

THE
BY-LAWS
OF THE
SOCIETY
FOR
COLLEGE
SCIENCE
TEACHERS

THE SOCIETY FOR COLLEGE SCIENCE TEACHERS BY-LAWS

Article I – Name and Origin

The name of the organization shall be the Society for College Science Teachers, hereinafter referred to as the Society. The Society was established on 24 March 1979, when the resolution calling for its origin was unanimously approved by the 105 persons attending the organizational meeting held in Atlanta, Georgia. The Society affiliated with National Science Teachers Association on 20 March 1980 and incorporated in the State' of Texas on 1 December 1980.

Article II – Resolution

The specific purpose of the Society is to provide a forum for interdisciplinary interactions among college science teachers, to foster improvement in the teaching of science at the college level, to emphasize science's societal and cultural significance, to disseminate appropriate knowledge on available sources and resources, and to give college science teachers greater influence on matters that affect them. The Internal Revenue Service requires that to qualify as a tax exempt organization under section 501 (c-3) of the Internal Revenue Code, the Society For College Science Teachers must be organized exclusively as a charitable, religious, educational and scientific purposes.

Furthermore, the specifications require that no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activity not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c-3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c-2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III - Membership

Section 1: Membership shall be open to all those who are, have been, or are interested in becoming engaged in the teaching of college science, and to those affiliated with a science discipline who have an interest in supporting the purpose of the Society.

Section 2: There shall be the following classes of membership: active members, charter members, honorary members, affiliate members, emeritus members, and student members. The qualifications for each class of membership shall be:

- A. **Active Members:** Any person who has been or is a teacher, a teaching assistant, a fellow in a college or university, or is affiliated with a science discipline with an interest in supporting the purpose and goals of the Society, and has paid current membership dues shall be an active member.
- B. **Charter Members:** Members who first joined the Society prior to 31 March, 1981 shall be considered charter members.
- C. **Affiliate Members:** Individual and corporate or commercial organizations ineligible for active membership in the Society under these By-Laws, may become affiliate members, by subscribing to the goals of the Society and paying affiliate dues. Affiliate members shall enjoy all privileges of membership except voting and eligibility for elective office.
- D. **Honorary Members:** Distinguished persons, not Society members, upon whom the Society may from time to time wish to bestow special honor, shall be deemed honorary members. The Executive Board described in Article V shall establish criteria and selection procedures for naming honorary members, and shall publicize such procedures and criteria to the Society members. In addition, as provided in Article VII, Section I, the Membership committee may nominate distinguished persons for honorary membership to the Society. Honorary Members shall enjoy all privileges of membership except voting and eligibility for elective office.
- E. **Emeritus Members:** Active members who have retired from active service in college science education shall be eligible to become emeritus members by application to the Executive Board. The Executive Board shall establish the criteria and selection policies which shall be published to the membership.
- F. **Student Members:** Open to science students in colleges and universities who are considering the teaching of science at an institution of higher education. The dues for a student member is substantially lower than it is for other members of the Society.

Section 3: Other membership categories may be designated by the Executive Board from time to time.

Section 4: Membership categories listed herein may also be abolished by amendment to these by-laws as provided elsewhere. Membership categories

established by action of the Executive Board may be abolished by the action of the Executive Board according to its rules and procedures.

Section 5: Members may resign from the Society by letter to the Membership Chair. No further notification by the member or by the Society is required.

Section 6: Dues and Calendar

- A. The annual dues shall be established by the Executive Board. If co-membership continues as it has in the past, the Executive Director of NSTA shall be consulted in order to determine the portion of dues to be allocated to the National Science Teachers Association. Notice of annual dues shall be published in the Newsletter, Programs and Abstracts, the SCST Mini-Program, and on the SCST Website.
- B. The annual dues billing statement shall be the only notice of impending delinquency and cessation of membership privileges.
- C. For the purpose of budget and membership, the term, "year," shall refer to the fiscal year of the Society, which shall be the calendar year.

Article IV – Officers

Section 1: The elected officers of the Society shall be the President, President-Elect, Immediate Past President, Secretary-Treasurer, Councilors-at-Large, and the National Membership Chair.

Section 2: The appointed officers of the Society shall be the Editor, Historian, and the Webmaster appointed by the President in consultation with the Executive Board. The position of Webmaster was incorporated as an appointed office at the national meeting in Atlanta, Georgia in 2004. The position carries all the services and benefits of the other appointed officials

Section 3: No member shall hold more than one office at a time.

Section 4: Duties of the Officers

- A. The officers shall perform the duties prescribed by the By-Laws and by the parliamentary authority adopted by the Society.
- B. The **President**, as the Chief Executive Officer of the Society, shall preside at all meetings of the Society and Executive Board. The President shall:
 - 1. Prepare the agenda for meetings of the Executive Board and the annual business meeting of the Society.
 - 2. At the beginning of the term of office appoint:

- a. The Editor, Historian, and Webmaster to two-year terms.
- b. Standing committee, members and chairs to one-year terms
- c. Representatives to other organizations.

3. Appoint *ad hoc* committee members and chairs as the need arises.

4. Serve *ex officio* on the Alliance of the Affiliates of the National Science Teachers Association as a member of all committees except the Nominating Committee.

C. The **President-Elect** shall:

1. Organize the activities (program, social, poster session, session reservations, business meeting) for the annual meeting.

2. Serve *ex officio* as member of all committees, except the Nominating Committee.

3. Assume the duties of the President in the event of absence or disability of the President.

4. Perform such other duties as directed by the President and the Executive Board.

5. Succeed to the office of the President for the remainder of the term should that office become vacant between elections.

D. The **Immediate Past President** shall:

1. be the most recent Past President,

2. chair the Nominating committee as provided in Article IV, Section 4,

3. chair the Advisory Council as provided in Article V, Section 6,

4. perform such other duties as the President and/or Executive Board directs

E. The **Secretary-Treasurer** shall:

1. Maintain the official record of the proceedings of the Society and meetings of the Executive Board.

2. Maintain the Society's Operation Policies Documents.

3. Maintain the financial records of the Society.

4. Prepare the financial reports of the Society.

5. Report on the Society's finances and budget at the Annual Business Meeting and in the Newsletter at least annually.
6. Represent the Society in the conduct of its business affairs
7. Serve as teller for election ballots as provided in Article IV, Section 4C, and report the results of the balloting as also provided in Article IV, Section 4C.
8. Attend to such other matters pertaining to finances, communications and records as designated by the Executive Board or President.

F. The **Councilors-at-Large** shall:

1. Serve on the Executive Board in such capacity as is appropriate to the needs of the Society.
2. Perform ad hoc duties assigned by the Executive Board at its meetings.
3. Report to the Executive Board at its meetings.

G. The **National Membership Chair** shall:

1. Obtain and maintain the official membership records of the Society.
2. Provide the Executive Board and the general membership with summary reports on the status of membership in the Society on at least an annual basis.
3. Chair the Membership committee as provided in Article VII.
4. Attend to such other matters pertaining to recruiting and retaining membership as designated by the Executive Board or President.

H. The **Editor** shall:

1. Supervise the production and distribution of all formal publications of the Society, including the Newsletter.
2. Make recommendations to the Executive Board on publication policies, schedules, style, appearance and budget.
3. Attend to such other matters pertaining to the formal publications of the Society as designated by the Executive Board or President

I. The **Historian** shall:

1. Collect, organize, and secure the historical records of the Society for useful and legitimate access.
2. Prepare a narrative account of the Society's activities during the term of office which, when approved by the Executive Board, becomes part of the Society's official history.

J. The **Webmaster** shall:

1. Create and maintain the SCST website and other avenues of electronic communication used by the Society
2. Track and maintain the Society's domain name.
3. Make Recommendations to the Executive Board on the polices, schedules, style, appearance, features, security, services and budget for all electronic communication services of the Society.
4. Attend to such other matters pertaining to the Society's avenues of electronic communication as designated by the Executive Board or President.

Storage & Security: Currently the website is hosted by the Webmaster's Institution of employment. It was discussed that SCST was to initiate a more neutral location to be decided on at a later date (Denver 2007).

Section 5: Nominations and Elections

- A. A Nominating Committee, chaired by the Immediate Past President and composed of four other Society members not Executive Board members, shall be appointed by the President promptly upon assuming office and at the same time in the second year of office. It shall be the duty of this committee to meet in closed session and to nominate and present to the Executive Board candidates for open elective office by the date of the Autumn Meeting of the Executive Board.
- B. The ballot shall be distributed to the membership by inclusion in the Newsletter and there shall be write-in provisions on the ballot for all open positions.
- C. The Secretary-Treasurer shall serve as teller for election ballots and shall report the results of the balloting to the Executive Board in a timely manner, but before the annual business meeting of the Society. In the event that the

Secretary-Treasurer is a candidate for office, the President shall designate a substitute teller.

Section 6: Term of Office and Succession

- A. Terms of the elected officers begin and end at the close of the annual business meeting of the Society.
- B. The President shall serve a two-year term of office and, upon completion of the term of office, has automatic succession to the office of Immediate Past-President for one two-year term.
- C. The President-Elect shall serve a two-year term with automatic succession to the office of President for a two-year term in that office.
- D. The Secretary-Treasurer shall be elected for a three-year term and may be re-elected to one additional consecutive three-year term.
- E. Councilors-at-Large shall be elected to a two-year term s—and may be re-elected to one additional consecutive term. Two Councilors-at-Large shall be elected each year to provide staggered terms and a balanced representation of membership.
- F. The National Membership Chair shall be elected for a three-year term and may be re-elected to one additional consecutive three-year term.
- G. The Editor shall be appointed to a two-year term by the President when the latter assumes office.
- H. The Historian shall be appointed to a two-year term by the President when the latter assumes office.
- I. The Webmaster shall be appointed to a two-year term by the President when the latter assumes office.
- J. Officers hold their position for their designated term or until their successors are elected or appointed.

Section 7: Vacancies

- A. In the event that an elected or appointed officer does not complete the term, the vacancy shall be filled by a Presidential appointment with concurrence of the remaining Executive Board. Said appointment shall be until the next regularly scheduled election, at which time election shall be to fill the unexpired term.
 - 1. An elected or appointed officer wishing to resign his or her position should submit to the Society's President a written letter clearly stating

his or her intentions at least two weeks before to the next Executive Board Meeting.

2. An elected or approved officer not upholding his or her agreed responsibilities under Article 4. Section 4 can be removed from office by a 2/3s majority vote of the Executive Board
 3. An elected or approved officer found guilty of an unprofessional or illegal act can be removed from office by a 2/3s majority vote of the Executive Board
- B. In the event that the President-Elect does not complete the term of office, that vacancy shall be filled by a special election of members.

Article V – Executive Board

Section 1: The elected officers of the Society, and ex officio the President of the National Science Teachers Association, or designee, as a non-voting member, constitute the Executive Board of SCST.

Section 2: The Executive Board shall:

- A. Have full power and authority over the affairs of the Society, except election of Society officers and adoption of the annual budget.
- B. Meet at least twice each year, once in the autumn and once in the spring. One meeting shall be held in conjunction with the Society's annual meeting.
- C. Report to the SCST membership on all actions taken, all policies enacted, and all standing rules adopted by the Society. Information concerning these procedures shall be entered into a Standing Rules document which shall also contain these By-Laws.

Section 3: In addition to the above, to help advance the goals of the Society, the Executive Board may:

- A. Authorize grants-in-aid to Regional Sections, described in Article VIII
- B. Authorize grants-in-aid or other awards to Society members.
- C. Authorize expenditure of funds for affiliation with other societies or organizations.

Section 4: The legal transactions of the business of the Society shall require a quorum for all deliberations of the Executive Board. A quorum of the Executive Board is defined herein as a majority of the Executive Board membership.

Section 5: Executive Board meetings normally shall be open to members of the Society; however the Executive Board may meet in closed session at the option of its Chair.

Section 6: An Advisory Council to the Executive Board shall consist of Past Presidents of the Society and other individuals as deemed appropriate by the President or Executive Board. Meetings of the Advisory Council shall be chaired by the Immediate Past President.

A The Advisory Council to the Executive Board shall make policy recommendations to the Executive Board annually based upon a review of the Society's activities.

B. The Advisory Council may hold its meetings in conjunction with the Society's annual meetings.

C. The President and President-Elect may attend Council meetings, but shall not vote.

Article VI - Meetings

There shall be an annual meeting of the members of the Society normally held at the same general location and during the same time as the National Convention of the National Science Teachers Association. The agenda shall be determined by the President in consultation with the Executive Board. A report of the meeting shall be published in the Newsletter. The agenda shall include adoption by the membership of an annual budget for the following year.

Section 1: The time and place of the annual meeting shall be announced in the Newsletter.

Section 2: Special meetings of the Society can be called by the President with approval of the Executive Board. The purpose of the meetings shall be stated in the call, and except in cases of emergency, at least 30 days notice shall be given.

Section 3: A quorum for all Society meetings shall be all members who are in attendance.

Article VII – Committees

Section 1: The Membership Committee, a standing committee, chaired by the National Membership Chair and composed of Society members representative of all states and regions, designated as local or state membership chairs, shall be appointed by the President upon recommendation of the National Membership Chair. It shall be the duty of this committee to encourage interest

in the Society, recruit new members, and to assist the National Membership Chair. The Chair shall report to the Executive Board at regular meetings of the Board and to the membership through the Newsletter. The Membership Committee may from time to time, at its discretion and in accordance with Executive Board policy, nominate distinguished persons for honorary membership to the Society.

Section 2: Such other committees, standing or ad hoc, shall be appointed by the President as Chief Executive Officer when it is deemed necessary to carry on the work of the Society.

Article VIII – Regional Sections

Section 1: Members may organize a Regional Section to represent the geographic area where they reside. Upon petition by 20 percent of the membership of the proposed Section, the Executive Board shall prepare a mail ballot to be distributed to the general membership of the region by the Secretary-Treasurer. Upon approval by a plurality, such a Regional Section shall be organized, and shall operate according to these By-Laws.

Section 2: Regional Sections shall be listed in the Standing Rules Document according to the date of their establishment and approval by the Society. Each region shall provide for Officers and By-Laws consistent with those of the Society.

Section 3: Regional Sections may, in accordance with Article V, Section 3, request grants-in-aid from the Executive Board to fund their operation. Such grants shall represent a proportional share of the Society dues paid by members of that Regional Section. Regional Sections may assess their members additional dues, if deemed appropriate and beneficial to the Society and to the Regional Section by the Society's Executive Board.

Article IX - Publications

The Society Newsletter is the official vehicle for membership communication. The Journal of College Science Teaching is the preferred, referred journal for publication of education reports, articles, letters, position statements, or other written communications from Society members which are judged acceptable by the Journal's editors. The Society may sponsor other publications when circumstances and resources justify and permit.

The Executive Board recommended the potential publication of an additional journal, tied directly to the Society. Approved at the Denver (2007) regional meeting, this peer-reviewed journal will focus on research in the teaching of college science.

Article X – Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the Society and any special standing rules of order the Society may adopt.

Article XI - Amendments

Section 1: Amendments to these By-Laws may be proposed whenever three-fourths of the Executive Board deems it necessary, or whenever at least 5% of the members of the Society by petition to the Executive Board deem it necessary. The President shall then direct the Secretary-Treasurer to publish notice of the proposed amendment to the full membership, with full text of the amendment, not less than 60 days before a ballot is distributed to the membership.

Section 2: The proposed amendment shall be adopted if approved by a 2/3 s of those voting.

Article XII – Dissolution

Should the Society elect to dissolve, its assets shall be assigned to the National Science Teachers Association with the stipulation that they be used to attain the goals of the Society. It is hereby noted that, if the above provision is not achievable, do to foreseen and unforeseen circumstances, upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization of organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XIII

These revised By-Laws shall become effective on 20 March 2009, replacing the Society's Constitution and By-Laws documents previously approved by the membership and Executive Committee.

Revised and Approved:
March 2009
T. Lord & D. French