence of the Board of Directors;
  2. If the offices of President-Elect and Vice President are declared vacant, they shall be filled by appointment by the President with concurrence of the Board of Directors. The appointed officers shall continue through the normal rotation of offices.
  3. If vacancies in other Board positions occur, they shall be filled by appointment by the President with concurrence of the Board of Directors.

## **ARTICLE VI- BOARD OF DIRECTORS**

### Section 1

The duties of the Board of Directors shall be to:

- a. decide all matters of policy. Policy is defined as the standing rules of the organization;
- b. approve the annual budget;
- c. adopt the report of the Auditing Committee;
- d. confirm/reject the appointments made by the President.

### Section 2

- a. The Executive Committee shall have the authority to act for the Board of Directors between regularly scheduled Board meetings should the need arise to take care of immediate business items.
- b. All business conducted by the Executive Committee shall be reported to the entire Board of Directors at its next regularly scheduled meeting.
- c. The Executive Committee's authority for the expenditure of PTSA funds shall be limited to a maximum of \$5000.00. Should an immediate item of business arise that requires the spending of more than \$5000.00, an emergency meeting of the Board of Directors shall be called by the President.

## **ARTICLE VII- DUTIES OF THE OFFICERS AND DIRECTORS**

### Section 1

The President shall:

- a. preside at all meetings of PSTA;
- b. appoint committee chairpersons and committee members with the concurrence of the Board of Directors;
- c. serve as an ex-officio member of all committees except the Nomination and Elections Committee;
- d. serve as official PSTA representative;
- e. propose to the Board of Directors the time and place of the annual membership meeting and of the meetings of the Board;
- f. make intern appointments to the Board of Directors;
- g. fulfill any other duties as may be necessary for the good of PSTA and/or as assigned by the Board of Directors;
- h. chair of Executive Committee; and
- i. confer all awards.

### Section 2

The President-Elect shall:

- a. serve in an advisory capacity to the President;
- b. preside at meetings in the absence of the President;
- c. serve on the Executive Committee;
- d. serve as the chairperson of the convention; and
- e. fulfill such other duties as may be assigned by the President and/or the Board of Directors

### Section 3

The Vice President shall:

- a. serve on the Executive Committee;
- b. serve on the Convention Committee;
- c. fulfill such other duties as may be assigned by the President and/or the Board of Directors.

### Section 4

The Immediate Past-President shall:

- a. serve in an advisory capacity to the President;
- b. serve as chairperson of the Awards Committee;
- c. serve on the Executive Committee;

- d. serve as chairperson of Constitution, By-Laws, and Policy Manuals Committee; and
- e. fulfill such other duties as may be assigned by the President and the Board of Directors.

#### Section 5

The Executive Secretary shall:

- a. serve as the chief administrative officer of the Association;
- b. provide for the guidance and continuity of the Association by performing the daily routine duties and responsibilities;
- c. sign or authorize the signing of all contracts before forwarding them to the Treasurer;
- d. maintain the official records of the Association;
- e. serve as permanent liaison with NSTA;
- f. call a meeting to order and preside over the election of a temporary chairperson in the absence of the President, President-Elect, and Immediate Past President;
- g. serve on the Executive Committee; and
- h. fulfill such other duties as may be assigned by the President and/or the Board of Directors.

#### Section 6

The Treasurer shall:

- a. perform all official financial duties of the Association;
- b. keep an accurate record of all receipts and disbursements of PSTA;
- c. prepare and present a financial statement for each meeting of the Board of Directors, and/or the Executive Committee;
- d. send the financial statement to the Executive Secretary in advance of the meeting so that the statement may be distributed by the Executive Secretary when unable to attend any meeting;
- e. prepare the books for the annual audit;
- f. chair the Budget and Finance Committee;
- g. serve as treasurer for the Convention Committee
- h. serve on the Executive Committee; and
- i. fulfill such other duties as may be assigned by the President and/or Board of Directors.



## Section 7

The Recording Secretary shall:

- a. record complete and accurate minutes of the proceedings of the annual meeting, meetings of the Executive Committee, and the Board of Directors;
- b. provide a copy of the minutes to the Executive Secretary for the official file and a copy to the President within (10) days after the meeting is conducted;
- c. serve on the Executive Committee;
- d. fulfill such other duties as may be assigned by the President and/or the Board of Directors

## Section 8

a. Regional Representatives shall:

1. Send a written report of all activities on behalf of PSTA to the President two-weeks prior to each board meeting;
2. keep PSTA members in the region informed of PSTA events (conferences, workshops, meetings, etc.);
3. solicit PSTA memberships; and
4. fulfill such other duties as may be assigned by the President and/or Board of Directors.

b. College Representatives shall:

1. Send a written report of all activities on behalf of PSTA to the President two weeks prior to each board meeting;
2. Inform college and university students and faculty of PSTA events (conferences, workshops, meetings, etc.);
3. Solicit PSTA memberships; and
4. fulfill such other duties as may be assigned by the President and/or Board of Directors.

## **ARTICLE VIII- COMMITTEES**

### Section 1

The standing committees of PSTA shall be:

- a. Auditing
- b. Convention
- c. Legislative
- d. Membership
- e. Nominations and Elections
- f. Horizons

- g. Awards
- h. Budget and Finance

### Section 2

- a. The Auditing Committee shall consist of a chairperson and two additional members appointed by the President with the approval of the Board of Directors.
- b. The duties of the Auditing Committee shall be to examine the Treasurer's records of receipts and disbursements and to present a complete financial report annually to the Board of Directors.

### Section 3

- a. The Convention Committee shall consist of the President Elect, as chairperson, the Vice President, the Immediate Past-President, the Treasurer and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Convention Committee shall be to:
  - 1. plan, implement, and evaluate all aspects of the annual convention;
  - 2. record complete and accurate minutes of the proceedings of the meetings; and
  - 3. present a final narrative and financial report to the Board of Directors.

### Section 4

The duties of the Legislative Committee shall be to:

- a. monitor, propose, and analyze rules, regulations, and legislation which affect the teaching of the sciences in the Commonwealth;
- b. identify critical political and legislative issues affecting science education and to communicate pertinent information to the membership; and
- c. represent the Association in lobbying efforts and other legislative actions as assigned by the Board of Directors.
- d. provide a report at each Board meeting and the annual meeting.

### Section 5

The duties of the Membership Committee shall be to:

- a. recruit new members;
- b. provide appropriate membership lists to Board members;
- c. provide a report at each Board meeting and the annual meeting; and
- d. prepare an annual membership report for the Board of Directions.

## Section 6

The duties of the Nominations and Election committee shall be to:

- a. seek nominees from the membership for each of the following:
  1. Vice President
  2. Recording Secretary
  3. regional representatives
  4. a college representative; and
- b. conduct the election and report the results to the Board of Directors and to the membership; and
- c. provide a report at each Board meeting and the annual meeting.

## Section 7

The duties of the Horizons Committee shall be to:

- a. review all new initiatives that PSTA is asked to endorse and make recommendations to the Board of Directors based upon policy, past practice and the Constitution, By-Laws and the Policy Manual;
- b. recommend methods by which PSTA can be proactive in science education reform;
- c. prepare a five year strategic plan, with benchmarks to be achieved each year, which serves the needs of all levels of science educators;
- d. provide a report at each Board Meeting; and
- e. prepare a yearly progress report including recommendations to be presented at the general membership meeting.

## Section 8

- a. The Awards Committee shall consist of the Immediate Past-President, acting as chairperson, and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Awards Committee shall be to:
  1. solicit nominees for PSTA Awards;
  2. evaluate applications;
  3. report the names of the awardees to the Board of Directors; and
  4. procure the awards and arrange for their presentation by the President.

## Section 9

- a. The Budget and Finance Committee shall consist of the Treasurer acting as chairperson and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Budget and Finance Committee shall be to:

1. prepare an annual budget;
2. receive and evaluate recommendations for the disbursement of funds;
3. coordinate the convention budget with the association budget; and
4. provide a report at each Board meeting.

#### Section 10

Other Committees and Task Forces may be appointed by the President with approval of the Board of Directors.

### **Article IX- Rules of Order**

#### Section 1

Robert's Rules of Order, Revised, shall prevail in all questions of Parliamentary Law not covered by the Constitution and By-Laws or policy handbook or standing rules.

#### Section 2

- a. Five members of the Executive Committee present for any meeting of the Committee where official business is transacted shall constitute a quorum.
- b. A quorum, consisting of a majority of the Board of Directors, shall be required for the transaction of business at all meetings of the Board of Directors.
- c. At all General Membership meetings, the Association members in attendance shall constitute a quorum.

#### Section 3

Proxies may not be used to provide a quorum or as part of any vote by the Board of Directors or Executive Committee.

### **Article X- AFFILIATES**

Any active science organization may become an affiliate of PSTA.

- a. Any organization whose principal interest is science and/or science education may be an affiliated group of PSTA if approved by the Board of Directors.
- b. Criteria for affiliate status shall be identified in PSTA Policy and Procedures Manual. These criteria shall be subject to review and modification by the Board of Directors at any time.

### **ARTICLE XI- DISTRIBUTION OF ASSETS**

In the event of termination or dissolution of the Associations, the Board of Directors shall distribute the remaining assets of the Association to any organization interested in science education within the Commonwealth of Pennsylvania.

## **ARTICLE XII- CIVIL RIGHTS COMPLIANCE**

The Association complies with Title VI of the Civil Rights Act of 1964.

## **ARTICLE XIII- AMENDMENTS**

### Section 1

Proposed amendments to the Constitution may originate from the Board of Directors or through a petition submitted to the Board, bearing the signatures of no less than fifty (50) PSTA members.

### Section 2

A proposed constitutional amendment, if approved by a two-third vote of the Board of Directors of PSTA at any official meeting shall be presented to the membership of the Association for adoption or rejection.

### Section 3

The Board of Directors shall have the authority to make changes in the By-Laws without submitting such changes to a vote of the membership of the Association.

### Section 4

The Board of Directors shall have the authority to make changes in the By-Laws without submitting such changes to a vote of the membership of the Association. Changes in the By-Laws can be amended by a two-thirds vote of the voting members of the Board of Directors present at a meeting of the Board of Directors.

### Section 5

The Policy Manual of the Association can be revised by a majority vote of the Board of Directors.

## **ARTICLE XIV- INDEMNIFICATION**

PSTA shall indemnify its officers and members of the Board of Directors to the extent that such persons are not insured or otherwise indemnified and the power so to indemnify has been or continues to be granted by statute, and is not otherwise prohibited by applicable law, all expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceedings, or liability arising there from in which they or any of them are made parties by reason of having been officers or members of the Board of Directors of PSTA.

**Policy, Procedures, and Rule Manual  
of the Pennsylvania Science Teachers Association, Incorporated**

(December 1996

Amended June 2004, January 2010)

Article I

Organization

A. Incorporation

The Pennsylvania Science Teachers Association (PSTA) came into being on December 29, 1950. PSTA was incorporated on January 21, 1963 under the Not-for-Profit-Corporation Law of the Commonwealth of Pennsylvania.

PSTA shall not engage in any activity which is inconsistent with the status of an educational, charitable, and scientific organization as defined in Section (c) (3) of the International Revenue Code of 1954 or any successor thereto.

B. Purpose

1. The purpose of the PSTA is stated in the Constitution and the By-Laws of the Association.
2. When there appears to be a need to change the purpose of the Association, - the President shall refer the matter to the Constitution, By-Laws and Policy, Procedures, and Rules Committee.
3. The Board of Directors may delete, modify, or change any purpose it deems advisable following a recommendation of the Constitution, By-Laws, and Policy, Procedure, and Rules Committee.

C. Use of Name and Logo

1. The name "Pennsylvania Science Teachers Association," its acronym "PSTA" as well as the use of its logo is copyrighted. From this point forward, the term "PSTA" shall be used to define any of the three individual pieces associated with identity.
2. Permission to use the PSTA name and/or logo by an organization, agency, individual or program must be obtained in advance of the use and is subject to approval by the PSTA Board of Directors.
3. To request permission for use, the requestor must provide, in writing, the following information at least thirty days prior to the date needed:
  - a. Name of person making request and affiliation with an organization;
  - b. Name of organization, agency or individual requesting use of name/logo;

- c. A detailed description identifying how the name/logo will be used within a product, to whom the product will be disseminated, the approximate number of product being distributed, and the requested time of usage if applicable; and
  - d. Reason for wanting to use the PSTA name/logo.
4. Use of "PSTA" will not imply endorsement or support of a program or individual unless that is specifically stated in writing by PSTA.

Article II  
Membership

A. Members of the Association shall be individuals and organizations who support the purposes of the PSTA as stated in the Constitution and By-Laws. The Board of Directors determines types of memberships, privileges, and dues.

1. Active Memberships

- a. Individual Membership: Anyone engaged in or having an interest in science and/or science education shall be eligible.
- b. Student Membership: Any full-time, post-secondary student who is not currently teaching shall be eligible.
- c. Retired Membership: Any person retired from educational, industrial, corporate, or scientific service who has accumulated at least three years of individual membership in good standing shall be eligible.
- d. Life Membership: Any person eligible for individual or retired membership may become a Life Member of PSTA by paying the required dues.

2. Institutional Memberships shall include professional societies, corporations, industrial firms, ~~and educational institutions. (Amended 3-28-15)~~ Institutional members will receive all active membership benefits plus a complementary one-half page advertisement in each issue of the PSTA Exchange and the convention program for the membership year.

3. Honorary Membership: Any person who has made a significant contribution to science and/or science education through service or support shall be considered by the Board of Directors for Honorary Membership.

4. The membership year shall be an anniversary year beginning the 1<sup>st</sup> of the month following the receipt of the membership dues.

5. Membership lists shall be maintained, updated, and reported at each meeting of the Board of Directors by the Membership Committee chair.
6. Membership dues (as adopted by the Board of Directors on March 20, 2004):
  - a. Active Membership
    1. Individual memberships shall be \$20.00 per year.
    2. Student memberships shall be \$15.00 per year.
    3. Retired memberships shall be \$15.00 per year.
    4. Life memberships shall be a single payment equal to twenty times the individual membership.
    5. Honorary memberships shall be granted at no cost to those individuals identified by the Board of Directors.
  - b. Institutional memberships shall be \$600.00 per year.
  - c. Membership dues shall not be part of the annual convention registration fees.
7. Membership applications shall be accepted and processed by the Membership Committee Chair or through the JoinScience website at [www.joinscience.org](http://www.joinscience.org).

Article III  
Governing Body

A. Board of Directors

1. Organization

- a. The Board of Directors is the legal authority charged with the operation of PSTA.
- b. Region representatives shall reside in or serve a science educator in the Region they represent. Regions of PSTA shall be:
  1. Region I-**Central** composed of Blair, Huntingdon, Snyder, Mifflin, center, Clearfield, and Union counties (elected in 1997 and every three years thereafter).
  2. Region II- **North Central** composed of Elk, Cameron, Clinton, Lycoming McKean, Potter, and Tioga counties (elected in 1996 and every three years thereafter).
  3. Region III –**Central Western** composed of Bedford, Somerset, Cambria, Indiana, Armstrong and Jefferson counties (elected in 1997 and every three years thereafter).



4. Region IV- **Eastern** composed of Berks, Lehigh, Northampton, Carbon and Schuylkill counties (elected in 1998 and every three years thereafter).
  5. Region V- **Mideastern** composed of Montgomery and Bucks counties (elected in 1998 and every three years thereafter).
  6. Region VI- **Northeastern** composed of Northumberland, Mountour, Columbia, Luzerne, Monroe, Pike, Lackawanna, Wyoming, Sullivan, Bradford, Susquehanna, and Wayne counties (elected in 1997 and every three year thereafter).
  7. Region VII- **Midwestern** composed of Butler, Beaver, Lawrence, Mercer, and Clarion counties (elected in 1998 and every three years thereafter).
  8. Region VIII- **Northwestern** composed of Venango, Crawford, Erie, Warren, and Forest counties (elected in 1996 and every three years thereafter).
  9. Region IX- **Southern** composed of Lancaster, York, Adams, Franklin, Fulton, Cumberland, Juniata, Perry, Dauphin and Lebanon counties (elected in 1998 and every three years thereafter).
  10. Region X- **Southeastern** composed of Philadelphia, Delaware, and Chester counties (elected in 1996 and every three years thereafter).
  11. Region XI- **Southwestern**: composed of Fayette, Greene, Washington, and Westmoreland counties (elected in 1997 and every three years thereafter)
  12. Region XII- **Western** composed of Alleghany county (elected in 1996 and every three years thereafter).
- c. College Representatives shall be members of, or retired from faculties of colleges or universities. They must teach or reside in the District they represent. Districts shall be composed of the following Regions:
1. **Eastern District**- Eastern, Southeast, Mideast, and Northeastern Regions. (elected in 1998 and every three years thereafter)
  2. **Central District**- Central, North Central, Southern, and Central West Regions. (elected in 2000 and every three years thereafter)
  3. **Western District**- Western, Southwestern, Midwestern, and Northwestern Regions. (elected in 1999 and every three years thereafter)

- d. Each Region and College Representative shall be elected for a three year term with one-third of the representatives being elected each other.
- e. Science specialists represent educational governmental, and/or professional organizations may be invited to serve on the Board of Directors in an advisory capacity without voting privileges.
  1. The representatives must be a PSTA member.
  2. The appointment shall coincide with the membership year and require confirmation by the Board.

## 2. Duties of the Board

- a. The Board provides direction, exercises supervision, and has responsibilities for the affairs of the Association. It appoints agents to assist with carrying out its duties. Decisions of the Board must be in compliance with the Pennsylvania Not-for-Profit Corporation Law and the Constitution and By-Laws of the Association.
- b. Upon petition of eleven members of the Board of Directors, the President shall convene a meeting of the full Board of Directors within thirty days.
- c. Members of the Board of Directors, elected by the PSTA membership plus the Executive Secretary and Treasurer, shall move, second, and vote on matters concerning finance, Constitution, By-Laws and/or Policy. Any question on a point of order must be made prior to the vote.

## B. The Executive Committee

1. The Executive Committee shall meet as required between regular meetings of the Board of Directors.
2. Upon petition of four members of the Executive Committee, the President shall convene a meeting of the Executive Committee within thirty days.
3. The Executive Committee shall be the reviewing body for questions of status of affiliated groups.

### Article IV

### Meetings

- A. Board members elected by the membership of PSTA and other specifically invited to the meetings by the President to report on PSTA business shall be eligible for reimbursement of expenses as follows:

1. Mileage shall be reimbursed at a rate approved by the Board of Directors and shall not exceed the rate approved by the Internal Revenue Service.
  2. Turnpike tolls.
  3. Overnight expenses shall be reimbursed at a rate approved by the Board of Directors.
  4. Expenses incurred to attend the Board meeting at the annual convention are not reimbursable.
- B. Meetings may be called at any time by the President given due notice. Notification of a Board meeting must be postmarked at least fourteen days in advance of the meeting and shall include the purpose of the meeting.
- C. All meetings at which votes are taken, shall be documented by the minutes filled with the Recording Secretary.
- D. Members of the Board and committees who are notified of meetings required their attendance will be held financially responsible for reserved meals and rooms if they fail to notify the chairperson of their absence from the meeting by the stated date.
- E. Members of the Board shall be notified of meeting changes or other emergencies by the Executive Committee. The Executive Committee will call the College Representatives, who will call the Regional Representatives within their district who will call any Affiliates within their region.
- F. PSTA will support in the following order President, Executive Secretary, President-Elect, Treasurer, and the Vice-President or their designees, as approved by the Board of Directors, meetings to the extent fiscal resources allow.

Article V  
Nominations and Elections

Nominations and election will be conducted by the Nominations and Elections Committee as listed in Article VII, Section E of the Policy, Procedures and Rules Manual.

Article VI  
Board of Directors- Removal

- A. Members of the Board of Directors having one absence without notification to the President, shall be notified by the President of their potential removal from office.
  
- B. Members of the Board of Directors who are absent, without notification to the President, for two meetings within a calendar year shall be considered delinquent in their duties. Their absences will be considered an implied resignation.
  - 1. The President shall notify the Board of the implied resignation and the Board will take action.
  - 2. The President will notify the member, in writing, of the Board's action.
  - 3. The member may appeal the action of the Board in writing the Executive Secretary within ten days of notification.

Article VII  
Duties of Officers and Directors

Any public statements on issues related to science education, or Association business must reflect official PSTA position and not personal feelings.

A. President

The President shall:

- 1. represent PSTA at the annual meetings of NSTA chapters within NSTA District IV;
- 2. invite to the Convention the Presidents from the District IV states and the current NSTA President who will be in office during the annual PSTA convention. These invitations must be coordinated through the President-Elect and the convention committee.
- 3. provide copies of all correspondence to the Executive Secretary;
- 4. attend meetings of all committees;
- 5. upon the Board's action on a request for an initial or continuing affiliation, send a letter informing that group of the Board's actions;
- 6. send all contracts to the Executive Secretary and Treasurer for approval;
- 7. arrange for meetings of Executive Committee and/or Board of Directors as required;
- 8. consult with the Chair nominee of each committee regarding the charge and the direction envisioned for the committee; and
- 9. collaborate with the Executive Committee in the development of committee memberships.

B. President –Elect

The President-Elect shall:

1. serve as Chair of the Convention Committee;
2. recommend to the President, for Board approval, members to serve as convention committee chairs prior to the first meeting of the Convention Committee;
3. present a budget for the annual convention no later than the second Board meeting of the calendar year;
4. conduct pre convention meetings;
5. develop and present to Board of Directors a post convention report,
6. report the status of the convention plans at each Board meeting;
7. serve as a non-voting member of all committees;
8. represent PSTA at the National Congress on Science Education summer meeting and District IV meetings;
  
9. provide copies of all correspondence to the Executive Secretary;
10. present to the Board of Directors a list of potential dates and locations for the next year's Board meetings at the first Board of Director's meeting of the year. Two meetings of the Board of Directors shall be held at non-convention site locations and shall be equitably distributed across the Commonwealth; and
11. present to the Board Directors a list confirmed dates and locations for the next year's Board meetings no later than the third Board of Director's meeting of the year.

C. Vice President

The Vice President shall:

1. provide copies of all correspondence to the Executive Secretary;
2. serve as non-voting member of all appointed committees; and
3. use the year to prepare for duties in subsequent years.

D. Immediate Past-President

The Immediate Past-President shall:

1. provide copies of all correspondence to the Executive Secretary;
2. coordinate the Past President's Breakfast at the PSTA annual convention.

E. Executive Secretary

The Executive Secretary shall:

1. maintain the association records which includes Constitution, By-Laws, Policy, Procedures and Rules Manual, minutes of all meetings, all correspondence, financial records, and contracts;
2. attend meetings of the Executive Committee, Convention Committee, Board of Directors, and other committees'
3. be actively involved in publicity activities/fundraising;
4. receive and sign all requests for expenditures from the regular PSTA account before forwarding to the treasurer for payment.
5. shall individually be empowered (as is the Treasurer) with signatory authority at any financial institution where PSTA holds accounts; and
6. co-sign all contracts with Treasurer.

#### F. Treasurer

The Treasurer shall:

1. provides copies of all correspondence to the Executive Secretary;
2. co-sign al contracts with the Executive Secretary;
3. forward to the Executive Secretary or designee, in a timely manner, the financial records to be archived;
4. be individually empowered (as is the Executive Secretary) with signatory authority at any financial institution where PSTA holds accounts;
5. open and keep current bank accounts for the efficient operation of the organization;
6. make available to committees and Board members the necessary vouchers and procedures for the dispersal of funds for the operation of the association.
7. make recommendations to the Board as to the purchasing and the repair of any equipment for the efficient operation of the Association; and
8. keep an inventory of all PSTA equipment.

#### G. Recording Secretary

The Recording Secretary shall:

1. provide copies of all correspondence to the Executive Secretary;
2. provide information distributed during Board Meetings to members who were unable to attend the meeting;
3. arrange for a designated replacement to carry out the duties of the Secretary in the event that the Recording Secretary is unable to attend any meeting specifically required by the Constitution, By-Laws, or Policy Manual; and
4. provide an updated leadership list when directed by the President.

## H. Regional Representatives

Regional Representatives shall:

1. be the link between the Board of Directors and members in their region.
  - a. Keep members informed of PSTA activities
  - b. Obtain from the membership committee a list of current and non-current members from the region. Solicit memberships from non-current members.
2. communicate with the members of the regions at least once per year.
3. take an active role in PSTA convention publicity and solicit presentation proposals.

## I. College Representatives

College Representatives shall:

1. communicate with all post-secondary institutions within their district at least once per year to keep them informed of PSTA activities and membership; and
2. take an active role in PSTA convention publicity and solicit presentation proposals.

## ARTICLE VIII

### Committees

#### A. Auditing

The Auditing Committee shall:

[reserved]

#### B. Convention

The Convention Committee shall:

1. consist of the registration chair, program chair, exhibits chair, and those other chairs the President-Elect deems necessary;
2. be presented to and approved by the Board of Directors; and
3. submit for approval by the Board of Directors, registration fees, meal prices and other financial matters.

#### C. Legislative

The Legislative Committee shall:

1. distribute position statements on time-critical issues affecting science education, with prior approval of the Executive Committee;
2. provide pertinent information and position statements to the Board of Directors for reaction and approval; and
3. distribute information and/or position statements approved by the Board of Directors to the appropriate venues.

#### D. Membership

The Membership Committee shall:

1. distribute information from the membership database to those identified in the By-Laws and any other approved by the board of Directors to have access to such information. The information contained in the membership database is protected and shall only be used to advance the purpose of PSTA.
2. provide, upon request, membership mailing labels to appropriate Board members.
3. enter all hard copies of membership received into the JoinScience database;
4. submit a listing of memberships and checks for deposit to the Treasurer;
5. notify new members that their membership applications have been received and processed; and
6. notify existing members when their memberships are about to expire and the process for renewing them.

#### E. Nomination Elections

The Nominations and Election Committee shall:

1. present at least one qualified candidate for each office.
  - a. If any member of the Nominations and Elections committee chooses to run for office, they must adhere to the following guidelines:
    - i. They must notify the President and immediately resign from the committee.
    - ii. The prospective candidate must submit their materials for consideration no later than thirty days prior to the close of the nomination period as noted by the postmark on their materials.
  - b. In positions where no qualified candidate is nominated for office, that position will be filled by a recommendation of the President and appointment by the Board of Directors at the following January meeting.
  - c. No person previously removed from any elected or appointed position shall be eligible for election or appointment.
2. conduct elections in accordance with Article V of the By-Laws and present the election results at the General Membership meeting and report the results to the Board at the Board of Directors meeting held during the annual convention.
3. prior to the convention, communicate the results of each race in writing to each person listed on the ballot in that race.
4. present to the Board of Directors any request for the extension of the nomination deadline. This deadline may only be extended by action of the Board of Directors.



5. accept only position statements and biographical information that submitted in camera ready format and meet the specified requirements for length.
6. conduct elections according to the following guidelines:
  - a. Names on the ballot shall be placed in random order for each office.
  - b. The ballot shall be presented on a stamped, self-addressed postal card.
  - c. The election package shall include the following:
    1. A cover letter stating the contents of the package and the postmark date by which the ballots must be returned.
    2. The position statements and biographical information for each candidate, and
    3. A self-addressed, stamped postcard.
  - d. Any additional materials produced and/or distributed in support of a person standing for election will be deemed campaigning and are not permitted under the rules. The candidacy of that person may be considered null and void pending the review of the Board of Directors.

#### F. Horizons

The Horizons Committee shall:

1. meet at least once a year to evaluate and revise the strategic plan of the Association and submit it to the Board of Directors for approval and implementation; and
2. be comprised of members representing a cross-section of educational levels and business and industry partners, tenure in the Association and geographic distribution.

#### G. Awards

1. The Awards Committee shall:
  - a. evaluate and recommend the establishment of awards to the Board of Directors
  - b. seek funds for established awards;
2. The Committee shall be chaired by the Immediate Past-President, and consist of four (4) additional members appointed by the President, including two Past-Presidents.
3. The establishment of any award program must support the purposes of PSTA, maintain the financial stability of the Association, and must not diminish established awards.
4. If an individual, group, or organization wishes to establish an award program, the policy and procedure for such an award program will be by action of the Board of Directors upon recommendation of the Awards Committee.

5. The program booklet of the annual convention will include a listing of all awards conferred by the Association, the dates conferred and the names of the recipients.
6. The Association has, by Board action, established the following awards.
  - a. Fellows Award
    1. This is the most prestigious award proffered by PSTA and the requirements are equally stringent.
    2. It recognizes truly outstanding achievement in science education and outstanding service to the members of PSTA over a period of at least ten (10) years.
    3. Requirements for seeking the award are:
      - a. Membership in PSTA for at least ten (10) years.
      - b. Service to the association as may be demonstrated by:
        1. Serving as an officer;
        2. Serving on committee;
        3. Presenting programs at conventions and other meetings;
        4. Promoting membership
        5. Publishing in *Exchange*; and
        6. Other requirements as determined by the Awards Committee.
      - c. Service to science education at the local, state, and national levels may be demonstrated by:
        1. Leadership which promotes the purpose of PSTA;
        2. Serving on appropriate non-Association committees;
        3. Presenting at conferences outside of the Association;
        4. Publishing in appropriate journals; and
        5. Other contributions as determined suitable by the Awards Committee.
    4. The award shall consist of:
      - a. An engraved plaque
      - b. A medallion, appropriately struck (designed and engraved), on a ribbon which the recipient can wear at appropriate events;
      - c. A Life membership in PSTA; and
      - d. Complimentary registration, meals, and lodging for one day and night at the meeting at which the award is made.

- b. Leadership in Science Education Award
  - 1. This award is made to an individual – not a classroom science educator- or an organization which over a period of at least five (5) years has made outstanding contributions in the support of PSTA, and individual members of PSTA.
  - 2. No more than two awards will be given in any year.
  - 3. The Leadership in Science Education award shall consist of:
    - a. An appropriately engraved plaque; and
    - b. A complimentary registration and meal at the meeting at which the award is conferred.