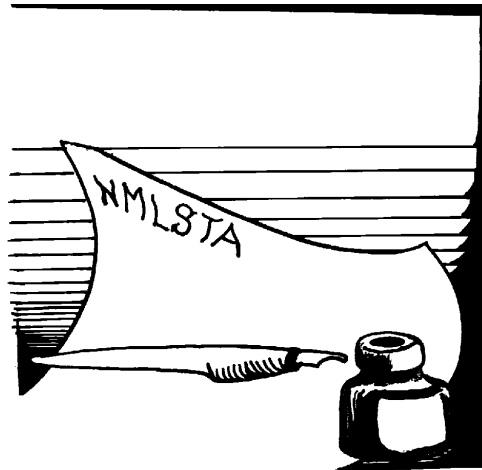


**BY-LAWS**  
**of the**  
**National Middle Level**  
**Science Teachers' Association**



**ARTICLE I -- HANDBOOK of OPERATING  
POLICIES and PROCEDURES**

A handbook of operating Policies and Procedures ( also to be known as the Handbook ) shall be written and distributed by the President to all members of the Board of Directors. This Handbook will be distributed prior to the fall meeting of said Board. From time to time, as deemed appropriate by the President, a temporary committee may be formed to update the Handbook.

**ARTICLE II -- MEMBERSHIP**

**Section 1. Rights and Privileges**

- A. Active, Life, and Retired Members of **NMLSTA** shall be entitled to vote, hold office, act as elected representatives, and serve on the Board of Directors.
- B. Honorary, Institutional, and Student Members of **NMLSTA** shall be entitled to vote, hold office, act as elected representatives, or serve on the Board of Directors.
- C. All Members in good standing shall enjoy those services described in the Constitution, By-Laws, and Handbook.

**Section 2. Dues**

- A. The current dues for each category of membership shall be stated in the Handbook and other appropriate publications including the Newsletter and the Membership Application Form.
- B. Changes in membership dues shall be made as follows:
  - 1. A proposal to change the dues shall be brought before the Board of Directors for its consideration.
  - 2. A vote of approval by the Board of Directors is necessary in order to effect any change in dues.
  - 3. The proposed change in dues shall then be announced to the Membership in an issue of the Newsletter.
  - 4. The Membership will be given appropriate time in which to react to the proposed change by communicating with any member of the Board of Directors.
  - 5. A motion to accept the proposed change in dues will be made at a

- meeting of the Board of Directors prior to the Annual Meeting. This motion shall be approved by a unanimous vote of said Board.
6. Any change in dues shall take effect at the Annual Meeting.

## **ARTICLE III -- OFFICERS, REPRESENTATIVES, AND APPOINTED MEMBERS OF THE BOARD OF DIRECTORS**

### **Section 1. Criteria for Officers**

- A. Anyone who has been a member of **NMLSTA** for three years in good standing can be a nominee for President-elect.
- B. All Officers must be Members in good standing at the time of nomination.

### **Section 2. Duties of Officers**

- A. The President shall:
  1. Preside at all meetings of the Board of Directors, the Executive Committee, and the annual Membership Meeting, expediting the business of the Association in every way compatible with the rights of those assembled and within the appropriate rules of order;
  2. Call special meetings as required.
  3. Be responsible for seeing that all actions of the Board of Directors are fully executed and be responsible for the administration of the activities of the members of the Board of Directors;
  4. Appoint chairpersons and members of all committees except the Elections Committee;
  5. Appoint individuals to fill all vacant positions not filled by the election process or process of succession;
  6. Chair the Budget Committee;
  7. Create *ad hoc* committees as deemed necessary;
  8. Serve as an *ex officio* member of all committees except for the Elections Committee;
  9. Submit a written annual report to the Membership at the Annual Meeting of the Membership and include said report in the next issue of the Newsletter;
  10. Be responsible for recording events which include dates of all meetings, committee functions, activities of Associates and Affiliates, and other events of importance to the Association;
  11. Be responsible for contacts between **NMLSTA** and other organizations and individuals interested in middle level science education;
  12. Be responsible for providing each member of the Board of Directors with an up-to-date Handbook;
  13. Attend all public functions of **NMLSTA** or appoint another member of the Board of Directors to attend;
  14. In the event the Secretary is not able to attend a meeting, prior to calling the meeting to order, designate a member of the Board of Directors to act as Secretary for the duration of the meeting;
  15. Attend the summer Chapter and Associated Groups and National Science

- Teachers Association Board meetings as the **NMLSTA** representative;
16. Plan and follow through on **NMLSTA** sessions held at NSTA National Convention; and
  17. Perform the duties defined in the adopted parliamentary authority.

B. The President-elect shall:

1. Assist the President as appropriate and necessary;
2. Serve on the Budget and Executive Committees;
3. Chair the Visions Committee;
4. Assume the duties of the President when necessary; and
5. Plan and follow through on **NMLSTA** sessions held at NSTA Area and National Conventions.

C. The Secretary shall:

1. Prepare and submit minutes in a timely fashion to the President for distribution to the Board of Directors for its revision and approval;
2. Maintain and keep readily accessible a record of the minutes of all meetings of the Board of Directors and the Executive Committee;
3. File a copy of the minutes with the Archivist;
4. Serve on the Visions and Executive Committees;
5. Transcribe the minutes taken by a Secretary *pro tem*;
6. Compile an on-going account of attendance of members of the Board of Directors at its meetings;
7. Provide a directory of the home and work addresses and telephone numbers of all members of the Board of Directors for inclusion in the Handbook; and
8. Perform the duties defined in the adopted parliamentary authority.

D. The Treasurer shall:

1. Receive moneys and keep a continuous and complete record of the finances of the Association;
2. Pay all bills as budgeted and authorized by the Board of Directors in a timely manner;
3. Prepare and present an updated Treasurer Report at each meeting of the Board of Directors and at any other time as requested by the President;
4. Submit an Annual Financial Report to the President for inclusion in the Annual Report;
5. Provide Officers and Committee Chairs with information concerning previous expenditures for the purpose of assisting in the creation of new budgets;
6. Serve on the Visions, Budget, and Executive Committees;
7. Be a non-voting member of the Audit Committee and shall have the responsibility of ensuring the distribution of the Committee's report to the Membership;
8. Prepare reports to governmental agencies, as appropriate and required; and
9. Perform the duties defined in the adopted parliamentary authority.

E. Immediate Past President shall:

1. Act in an advisory capacity to the President;

2. Chair the Elections Committee;
3. Serve on the Visions and Executive Committees; and
4. Serve as an advocate for the **NMLSTA** with the public and supporters of **NMLSTA**.

### **Section 3. Succession of Office**

In the event of the death, resignation, or incapacitation of an officer of the Association, this succession procedure shall be followed, as stated for each office.

- A. President -- The President-elect shall assume the office of President for the remainder of the unexpired term of office which the President being replaced would normally have served. The President-elect would then meet the responsibilities of both offices and serve as President during their regular term.
- B. President-elect -- The Immediate Past President shall assume the office of President-elect until the Board can take necessary steps to fill the position.
- C. Treasurer -- The President will appoint an acting Treasurer to serve in that position for the remainder of the unexpired term of office. The President will submit the appointment for approval by the Board of Directors.
- D. Secretary -- The President will appoint an Acting Secretary to serve in that position for the remainder of the unexpired term of office. The President will submit the appointment for approval by the Board of Directors.
- E. Immediate Past President -- The President shall appoint a Past President to complete the term of office.
- F. In the event of a simultaneous death, resignation, or incapacitation of two or more of the officers of **NMLSTA**, the Board of Directors shall assume the responsibility for filling the officers' positions in the most appropriate manner after seeking the recommendation of the Elections Committee.

### **Section 4. Duties of Elected Directors**

All duly elected Directors shall:

- A. Serve as the primary liaison between the Membership and the Board of Directors and Committees;
- B. Attend all meetings of the Board of Directors;
- C. Attend round-table meetings of the membership at Regional meetings;
- D. Actively promote membership in the **NMLSTA**;
- E. Actively serve on Committees as determined by the President;
- F. Be responsible to promote middle level science education through active involvement in other organizations and activities;
- G. File annual budget requests with the Treasurer by March 1;
- H. Submit written reports of their activities to the President for inclusion in the Annual Report; and
- I. Assume other such duties as the Board of Directors shall specify.

### **Section 5. Affiliate and Associate Groups**

- A. Procedure for becoming an Associate or Affiliate Group:
  1. The President of the organization seeking **NMLSTA** Affiliate or

Associate status will provide a letter of request to the **NMLSTA** President. Appended to this letter must be the following documentation: a constitution, By-Laws, and/or other documents of organization; a current list of officers; minutes and/or other documents and publications; and a signed agreement of protective exclusion.

2. Upon receipt of this letter and complete documentation, the **NMLSTA** President shall present the petition to the Executive Committee which shall present it to the Board of Directors for approval at the next regularly scheduled Board meeting.
3. The President will inform the petitioning organization of the outcome and classification designation.
4. In the case of denial, the rationale for refusal will be outlined to the petitioning group.
5. A group which has been denied Associate or Affiliate status may resubmit after the period of one year to the **NMLSTA**.
6. An Associate or Affiliate Group may change its status by following the procedure or described herein.

**B. Termination of Relationship**

1. The President or appropriate individual of an Affiliate or Associate Group may discontinue its relationship with the **NMLSTA** at any time by submitting a registered letter to the **NMLSTA** President citing the Group's decision to initiate separation procedures.
2. The **NMLSTA** may conclude an Associate or Affiliate relationship upon majority approval by the Board of Directors. The **NMLSTA** President shall submit a registered letter to the Group President or appropriate designee citing the decision of the Board and reasons for such action.
3. Separation shall take place at the end of the **NMLSTA** fiscal year and after all mutual financial debts and obligations have been met.

**Section 6. Duties of Appointed Positions**

- A. The Archivist shall maintain all official **NMLSTA** archives filed chronologically and shall assume other duties as the President shall specify.
- B. The Membership Director shall:
  1. Chair the Membership Committee;
  2. Initiate, organize, and coordinate activities to promote membership in the Association;
  3. Prepare and distribute an Annual Membership Application Form to the Membership;
  4. Receive all dues and membership forms and transfer dues to the Treasurer in a timely manner;
  5. Maintain an accurate list of all members of the Association;
  6. Maintain a list of **NMLSTA** Affiliate and Associate Groups;
  7. Coordinate membership activities with Affiliates, Associates, and other groups as directed by the Board of Directors;
  8. Provide mailing lists in a timely manner to publications editors, Election Chair, and other appropriate committees as designated by the Board of

- Directors;
  - 9. Publish a Membership Directory; and
  - 10. Assume other duties as the President shall specify.
- C. Publication Editors
- 1. The Editor of the Newsletter shall publish a newsletter a minimum of four issues a year. This Editor shall also serve as the Chair of the Publications Committee.
  - 2. A Membership Directory shall be published at a time directed by the Board of Directors.
  - 3. Other publications shall be published as deemed appropriate by the Board of Directors.
  - 4. The Editors shall assume other duties as determined by the Board of Directors.
- D. The Associate and Affiliate Group Representatives shall sit on the **NMLSTA** Board of Directors and shall act as liaison between the **NMLSTA** and their organizations and shall assume other such duties as the President shall specify.

**ARTICLE IV -- MEETINGS OF THE BOARD OF DIRECTORS**

- A. The Board of Directors shall meet no less than two times a year to determine the policies of the Association. The Board shall have a general charge and responsibility for the affairs of the Association. Activity reports for all committees and officers will be reviewed during these meetings.
- 1. A meeting of the Board shall be held in conjunction with a National Science Teachers Association Area Convention in the fall.
  - 2. Two additional meetings will be held in conjunction with the National Science Teachers Association National Convention in the spring - The first of these two Board Meetings will cover unfinished business and will be conducted by the current President with the voting members of the Board being those whose terms of office spanned the previous year. It will also serve as a concluding Board Meeting. This meeting will be held just prior to the Annual Membership Meeting. Immediately following the Annual Membership Meeting, the second Board Meeting will take place. This meeting will deal with new business, including the budget, and will be conducted by the President taking office during the Annual Membership Meeting. Voting members of the Board be those in office during the new office year.
- B. A quorum of the Board of Directors shall consist of 40% of its voting members.
- C. All Board of Directors meetings shall be open to the Membership. Members attend on a non-voting basis. The President may invite other guests to attend meetings of the Board of Directors.

**ARTICLE V -- DUTIES OF THE BOARD OF DIRECTORS**

- A. All Board members are expected to attend all meetings of the Board.
- B. By two-thirds vote, Board members shall approve the President's appointment of individuals to all vacant positions, not filled by the election process or

- process of succession.
- C. All members shall serve on a minimum of one **NMLSTA** Committee.
  - D. All members shall submit budget proposals by March 1 as appropriate.

## **ARTICLE VI -- COMMITTEES**

### **Section 1. Quorum**

A quorum of all Committees shall consist of a majority of its members.

### **Section 2. Executive Committee**

- A. The Executive Committee shall consist of the President, President-elect, Secretary, and Treasurer.
- B. The Executive Committee is authorized to act on behalf of the Membership in the absence of the Board of Directors and shall have the power and authority of said Board between its meetings, except that the Executive Committee cannot modify any action taken by the Board.
- C. The Executive Committee shall review and oversee the legal obligations of the Association, especially those pertaining to insurance coverage, incorporation, and employment.

### **Section 3. Standing Committees**

#### **A. Election Committee**

##### **1. Composition**

The Elections Committee shall consist of three individuals who will each serve a one year term. The Immediate Past President will serve as Chair of this Committee. Two additional members will be selected from the Board of Directors by the President and will be appointed at the initial meeting of the Board. Neither the President nor President-elect may serve on this Committee.

##### **2. The Elections Committee shall:**

- a. Publicize upcoming vacancies on the Board of Directors in the Newsletter and call for nominations;
- b. Notify all candidates who have been nominated and seek their acceptance in writing;
- c. Prepare a slate of candidates for each position on the Board of Directors which needs to be filled.
- d. Be responsible for the preparation and distribution of the ballots to the membership; and
- e. Tally the votes and announce the results of the election to the Board of Directors and the Membership at the Annual Meeting. Any tie vote shall be resolved by a secret ballot of the Board of Directors.

#### **B. Budget Committee**

- 1. The Budget Committee shall be chaired by the President and shall consist of the President-elect, Treasurer, and others as deemed appropriate by the President.
- 2. The Budget Committee must receive all proposed expenditures from all

appropriate committees and individuals by March 1. The Committee shall submit to the incoming Board of Directors a proposed budget for the Association at the spring meeting. After approval of the Board of Directors, the budget will be included in the **NMLSTA Handbook**.

C. Membership Committee

1. The Membership Committee shall be chaired by the Membership Director and shall consist of other individuals at the discretion of said Director.
2. The Membership Committee shall assist the Membership Director as appropriate.

D. Visions Committee

1. The Visions Committee shall be chaired by the President-elect and shall consist of the Officers of the Association and other appointed individuals.
2. This Committee is a steering committee and shall be responsible for the formation of long range goals and objectives, and it shall recommend procedures for implementing and facilitating such goals and objectives. The recommendations of this Committee shall be submitted to the appropriate individual or Committee for approval and adoption, as appropriate.
3. This Committee shall meet at least once a year.

E. Conferences and Workshops Committee

1. The Conference and Workshops Committee shall consist of at least four members appointed by the President.
2. This Committee is a working committee involved in the creation, development, and evaluation of conferences and workshops. This may be done in conjunction with other organizations interested in the enhancement of middle level teaching.

F. Publications Committee

1. The Publications Committee shall consist of the Membership Director, the Editor of the Newsletter, and the Editors of other publications of the **NMLSTA**. This Committee shall be chaired by the Editor of the Newsletter.
2. This Committee shall make general recommendations to the Board of Directors regarding the **NMLSTA** policy in the area of publications.

G. State Contacts Committee

1. Chair of the State Contacts Committee shall have served as a state contact and will be appointed by the President. The Committee will consist of a minimum of three additional Members selected by the Chair.
2. This Committee shall:
  - a. Recruit new state contacts and work with the Chapters and Associated Groups of the National Science Teachers Association to improve membership services and increase membership;
  - b. Design programs and materials to encourage the development of **NMLSTA** at the state and local levels;
  - c. Coordinate the dissemination of materials to state contacts;
  - d. Oversee **NMLSTA** business at the state and local levels; and

e. Assume other such state level duties as the President shall specify.

H. Audit Committee

1. The Audit Committee shall consist of three members of the Board, one of whom shall be a member of the Executive Committee ( other than the Treasurer ). The Treasurer is a non-voting, *ex-officio* member.
2. This Committee shall convene upon the close of the fiscal year.
3. The duty of this Committee shall be to review all financial records of the Association and to present a financial report to the Board of Directors at its fall meeting.

I. Awards Committee

1. The Awards Committee shall consist of a Committee Chair and the Chair of each of the current **NMLSTA** awards programs. A maximum of three additional members may be appointed to this committee by the President.
2. This committee shall meet as appropriate and necessary.
3. The duties of this committee are to include seeking new awards that support the vision and mission of **NMLSTA**, identify ways in which the awards program can be enhanced, determine appropriate ways in which to advertise the awards, provide support and advice to the chair of each award, and generally improve the **NMLSTA** Awards Program.

J. Internet Committee

1. The Internet Committee shall consist of a minimum of two members appointed by the President.
2. This committee shall meet as appropriate and necessary.
3. The duty of this committee is to provide a communications tool utilizing the internet for those interested in middle level science education with special emphasis on **NMLSTA** activities and initiatives.

**ARTICLE VII -- AMMENDMENT**

These By-Laws may be amended by a two-thirds vote of the Board of Directors. The Membership shall be informed of any proposed changes at least eight weeks prior to a vote to amend the By-Laws.

Amended By-Laws will be published in the newsletter immediately following adoption.

The By-Laws were adopted on February 1, 1995

The By-Laws were amended on March 24, 1999