

**ARTICLE I: Rules of Order**

“Roberts Rules of Order, Newly Revised” recent edition will be the authority on all questions of procedure not specifically stated in the ByLaws of the Minnesota Science Teachers Assn., Inc.

**ARTICLE II: Board of Directors (Board), Officers and Executive Board**

**Section 1:** There will be a representative body known as the Board of Directors (Board) which will consist of the Executive Board and other Members as designated in these ByLaws.

**Section 2:** The Officers of this Corporation will be the President, President-Elect or Immediate Past-President, Treasurer, Executive Secretary and State Science Specialist.

**Section 3:** The five Officers currently serving will constitute the Executive Board.

**Section 4:** The Executive Board will be an advisory group to the President and to the Executive Secretary. It will meet upon the call of the President or of the Executive Secretary.

**Section 5:** The Executive Board will, between meetings of the Board, act for/on behalf of the Board in a manner consistent with the policies and programs adopted/approved by the Board.

**ARTICLE III: Board of Directors (Board)**

**Section 1:** The Board of Directors (Board) will consist of

- a) the Executive Board and
- b) Directors appointed by the President from
  - 1) the eleven (actually ten, since 6&8 have only one Director) Regions,
  - 2) Disciplines: Biology-Life Science, Chemistry, Earth Science, Elementary Science, Physical Science, Physics, Technology,
  - 3) Affiliated Groups, Environmental Science, Informal Education, Private Schools, Science Teacher Education, SciMathMN, and
  - 4) a Newsletter Editor and a Website Editor.
- c) Persons representing Affiliated Groups must be members of those Groups. All Director appointments are subject to approval of the Board.

**Section 2:** The Board will coordinate the work of the Corporation.

**Section 3:** The Board will meet upon the call of the President, the Executive Secretary, or at the request of four Members of the Board.

**Section 4:** Outgoing Regional Representatives of the MnSTA Board will nominate their successors by April 1st for appointment by the President and approval by the Board.

- a) The Northwest, Northeast, Northcentral, Eastcentral and South Regional Representatives will be appointed in odd number years starting in 2003.
- b) The North, Westcentral, Southcentral-Southwest, Southeast and Metro Regional Representatives will be appointed in even number years starting in 2002.
- c) Names of nominees will be submitted to the President by April 1st in the years the appointments are to take place.

- d) In the event a Discipline or Regional Representative resigns, the President will appoint a person to complete the remaining term with approval of the Board.

**ARTICLE IV: Terms and Duties of Officers**

**Section 1:** The President, President-Elect and Past-President will take office on July 1 for their respective offices. The President-Elect will serve a one year term immediately prior to taking office as President. The President will serve a two year term starting in an even number year. The Past-President will serve a one year term immediately after completing the two year term as President. In case of a vacancy in an Elective Office, the Executive Board will nominate a replacement to be approved by the Board.

**Section 2:** President will

1. Preside at all Membership, Executive Board and Board meetings.
2. Make appointments of Board Members as specified in other Articles and Sections with approval of the Board.
3. Select the Elections Committee members not otherwise provided for.
4. Appoint committee Chairs and members not otherwise provided for.
5. Perform other duties usually incumbent upon this Office.

**Section 3:** President-Elect will

1. Assume the duties of President in case of absence or resignation of President.
2. Become President for the next two year term of office in an even number year.

**Section 4:** Immediate Past President will

1. Act as Chair of the Elections Committee.
2. Advise the President and the Executive Secretary.

**Section 5:** Executive Secretary will

1. Be appointed by the Executive Board with approval of the Board for a two year contract, which may be renewable.
2. Maintain minutes and records of all meetings of the Corporation, the Board and the Executive Board and publish them to Board Members.
3. Carry on all normal correspondence pertaining to the affairs of the Corporation.
4. Prepare a fiscal year summary of MnSTA membership and activities for the Annual Meeting of the Corporation.
5. Serve on the Elections Committee.
6. Coordinate MnSTA's responsibilities for "Building a Presence".
7. Act as Program Liaison between MnSTA Conference Chairs and Board.
8. Serve on committees related to MnSTA's Mission and represent MnSTA on appropriate external committees/meetings and groups.

**Section 6:** Treasurer will

1. Be appointed by the Executive Board with approval of the Board for a three year term, which may be renewable.
2. Maintain an accounting of all income and expenses of the Corporation and authorize all bills submitted for payment.
3. Work with the Executive Board to develop an annual budget by April of each year.
4. Prepare a fiscal year summary of MnSTA finances for Corporation Annual Meeting.

**Section 7:** State Science Specialist will

1. Serve ex officio for as long as such person holds that position with the MN Department of Children, Families and Learning.
2. Advise the President and the Executive Secretary.
3. Serve on the Elections Committee.

**ARTICLE V: Terms and Duties of Directors**

- Section 1:** All Directors will take office on July 1. They will serve for two year terms renewable once, with the exception of the Executive Board, Newsletter Editor, Technology Director, Website Editor, Affiliated Groups, and such others as the Board may exempt by a 2/3 vote of the entire Board.
- Section 2:** All Directors must be Personal Members of MnSTA and may not serve in absentia.
- Section 3:** All Directors are expected to attend regularly scheduled MnSTA Board Meetings and respond to e-mail and other communications received.
- Section 4:** Regional Directors will be responsible for
1. MnSTA meetings and conferences held in their Regions.
  2. Contacting their Regional Service Cooperatives/MEEPs and working together with their Regional Service Cooperatives/MEEPs on science teacher inservice projects.
  3. Showing Science Teachers the advantages of joining the MnSTA and determine method(s) for promoting MnSTA Membership.
  4. Contributions to the MnSTA Newsletter regarding their Regions.
  5. Budgeting and providing MnSTA Vouchers and receipts for MnSTA money allotted to their Regions.
- Section 5:** Biology/Life Science, Chemistry, Earth Science, Elementary Science, Physical Science, Physics, and Technology Discipline Directors will be responsible for
1. Chairing at least one statewide workshop in their Disciplines.
  2. A portion of the Spring and Fall Conferences in their Disciplines.
  3. Meetings and workshops in their Disciplines in cooperation with Regional Directors when meetings or workshops are held in their Regions.
  4. Acting as liaisons between MnSTA and other groups within their Disciplines.
  5. Showing Science Teachers the advantages of joining the MnSTA and determine method(s) for promoting MnSTA Membership.
  6. Contributions to the MnSTA Newsletter regarding their Disciplines.
  7. Budgeting and providing MnSTA Vouchers and receipts for MnSTA money allotted to their Disciplines.
- Section 6:** Private Schools, NSELA and Affiliated Groups Directors will be responsible for
1. Acting as liaisons between the MnSTA and their respective Affiliated Groups.
  2. MnSTA meetings and conferences held with their Groups.
  3. Showing Science Teachers the advantages of joining the MnSTA and determine method(s) for promoting MnSTA Membership.
  4. Contributions to the MnSTA Newsletter regarding their Groups.
  5. Budgeting and providing MnSTA Vouchers and receipts for MnSTA money allotted to their Groups.
- Section 7:** Newsletter Editor will
1. Provide technical, editorial and publication service, set deadlines and publication dates, and edit and publish four MnSTA Newsletters at appropriate times per year.

2. Appoint contributing editors and others to work on the MnSTA Newsletter.
3. Serve on committees related to Newsletter Editor work and represent the MnSTA on appropriate external committees and groups.
4. Be responsible for budgeting and providing MnSTA Vouchers and receipts for MnSTA money used.

**Section 8:** Website Editor will

1. Provide technical, editorial and publication services for maintaining and modifying the MnSTA Website according to established practice.
2. Appoint contributing editors and others to work on the MnSTA Website.
3. Serve on committees related to Website Editor work and represent the MnSTA on appropriate external committees and groups.
4. Be responsible for budgeting and providing MnSTA Vouchers and receipts for MnSTA money used.

**ARTICLE VI: Duties of Non-Voting Auxilliaries to Board**

**Section 1:** MnSTA DataBase Manager will

1. Establish and maintain DataBases of current and recent-past Membership lists of Active MnSTA Members and a current Directory of the Board.
2. Provide current Membership list in hard-copy, electronic copy and/or mailing label form to persons in charge of registration for MnSTA Fall and Spring Conferences and for Discipline and Regional Conferences, mailing labels and/or electronic form to Printer and/or ZIPSorter for Newsletter and other mailings, and to occasional, authorized, non-profit purchasers of mailing lists.
3. Send files of current & past Membership lists of Active MnSTA Members as of June 30th of each year and similar lists of the Board to Historian for the MnSTA Archives.
4. Be responsible for budgeting and providing MnSTA Vouchers and receipts for MnSTA money used.

**Section 2:** Historian will

1. Establish and maintain files that contain current & past Membership lists of Active MnSTA Members as of June 30th, Board Directories and lists of award recipients.
2. Maintain and update files that track changes in the MnSTA Constitution and ByLaws.
3. Establish and maintain files that contain all corrected MnSTA Meeting Minutes.
4. Keep on file samples of all organizational mailings.
5. Maintain a Scrapbook of articles, photos and events sponsored by MnSTA.
6. Perform other appropriate duties that support and track the activities of MnSTA.
7. Be responsible for budgeting and providing MnSTA Vouchers and receipts for MnSTA money used.

**Section 3:** Parliamentarian will

1. Perform the usual duties of a Parliamentarian at MnSTA Board Meetings by advising the President when requested and/or appropriate.
2. Serve as Chair for MnSTA Constitution & ByLaws Committee and publish periodical updates of these documents to the Board when appropriate.
3. Be responsible for budgeting and providing MnSTA Vouchers and receipts for MnSTA money used.

**ARTICLE VII: Elections**

**Section 1:** The Elections Committee will be organized by the Immediate Past-President before

December 1 of even number years and will consist of five Members: the Immediate Past-President, the Executive Secretary, the State Science Specialist and two other Active Personal Members of the Corporation appointed by the President.

- Section 2:** Nominations from the Active Personal Membership may be submitted to the Elections Committee by January 1 of odd number years. A nominee must agree to serve before the candidate's name may be submitted for nomination.
- Section 3:** The Elections Committee will submit a slate consisting of at least two candidates for President-Elect.
- Section 4:** The President-Elect will be elected by mail ballot by March 1 of odd number years. The ballots will be sent to the Active Personal Membership thirty (30) days prior to March 1 of odd number years. The candidate receiving a simple majority of the vote will be elected with a minimum of a 20% response. In the case of a tie vote, the tied candidates will meet with the Executive Secretary and the election result will be based on the flip of a coin.

#### **ARTICLE VIII: Financing**

- Section 1:** Annual dues will be set by the Board.
- Section 2:** Dues will be used for general operational expenses and money will be budgeted for Regional and Discipline activity subsidies.
- Section 3:** Executive Board will present an Annual Budget by June 15, for approval by the Board.
- Section 4:** Unbudgeted expenditures must be approved by the Executive Board.

#### **ARTICLE IX: Meetings and Quorums**

- Section 1:** The Corporation Annual Meeting will normally be held during the MnSTA Fall Conference, which will usually coincide with the fall state convention(s) of Minnesota teachers, or at such other time as the Membership or the Board will decide.
- Section 2:** The presence of 25 Active Personal Members of the Corporation will constitute a quorum for transaction of business at the Annual Meeting(s). Any germane ordinary motion will require a majority vote of those present to pass.
- Section 3:** The presence of a majority of the entire Board will constitute a quorum for Board Meetings. The presence of a majority of current Officers will constitute a quorum for Executive Board Meetings.
- Section 4:** Ordinary motions will require a majority vote of the entire Board to pass. A similar ratio applies to Executive Board Meetings.
- Section 5:** Motions regarding the MnSTA Articles of Incorporation, Constitution, ByLaws, Budget and/or Dues will require a 2/3 vote of the entire Board to pass. A similar ratio applies to Executive Board Meetings.

#### **ARTICLE X: Membership**

- Section 1:** Membership will be open to teachers of natural science, related disciplines and/or science education at the elementary, secondary and college levels in Minnesota private and public schools, to educational retirees, to other interested persons and to corporations and organizations that subscribe to the Purposes of MnSTA and to the MnSTA Articles of Incorporation currently filed with the State of MN Secretary of State.
- Section 2:** An Active Member is a Person (including a Life Member), a Corporation, an Organization or an Elementary School that has paid its current MnSTA Membership dues.
- a) A Personal Member has voting privileges, may hold Office, receives the MnSTA Newsletter and may pay reduced registration at MnSTA functions. A Personal Member may become a Life Member by payment of the current Life Member fee.
  - b) A Student Member has full privileges, but may not vote or hold Elective MnSTA Office.
  - c) A Corporation or Organization may join MnSTA as a Contributing, Supporting or Sustaining Member by payment of the current annual fee. This is a non-voting Membership and will receive one (1) Newsletter.
  - d) An Elementary School (K-4, 5 or 6) may join MnSTA by paying the current annual Elementary School Member fee. This is a non-voting Membership and will receive one (1) Newsletter. All teachers at that school may pay reduced registration at MnSTA functions.
- Section 3:** For all conferences, workshops and other events sponsored by MnSTA for which a fee is charged, an advantage for MnSTA Membership will be built into the fee structure.

**ARTICLE XI: Amendments**

The ByLaws may be amended by a two-thirds (2/3) vote of the entire Board after notice has been given in writing as recorded in the Minutes of a previous Board Meeting or as has been sent by mail to the entire Board by a Board Member at least two weeks prior to the Meeting at which it is to be considered.

**ARTICLE XII: Standing Committees**

- Section 1:** MnSTA will have the following Standing Committees: Awards, Communications, Elections, Membership, Program for Fall and Spring Conferences and such other that the Board may from time to time establish.
- Section 2:** The need for rules governing committees will be determined by the Board. Chairs and members of committees will be appointed by the President, unless otherwise provided for in the ByLaws.