

ILLINOIS SCIENCE TEACHERS ASSOCIATION

OPERATING POLICIES

**APPROVED BY BOARD OF DIRECTORS
NOVEMBER 2010**



ILLINOIS SCIENCE TEACHERS ASSOCIATION

OPERATING POLICIES

ARTICLE I – PREAMBLE

Section 1. Name:

The name of the organization shall be the Illinois Science Teachers Association. In these operating policies, the shorthand ASSOCIATION shall identify the organization. It shall be a nonprofit organization incorporated under the laws of the State of Illinois.

Section 2. Mission:

The ASSOCIATION is organized exclusively for scientific and educational purposes. The mission of ISTA is to promote excellence in science teaching and learning throughout Illinois.

Section 3. Parliamentary Authority:

Robert's Rules of Order, latest edition, shall prevail unless specifically covered by the By-Laws or Operating Policies. The President-Elect shall serve as the parliamentarian.

ARTICLE II – MEMBERSHIP

Section 1. Eligibility for Membership:

The membership of the ASSOCIATION shall be open to all interested in science and/or education.

Section 2.

Classes of Membership: The qualifications of the two classes of members shall be:

- A. VOTING MEMBER – Any person subscribing to the Purpose of the ASSOCIATION and who has paid membership dues shall be a voting member of the ASSOCIATION. Membership further entitles the person to a subscription to the *Spectrum*; notification of regional conferences and meetings; invitations to science issue activities; participation on the ISTA listserv; and a reduced registration fee for the Annual ISTA Conference.
 - i. Regular Member-Any person who has paid full membership dues is eligible to hold office as a member of the Executive Committee as well as serve on the Board of Directors.
 - ii. Initial Certificate Member-A beginning teacher in their first through fourth year of teaching service, possessing an Initial Illinois Teaching Certificate and has paid Initial Certificate dues. An Initial Certificate Member is eligible to hold office as a

member of the Executive Committee as well as serve on the Board of Directors.

- B. NONVOTING MEMBER– Associate, Student, Honorary and Institutional Members must subscribe to the Purpose of the ASSOCIATION and shall have the same privileges as voting members but may not vote or hold office. Specific privileges are detailed in the following sections
- i. Associate Member -A person interested in science and/or education, who has paid associate dues, shall be an Associate Member of the ASSOCIATION. Associate Members may be retired from teaching science or in commercial or non-commercial enterprises associated with science or science education.
 - ii. Student Member -Any regularly enrolled student majoring in science or preparing to teach science and has paid associate dues, shall be a student member of the ASSOCIATION.
 - iii. Honorary Member-Any person shall be eligible for election to honorary membership provided that such a person shall have demonstrated a distinguished career in teaching or research in science, or shall have contributed outstanding service to the ASSOCIATION. Nominations to honorary membership shall be proposed, in writing, to the Board of Directors by at least ten voting members of the ASSOCIATION. Such nominations shall be supported by appropriate bibliographical information. A duly proposed candidate, upon receiving endorsement of four-fifths of the Board of Directors voting, shall be declared an honorary member.
 - a. Honorary Life Member – shall be considered ASSOCIATION members for life; shall receive the Spectrum for life or may designate a library of their choice to receive the Spectrum.
 - b. Honorary Term Member – shall be considered ASSOCIATION members for one year; receive the Spectrum and all ASSOCIATION mailings for a one-year term. This may be granted in recognition of awards including, but not limited to, the Presidential Awards.
 - iv. Institutional Member – entitles the member institution, for a period of one year, to two subscriptions to the Spectrum; notification of regional conferences and meetings; invitations to

science issue activities; and a reduced registration fee for the Annual ISTA Conference for a maximum of three members of the institution.

Section 3 Duration of Memberships:

The membership year of this ASSOCIATION shall begin for each member at the time of their application for membership and payment of dues for their membership is processed. Membership to this association will extend one calendar year from the date of each member's processed application and will be granted in yearly increments. Continued membership is contingent upon being up-to-date on membership dues.

Section 4 Resignation and termination:

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

ARTICLE III – REGIONAL ORGANIZATION

Section 1. Regions:

The ASSOCIATION shall be divided into seven regions

- Region I McHenry, Lake, Kane, Cook except Chicago, DuPage, Kendall, Will, Grundy, Kankakee
- Region II Jo Daviess, Stephenson, Winnebago, Boone, Carroll, Ogle, DeKalb, Whiteside, Lee, Rock Island, Henry, Bureau, LaSalle, Putnam, Marshall, Mercer
- Region III Henderson, Warren, Knox, Stark, Peoria, Hancock, McDonough, Fulton, Tazewell, Schuyler, Mason, Adams, Brown, Cass, Menard, Pike, Scott, Morgan, Sangamon, Christian
- Region IV Woodford, Livingston, Ford, Iroquois, McLean, Logan, DeWitt, Piatt, Champaign, Vermillion, Macon, Shelby, Moultrie, Douglas, Edgar, Coles, Cumberland, Clark
- Region V Calhoun, Greene, Macoupin, Montgomery, Madison, Bond, St. Clair, Clinton, Monroe, Washington, Randolph, Perry, Jersey
- Region VI Fayette, Effingham, Jasper, Crawford, Marion, Clay, Richland, Lawrence, Wayne, Edwards, Wabash, Jefferson, Franklin, Hamilton, White, Jackson, Williamson, Saline, Gallatin, Union, Johnson, Pope, Alexander, Pulaski, Massac, Hardin
- Region VII Teach in the City of Chicago

Section 2. Regional Directors:

Two persons from each region determined by the county or city in which they work shall be elected as regional directors of the particular region for a total of fourteen Regional Directors.

Section 3. Compensation:

The Regional directors receive no compensation other than reasonable expenses.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Board role, size and compensation:

The Board of Directors is responsible for overall policy and direction of the ASSOCIATION and delegates responsibility of day-to-day operations to the Executive Director, Executive Committee, and committees. The Board shall be composed of the elected officers and the 14 regional directors.

Section 2. Terms:

No member of the Board of Directors shall hold the same office for more than two consecutive, full terms. Each term shall be for two years.

Section 3. Vacancies:

The death, resignation, or failure to fulfill official duties by a member of the Board of Directors shall constitute a vacancy. A majority vote of the Board of Directors is necessary to determine if there has been a failure to fulfill official duties. Prior to such a vote, the individual in question will be invited to address the Board of Directors. In the event of a vacancy in the Board of Directors other than that of the President and/or President-Elect, the vacancy shall be filled by appointment of the Executive Committee. In the event that a vacancy occurs in the office of President and/or President-Elect, the resulting vacancy shall be filled in accordance with the succession procedures in Article IV, Section 4.

Section 4. Succession:

In the event of the death, resignation, or failure to fulfill official duties by the President and/or President-Elect this succession procedure shall be followed:

- A PRESIDENT – The Vice-President shall assume the office of President if vacated.
- B PRESIDENT-ELECT – The Board of Directors shall approach the first runner-up from the most recent election to fill the vacancy. If that person cannot serve, the Board of Directors shall assume responsibility for filling this office.

Section 5 Regular meetings and notice:

The Board shall meet at least three times each year, at time and place set by the President. An official Board meeting requires that each Board member have written notice at least two weeks in advance.

Section 6 Quorum:

A quorum must be attended by at least forty percent of Board members for business transactions to take place and motions to pass.

Section 7 Special meetings:

Special meetings of the Board shall be called upon the request of the President, or one-third of the board. The Secretary shall send out notices of special meetings to each Board member at least two weeks in advance.

Section 8: Emergency Meetings:

An emergency business meeting of the Board may be called between regularly scheduled meetings in order to enable the Board to respond to time sensitive issues. An emergency business meeting may be called using electronic protocols and other communications methods.

The following process will be followed in the event emergency Board action needs to be taken between regularly scheduled meetings:

a) A formal motion must be sent by the initiator to the President of the ASSOCIATION for consideration of the ISTA Executive Committee. The initiator may be a member of the ISTA Board or Executive Committee. The motion must include the specific wording for action and a brief explanation and rationale for immediate action. Approval on the motion shall be granted by a simple majority of the Executive Committee. A decision on the approval for action on the motion shall be made by the ISTA Executive Committee within one week of submission.

b) If approved for action by the Executive Board, the President will present the proposal to the ISTA Board electronically for their consideration.

c) A period of one-week will be allotted for the discussion on the proposed motion. Discussion of the motion shall be conducted via one or more conference calls. These calls shall be scheduled to facilitate conversation among Board members and shall be scheduled to accommodate Board members' schedules and availability. A minimum of 3 days notice will be given for such a meeting. A quorum shall consist of at least forty percent of the voting members present at the emergency meeting(s) via conference call or electronic forum participation. A member shall be considered present for the meeting via a conference telephone, computer conference call, electronic forum, or similar communications equipment, by means of which all persons participating in the meeting can

communicate with each other at the same time. Participation by such means shall also constitute presence in person at a meeting and therefore qualifies for voting.

d) Following the one-week discussion period, the President shall call for a vote on the motion with a maximum three-day period for collecting all votes. All issues to be voted on shall be decided by a simple majority of those present and participating at the emergency Board meeting(s). Members voting by electronic mail and other authorized means of electronic transmission will have 48 hours to vote once the online polling process opens.

e) In order for a motion to pass, there must be a simple majority of all votes cast. Board members may vote "present" in order to abstain. The vote will be announced electronically within one day after the close of voting, and will become effective immediately. The action will be entered into the ISTA Board meeting minutes at the next regularly scheduled Board meeting.

ARTICLE V – DUTIES

Section 1. Officers, Executive Committee and Duties:

There shall be five elected Officers of the ASSOCIATION which shall be the President, Vice President, President-Elect, Past-President and Secretary. The duties of the Officers and other Board Members shall be those as prescribed by parliamentary procedures and/or the ASSOCIATION. The Executive Committee shall be comprised of the 5 elected Officers of the ASSOCIATION and shall also include the Treasurer and Executive Director as non-voting, ex-officio members.

Section 2. President:

The President shall preside at all business sessions and at all meetings of the Executive Committee and of the Board of Directors. The President shall appoint Standing Committee Chairpersons, subject to ratification by the Executive Committee. The President, with the approval of the Executive Committee, can create Ad Hoc committees. The President, under the direction of the Board of Directors, shall have general charge of the affairs of the ASSOCIATION and must ensure its operating policies and procedures are followed. The President shall be a member ex-officio, without vote, of the Standing Committees; shall be a member of NSTA; and shall, if possible, while holding office, attend the NSTA Annual Meeting. The President is a member of the Executive Committee.

Section 3. Vice President:

The Vice-President shall perform the duties of the President in the absence

of the President and shall assume the office of the President, if vacated. The Vice-President shall be an ex-officio member, without vote, of all Standing Committees and shall chair the Finance Committee. The Vice-President shall be a member of the NSTA. The Vice President is a member of the Executive Committee.

Section 4. President-Elect

The President-Elect shall work cooperatively with the President in administering the affairs of the ASSOCIATION, serve as the parliamentarian, serve on the Executive Committee, and shall be a member of NSTA.

Section 5. Past-President

The Immediate Past-President shall advise and assist the President in the performance of the duties of the office, serve on the Executive Committee, serve on the Archives Committee, and conduct the elections of the ASSOCIATION.

Section 6. Secretary

The Secretary shall serve on the Executive Committee and keep an accurate record of the proceedings of the ASSOCIATION, of the Executive Committee, and of the Board of Directors. The Secretary shall send copies of the minutes of these meetings to all members of the Board of Directors within two weeks of the meeting. One validated copy of all the minutes is to be placed in the Archives. The Secretary shall perform other duties as directed by the President.

Section 7. Treasurer.

The Treasurer shall be appointed by the Board of Directors upon recommendation of the Executive Committee. The term of office is at the discretion of the Board of Directors. The Treasurer shall keep a complete record of receipts and disbursements with all disbursements authorized by the President. The Treasurer shall prepare and present financial reports, including monthly statements and proposed budgets, as required by the ASSOCIATION and directed by the Finance Committee. The Treasurer shall arrange to have the financial records audited by a recognized professional auditor at the end of each fiscal year. The Treasurer is a member ex-officio on the Executive Committee. A stipend may be paid to the Treasurer.

Section 8. Emergency Powers:

The Executive Committee, in the case of an emergency, shall have the power to act for the Board of Directors. The Board shall be notified of all emergency actions as soon as is practical, but in a time period not to exceed two weeks.

Section 9. Regional Directors:

The Regional Directors shall attend Board of Directors meetings and assist the Officers with their duties by serving on committees as needed. Each region may host one professional development opportunity in their region each fiscal year. They shall represent the ASSOCIATION at regional and state activities, shall serve as advocates for the ASSOCIATION, and encourage membership in the ASSOCIATION.

Section 10. Absences:

It is expected that official duties of all members of the Board shall include attendance at a majority of Board meetings during any year. Non-attendance of Board meetings may be grounds for removal from office.

ARTICLE VI – STANDING COMMITTEES

Section 1. Committees and Duties:

The Standing Committees shall be: Archives, Awards, Conference, Finance, Membership, Nominations & Elections, Public Relations, and Publications. The terms of office of the Standing Committee chairpersons shall coincide with that of the President and they shall be appointed by the President within thirty days after taking office. The chair of each committee shall submit an end-of-year report of activities and expenditures to the Executive Director by January 15.

Section 2. Archives:

The Archives Committee shall be responsible for the collection and preservation of the records of the ASSOCIATION and other items of historical interest. The immediate Past-President and Treasurer shall be members of this committee.

Section 3. Awards:

The Awards Committee shall be responsible for the selection and nomination of individuals to be honored and recognized by the ASSOCIATION.

Section 4. Conference:

The Conference Chair and all Conference Committee members shall work closely with the Executive Director to develop a conference theme, plan and secure speakers, presentations, and workshops.

Section 5. Finance:

The Finance Committee shall propose a budget to the Board of Directors for adoption each fiscal year so that it can be presented at the annual membership meeting. The Finance Committee shall include, but not be limited to, the Vice President, Treasurer, and Executive Director.

Section 6. Membership:

The Membership Chair shall promote the membership of the

ASSOCIATION and analyze membership trends annually. Membership records shall be under the oversight of the Executive Director.

Section 7. Nominations & Elections:

The Nominations & Elections Committee shall secure candidates and prepare a suggested slate for evaluation by the Board of Directors and conduct the elections. This committee will be led by the immediate Past-President and include those Regional Directors whose terms are not up for election that year.

Section 8. Public Relations:

The Public Relations Committee shall promote the goals and image of the ASSOCIATION.

Section 9. Publication:

The Publication Committee shall be composed of the Editor and Editorial Advisory Committee with oversight of the creation and distribution of the *Spectrum*.

Section 10. Informal Science Partnerships:

The Informal Science Partnerships Committee shall work to form and support mutually beneficial partnerships with Illinois' informal science networks, as defined by their science educational expertise and resources generated beyond the traditional, formal classrooms, such as informal science organizations, nature centers, museums, etc.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Nominees:

The Nominations & Elections Committee (hereafter, within Article VII, the COMMITTEE) shall present a slate of nominees to the Executive Committee by December 1st. All nominees/applicants must be ISTA members. Nominations shall be solicited from the membership and the Board of Directors. It shall be the duty of the COMMITTEE to obtain acceptance of nominees, to verify ISTA membership, to develop a balanced slate, and to prepare the vitae to accompany both the online slate and the electronic ballot. It shall be the aim of the COMMITTEE to present at least two candidates for each office.

Section 2. Ballots:

It shall be the duty of the COMMITTEE and the Immediate Past-President to oversee the election process. Elections will be conducted primarily by electronic voting. Provisions for write-in votes shall be made.

Section 3. Election of Officers and Regional Directors:

Elections of Officers and Regional Directors shall be conducted by electronic ballot available to Voting Members for each biennium. The timelines and procedures for voting shall be established in advance by the

COMMITTEE and posted on the ISTA website no later than November 1. A period of at least two weeks shall be permitted for electronic voting. The electronic and paper votes shall be tabulated within one week of the close of the election. The President and candidates shall be notified of the results by the chairperson of the COMMITTEE within one week of the tabulation of the results. The COMMITTEE shall submit a final report of the election results to the Board including total number of eligible voters per region, total votes cast (including a breakdown of votes per region), and votes earned by each candidate per region/office. An ISTA member may request vote totals for the specific ISTA election for which he or she was a candidate. The request must be submitted to the President of the ASSOCIATION with assurances of professional confidentiality of the specific results of that office or directorship candidacy. The request will be directed the Elections Committee for immediate action and response within two weeks.

Section 4. Staggered terms:

Each region shall elect one Director at each biennial election for a two-year term. Each region shall elect one Director at each interim election for a two- year term.

Section 5. Rules:

All Officers and Regional Directors shall be elected by plurality vote of ballots received. In the event of a tie, the Board of Directors shall vote by secret ballot to determine the candidate elected.

Section 6. Start of Term:

The newly elected Officers and Regional Directors shall take office at the close of the Spring Board meeting, not later than April 1.

ARTICLE VIII – MEETINGS OF MEMBERS

Section 1. Regular Meetings:

There shall be one general business meeting of the membership of the ASSOCIATION each year held in conjunction with the annual conference.

Section 2. Special meetings:

Additional meetings of the membership of the ASSOCIATION may be scheduled by the Board of Directors as the need arises or in response to a petition signed by at least 10 percent of the voting membership.

Section 3: Notice of meetings:

Electronic notice of each meeting shall be given to each voting member, not less than two weeks prior to the meeting.

Section 4: Quorum:

The voting members present at any properly announced meeting shall constitute a quorum.

Section 5: Voting:

All issues to be voted on shall be decided by a simple majority of those present at the meeting when the vote takes place.

ARTICLE IX – DUES AND FISCAL YEAR

Section 1: Dues:

The annual dues shall be determined for each class of membership by the Board of Directors, but may not be changed more than once a year. The detailed fee structure shall be posted in the *Spectrum* and on the ISTA website

Section 2. Fiscal Year:

The fiscal year of this ASSOCIATION shall begin January 1 of each year.

ARTICLE X - EXECUTIVE DIRECTOR

Section 1. Duties:

The ASSOCIATION shall employ an Executive Director to perform administrative and leadership duties as determined by the Executive Committee including, but not limited to:

- A. REPRESENTATIVE – Serving as the chief administrative representative of the ASSOCIATION,
 - i. Serving as a liaison between the ASSOCIATION and NSTA, and other intrastate and interstate science organizations, as needed;
 - ii. Attending all meetings and conferences of the ASSOCIATION;
 - iii. Serving as fiscal agent in cooperation with the Treasurer and Finance Committee by assisting with budget planning and preparation; and
 - iv. Serving as ad hoc oversight facilitator for all ASSOCIATION committees to insure coherence and continuity.

- B. ARCHIVES – Providing oversight of the current and past records of the ASSOCIATION,
 - i. Maintaining the database of vendors and advertisers;
 - ii. Maintaining ASSOCIATION records including operating policies, minutes, contracts, insurance policies, operating policies, membership database and expense reports; and
 - iii. Coordinating the collection and preservation of the records of the ASSOCIATION and other items of historical interest.

- C. MEMBER COMMUNICATION – Coordinating communications of the ASSOCIATION,
 - i. Maintaining oversight of the ISTA website, to insure contractual obligations of webmaster are regularly met and that correct, updated information is posted for the membership.

- ii. Maintaining oversight of the *Spectrum*.
 - iii. Maintaining oversight of the ISTA list serv.
- D. BOARD COMMUNICATION – Coordinating communications of the Board of Directors, Executive Committee and committee chairpersons,
- i. Disseminating information to the Executive Committee, Board of Directors, appropriate parties and agencies;
 - ii. Providing for the logistical needs of all Board meetings, including, but not limited to reserving the meeting space, arranging for lodging, meals and needed equipment; and
 - iii. Assisting the President, as needed, with the preparation of Board and membership business meeting agendas.
- E. CONFERENCE COORDINATION – Coordinating the conferences of the ASSOCIATION,
- i. Serving as the Conference Coordinator for the annual conference as well as coordinating the ASSOCIATION'S participation in Science in the South and other regional conferences throughout the State, with responsibilities including, but not limited to, securing all contractual arrangements for site confirmation with approval of the Board of Directors, vendors, pre-conference mailings and oversight of conference planning;
 - ii. Working closely with the Conference Chair and all Conference Committee members to develop a conference theme, plan and secure speakers, presentations and workshops; and
 - iii. Coordinating plans and execution of the contract for the annual conference and exhibits.

Section 2. Reviews:

The job description and job performance of the Executive Director will be reviewed annually at the winter meeting of the Executive Committee. The job description will be revised as needed by the Executive Committee.

Section 3: Termination:

The Executive Committee may recommend dismissal of the Executive Director to the Board of Directors with a simple majority vote of the Executive Committee. The Executive Director is permitted to address the board. A majority vote is required of the Board of Directors at a properly convened meeting to terminate the employment of the Executive Director, effective immediately after the vote.

Section 4 Vacancy:

Upon the announcement of the vacancy in the position of executive director, an Ad Hoc committee shall be created by the president of the ASSOCIATION. This committee shall develop an application package for

announcing the notice of the opening and complete the review and recommendation process in a timely manner, optimally within three months of the announced vacancy.

Section 5 Selection:

The committee shall make a recommendation to the Executive Committee which in turn shall either recommend this candidate to the Board of Directors for their review and approval or reinstate the search. A majority vote is required of the Board of Directors at a properly convened meeting to initiate the employment of the Executive Director. The new Executive Director should be employed within three months of the departure of the former Executive Director.

Section 6 Interim Director:

The Executive Committee can appoint an interim Executive Director for a term not to exceed six months and this term cannot be renewed, except via the above selection procedures.

ARTICLE XI – AFFILIATED ORGANIZATIONS

Section 1. Affiliated organizations shall subscribe to Operating Policies and Procedures of the ASSOCIATION.

Section 2. The delegate to the ISTA Board of an affiliated organization and the presiding officer of the affiliate shall be members of ISTA.

Section 3. Affiliation with the ASSOCIATION is subject to approval by majority vote of the Board of Directors of ISTA.

ARTICLE XII – GENERAL PROVISIONS

Section 1. No substantial part of the activities of the ASSOCIATION shall be devoted to any but scientific and/or educational objectives.

Section 2. The net earnings and/or assets of the ASSOCIATION shall be used for, and only for, scientific and/or educational purposes and be used to promote the interests of the organization and shall not in any way accrue to any group or private individual.

Section 3. Upon dissolution, the assets of the ASSOCIATION shall be distributed by the Board of Directors in compliance with the Laws of the State of Illinois.

ARTICLE XIII — AMENDMENTS

Section 1 Procedures:

Proposed amendments to these operating policies must be submitted to the Secretary to be sent out with the Board announcements as part of a regularly scheduled Board meeting. The proposed amendment can be discussed and modified at this meeting, but may not be voted upon.

Instead, the proposed amendment must be voted upon at a subsequent, regularly scheduled meeting.

Section 2 Voting:

These operating policies may be amended when necessary by a simple majority of the Board of Directors at a regularly scheduled board meeting.

Section 3 Regular review of Operating Policies:

These operating policies shall be reviewed for modifications and corrections at a minimum of every two years by an Ad Hoc Committee appointed by the President.

CERTIFICATION

These Operating Polices were:

Approved at a meeting of the Board of Directors by a two-thirds majority vote
On June 25, 2010.

These Operating Policies replace all previous iterations of this document.

Secretary

Date

Previous Version of Operating Policies was dated November 14, 2009