

# NEW JERSEY SCIENCE TEACHERS ASSOCIATION (NJSTA)

## CONSTITUTION

### ARTICLE I

#### Name

The name of this organization shall be THE NEW JERSEY SCIENCE TEACHERS ASSOCIATION Inc., hereinafter referred to as the ASSOCIATION.

### ARTICLE II

#### Objective

The objective of the ASSOCIATION shall be to contribute to the learning and teaching of science at all educational levels.

Progress toward this objective shall be made through the conducting of meetings, activities, research into problems of science education, and in such other ways as the Executive Committee may from time to time approve.

The ASSOCIATION is organized exclusively for educational, scientific and charitable purposes for the furtherance of science education in compliance with Section 501 (C) (3) of the Internal Revenue Code of 1954

### ARTICLE III

#### Membership

Section 1. Eligibility - Any person who is interested in promoting the objective of the ASSOCIATION is eligible for membership.

Section 2. Membership is maintained by the payment of annual dues as prescribed in the Operating Policies.

Section 3. Classes of Membership in the ASSOCIATION shall be:

REGULAR - any person who meets the eligibility requirements in Section 1.

STUDENT - any full time undergraduate student.

HONORARY - may be attained by any person who has been a dues paying member of the ASSOCIATION for the 10-year period preceding his retirement. Transfer to this class of membership shall take effect after the submission of a written request to the

Treasurer of the ASSOCIATION. Payment of dues is optional for this class of membership.

COURTESY - may be any person, or person representing a group of persons, meeting the membership eligibility of the Association and not currently a member, and when so directed by the President. This class of membership shall be limited to a maximum of 10 memberships and shall be effective for a maximum of one year. This class of membership shall have a waiver of dues, no voting privileges and will include those mentioned in the Operating Policies under SPECIAL MAILINGS.

Section 4. No part of the income of the ASSOCIATION shall inure to the benefit of, or distributable to its members, trustees, officers or other private persona except that the ASSOCIATION 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 Article II hereof, no substantial part of the activities of the ASSOCIATION shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the ASSOCIATION 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. (Outlined in the Operating Policies).

#### ARTICLE IV

##### Administration and Duties

Section 1. Eligibility - All elected and appointed officials shall be members in good standing.

Section 2. Elective Offices - There shall be an annual election. The following officers may be elected: President-Elect, who shall automatically become President the next year; First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and three regional Vice-Presidents (for the northern, central, and southern geographical areas, as outlined in the Operating Policies).

Section 3. Executive Board - The elected Officers, the Retiring President, the appointed officials, the Trustees, and the Chairpersons of standing and special committees constitute the Executive Board.

Section 4. Trustees - The five most recent Past Presidents shall be the Trustees of the Corporation.

Section 5. Special Committees - Chairpersons of special committees shall be appointed by the President.

Section 6. Tenure and Succession of Office

Section 6A. Tenure of Office - The President shall serve not more than one consecutive term except as specified in Article IV,

Section 6B. The President-Elect shall succeed to the Presidency. Other elected and appointed personnel may be re-nominated and reelected or continue as provided in Sections 2 and 6 above and in the Operating Policies.

Section 6B. Succession of Office - In the event of dereliction of duty, resignation, or incapacity or death of an officer of the ASSOCIATION, this succession procedure shall be followed:

- a. President - The Retiring President shall assume the office of President for the remainder of the unexpired term which shall include the term of office as Retired President which the President being replaced would normally have served.
- b. Retiring President - The Immediate Past President shall assume the duties of the Retiring President for the remainder of the unexpired term. The immediate Past President is the individual who most recently has relinquished the office of Retiring President.
- c. President-Elect - The remaining elected officers shall assume the responsibility for filling this office in the most appropriate manner.
- d. In the event of the simultaneous death, resignation, or incapacity of two or more officers of the ASSOCIATION, the remaining elected officers shall assume the responsibility for filling the offices in the most appropriate manner.
- e. In the event of a vacancy in another office, the President shall select a replacement and submit the appointment for approval by the Executive Board.
- e. In the event of a vacancy of a Trustee, the President shall appoint the first available Past President who has completed his/her term as trustee.
- f. In the event of the dereliction of duty, resignation, incapacity or death of a member(s) of the Executive Board, the President shall assume the responsibility for filling the office(s) in the most appropriate manner.

Section 8. Duties

- a. President - shall preside at the general meetings of the ASSOCIATION; shall supervise regular and regional meetings; shall appoint all liaison personnel; shall submit a written annual report of his/her administration and file the same with the Recording Secretary and Historian, and shall be responsible for contacts between the ASSOCIATION and others interested in science education. The President shall attend all functions of the ASSOCIATION or designate another elected officer to attend in his/her place.

- b. President-Elect - shall be an ex-officio member of all committees, shall succeed to the presidency, shall be a member of the Executive Board, shall arrange the program for the NJEA Convention that is held during his/her term. Shall preside at all Board meetings that the President is unable to attend.
- c. Retiring President - shall serve as the chairperson of the Nominating Committee, shall act in an advisory capacity to the President, and shall assume other responsibilities as assigned by the President.
- d. First Vice-President - shall be responsible for arranging the Spring Meeting, and any special general membership meetings.
- e. Second Vice-President - shall coordinate all periodical publications, publicity and public relations.
- f. Recording Secretary - shall keep minutes of Executive Board meetings and of the general meetings of the ASSOCIATION, shall receive and file reports and programs of area, sectional, regular, and special meetings of the ASSOCIATION.
- g. Corresponding Secretary - shall handle the general correspondence of the ASSOCIATION as directed by the President.
- h. Treasurer - shall receive monies, shall keep a continuous and complete record of the finances of the ASSOCIATION, shall pay bills as budgeted and authorized by the Executive Board. He/she shall prepare and present an annual budget to the Executive Board at the September Executive Board meeting. He/she shall be a member of the Membership Committee.
- i. Regional Vice-Presidents and Assistant Regional Vice-Presidents - shall promote membership within their geographic area, may appoint county representatives and coordinate the activities of the county representatives (as described in the Operating Policies), shall arrange the programs for their area meetings with the assistance of the section chairperson, and shall perform such other duties as the President may assign.
- j. Assistant Second Vice-President is responsible for coordination of the programs of publications, publicity, and public relations under the direction of the Second Vice-President.
- k. Newsletter Editor is responsible for the publication of the newsletter throughout the school year.
- l. Historian - shall maintain the Archives of the ASSOCIATION located in Rutgers University Library, New Brunswick campus.

- m. Membership Chairperson(s) - shall promote membership at all functions and meetings of the ASSOCIATION and maintain a membership list and handle membership dues collection.
- n. Members-at-Large - shall serve on the Executive Board and shall perform such other duties as the President and Executive Board may assign.
- o. Executive Board - shall meet at least eight times during the year, shall have general charge of the affairs of the ASSOCIATION, shall permit sections to affiliate separately if they so desire, shall assist in arranging programs, tours, etcetera, shall act on bills and expense or budget matters, and shall conduct such other business not otherwise provided for in the Constitution and Operating Policies. In the event of an emergency cancellation of a regular monthly meeting of the Executive Board, the President-Elect, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Retiring President and any other officers the President may have previously appointed shall have the authority to conduct, vote upon and enact any business of the ASSOCIATION that should not wait until the next regular meeting of the Executive Board.
- p. All elected officers and committee chairpersons shall turn over to their successors the file of records and correspondence pertaining to their activities, and submit to the Recording Secretary two copies of their annual report.
- q. All Executive Board meetings shall be open to the membership on a non-voting basis.

The President may invite guests.

## ARTICLE V

### Committees

Section 1. General - The standing committees of the ASSOCIATION shall be the Industrial Liaison, Membership, Nominating, Audit, Awards and Presentations, Maitland P. Simmons Memorial Award and Budget committees. The President shall appoint all committee chairpersons with the recommendation of the Nominating committee.

Section 2. Nominating Committee - shall be composed of 5 to 9 members, including the retiring president (as chair), president-elect, membership chair and active trustees. Members of the committee are ineligible to be considered for office. The committee must present to the president a list of candidates for announcement at the spring general membership meeting.

Section 3. Audit Committee - shall inspect the records of the Treasurer and shall file a report, in writing, with the Recording Secretary at the completion of the term. The President shall appoint one member from the Executive Board and two from the membership.

Section 4. Awards and Presentation Committee - shall be responsible for nominating recipients of all awards designated in the Operating Policies and/or by the Executive Board.

Section 5. Membership Committee - shall be composed of the Membership Chairperson, the Treasurer, and at least one member from each of the three regions. The committee shall initiate, organize and coordinate activities to promote membership at all functions and meetings of the ASSOCIATION.

Section 6. Special Committees - the President may appoint such special committees as may be deemed advisable. Special committees shall report to the President on request or at such time as their work is complete.

Section 7. Maitland P. Simmons Memorial Award Committee - shall administer the Maitland P. Simmons bequest following the wishes expressed by donor, Antoinette Simmons, at the request of her deceased husband, Maitland. The Committee is formed for educational and charitable purposes for the furtherance of science education through scholarship grants to science teachers in the State of New Jersey. The Committee will function according to operating policies written by The Committee and approved by the NJSTA Executive Board and shall have the authority to manage The Maitland P. Simmons Memorial Award funds.

## ARTICLE VI

### Meetings

Section 1. There shall be only two regular membership meetings, one in the Spring and one in the Fall.

Section 2. Special membership meetings may be arranged by the President or upon recommendation of the Executive Board.

Section 3. Copies of agenda, programs and reports of all membership meetings shall be filed with the Recording Secretary and Historian.

## ARTICLE VII

### Elections

Section 1. The Nominating Committee shall prepare a slate of nominations for elected office. The election slate may have two nominees for each office. If there are two or more nominees for a position, then the membership chair shall prepare and disseminate the ballots to the membership within two weeks of the annual spring membership meeting. If possible, this shall be done electronically. The ballots must be returned by June 30. A minimum of three members of the Nominating Committee shall tally the votes. The Nominating Committee Chair shall announce the results at the fall general membership meeting.

Section 2. Potential candidates for office may petition for nomination from December 1 through April 1 as outlined in the Operating Policies.

Section 3. All elected officers shall assume office immediately upon the announcement of the results of the election at the fall general membership meeting.

## ARTICLE VIII

### Amendments

Any amendment to this Constitution shall be made by the following procedure:

a. A motion shall be made from the floor at a regular Executive Board meeting and shall be seconded to introduce it. Upon approval of the motion, the amendment shall be submitted in writing to the Recording Secretary. The text of the proposed amendment shall be mailed to the membership no later than one month prior to the next membership meeting.

b. Changes to constitution will be posted at the website and, if available, sent electronically to members. If electronic voting is not available, voting will be by mail. All members will have the opportunity to view the proposed changes within 10 days following the membership meeting. The ballots should be returned to the Corresponding Secretary to be tallied no later than 30 days after the meeting.

c. For adoption of the proposed amendment, a majority of votes cast must be favorable.

## ARTICLE IX

### Order of Meetings: Quorums

Section 1. The President shall determine the agenda for meetings.

Section 2. Robert's Rules of Order shall be followed.

Section 3. At either of the two regular membership meetings of the ASSOCIATION, those members present at the appointed time and place shall constitute a quorum.

Section 4. At any special membership meeting of the ASSOCIATION, ten percent of the membership shall constitute a quorum.

Section 5. Approval of any motion before the ASSOCIATION shall require only a simple majority.

Section 6. Ten percent of the Executive Board shall constitute a quorum.

## ARTICLE X

### Operating Policies

The Executive Board shall establish the Operating Policies. Such Operating Policies shall be introduced at a regularly scheduled Executive Board meeting and shall take effect upon approval by a simple majority vote at the next two regularly scheduled Executive Board meetings. Following introduction, the general membership shall be advised of any proposed changes in the Operating Policies for possible comment, through an official mailing of the organization.

## ARTICLE XI

### Dissolution

Upon the dissolution of the ASSOCIATION, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the ASSOCIATION, dispose of all of the assets of the ASSOCIATION exclusively for the purpose of the ASSOCIATION in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine.

## ARTICLE XII

### Adoption

This Constitution shall be effective upon approval by:

1. The Executive Board
2. The Membership; with a majority of the votes cast being favorable.



Effective: July 1, 1978

Amended: 1979, 1982, 1986, and April 1996, October 2005

Approved and Reprinted 1987, 1997

Amended and Approved: May 2005

Amended and Approved: November 2006

Amended and Approved: November 2016

## OPERATING POLICIES

Operating Policies Approved, 1986  
Revised January 1996  
Revised April 1999  
Revised November 2003  
Revised February 2006  
Revised June 2016

## GENERAL DUTIES AND RESPONSIBILITIES OF OFFICERS

### PRESIDENT

1. The President shall preside at the general meetings of the ASSOCIATION: shall be a member, ex officio of all committees except the Nominating Committee, and shall act as chairperson of the Executive Board.
2. The President may call special meetings as required; shall oversee regular and regional meetings; shall appoint chairpersons of standing and special committees and section chairpersons; shall submit a written annual report of his/her administration and file same with the Recording Secretary; and shall have full charge of the regular annual Fall Meeting.
3. The President shall be the spokesperson for NJSTA and be responsible for contacts between the Association and others interested in science education.
4. The President will appoint a liaison to NJEA *and* NJSELA.
5. The President will send a formal invitation to all NJSTA statewide meetings to the Commissioner of Education or his/her designee.
6. The President will appoint a liaison to the Department of Education. Formal contact with the Commissioner will be made by the President. The President may designate others to contact the State Department in his/her place.
7. The President will serve on the Steering Committee of the New Jersey Science Convention.
8. The President will file the annual report (list of new officers) of the ASSOCIATION with the New Jersey Secretary of State within thirty (30) days of the annual meeting at the NJ Science Convention. A copy will be transmitted to the historian for inclusion in the Archives of the ASSOCIATION at Rutgers University, New Brunswick, New Jersey.
9. Following the announcement of the ASSOCIATION election results, the President will formally notify the Superintendent or chief district officer of each individual elected and office held in the ASSOCIATION.

10. The President shall appoint the Nominating Committee at the November Board meeting.
11. The President shall appoint the Budget Committee. This committee will meet annually in the summer prior to July 31.
12. The President shall secure meeting places and/or meeting formats for the Executive Board for the following year.
13. The President shall confirm that the contracted accountant has performed an audit of the financial records by October 1st and present a report at the annual NJ Science Convention.
14. The President shall be exempt from paying any and all fees in connection with any activity solely sponsored by the ASSOCIATION.
15. The President (or a designee under extenuating circumstances as approved by the Executive Board) shall attend the NSTA National Conference on Science Education with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate. In addition, registration costs will be covered.
16. The President's transportation to the STANYS, SCONYC and PSTA Conventions will be paid by the ASSOCIATION.
17. The President or the President's designee will attend all District IV Chapter and Associated Groups (CAG) meetings sponsored by the NSTA District Director with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate.
18. The President shall attend the National Congress on Science Education (NCSE) planned each summer by NSTA with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate. In addition, registration costs will be covered.
19. The President will give the Officers Meeting reports and make all recommendations requiring a vote except for the budget of the ASSOCIATION.
20. The following officials shall be appointed by the President as needed: Historian, Awards and Presentations Committee Chairperson, Membership Chairperson, Assistant Second Vice-President, Newsletter Editor, Webmaster, three Regional Assistant Vice Presidents, Super Science Saturday Chairperson, Merck State Science Day Liaison, and Chairperson and Vice Chairperson for each of the following sections: Biology;

Chemistry; Physics; Earth Science; Environmental Science; Elementary Science; Middle School Science; College; Members at Large and others as appropriate.

21. For emergency backup, the President shall regularly obtain and store a copy of all NJSTA critical data, including membership, finances, and publications.

22. The President shall hold no other elected or appointed position within NJSTA while in the office as President. The President remains the ex-officio member of all committees.

#### PRESIDENT-ELECT

1. The President-Elect shall be an ex officio member of all committees, shall succeed to the Presidency and shall be a member of the Executive Committee.

2. The President-Elect shall preside at all board meetings that the President is unable to attend.

3. The President-Elect shall attend the National Congress on Science Education (NCSE) planned each summer by NSTA with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate. In addition, registration costs will be covered.

4. The President-Elect shall be responsible for overseeing the presentation of the gift to the President upon the completion of his/her term. The recognition or gift shall incorporate the medallion of the ASSOCIATION. The cost shall be within the budgeted amount for this purpose.

5. The President-Elect is responsible for other duties as assigned by the President.

6. The President-Elect will assist the President and Executive Board in finding replacements for positions held the year prior to serving as President. If replacements can not be found, the positions shall remain vacant.

#### RETIRING PRESIDENT

1. The Retiring President shall serve as the chairperson of the Nominating Committee, shall act in an advisory capacity to the President, and shall assume other responsibilities as assigned by the President.

2. In the event of the President having to relinquish office, the Retiring President shall assume the office of the President for the remainder of the unexpired term and shall also include the term of office as Retiring President.

## FIRST VICE-PRESIDENT

The First Vice-President shall plan and run the Annual Spring Membership Meeting and any special meetings of the general membership.

## SECOND VICE-PRESIDENT

The Second Vice-President shall coordinate all special publications, publicity and public relations for the ASSOCIATION.

## RECORDING SECRETARY

The Recording Secretary shall keep minutes of officers meetings, Executive Board Meetings and of general meetings of the ASSOCIATION; shall receive and file written reports and copies of programs of reports and programs of area, sectional, regular, and special meetings of the ASSOCIATION; and shall forward a copy of each report to the Historian.

## CORRESPONDING SECRETARY

1. The Corresponding Secretary shall handle the general correspondence of the ASSOCIATION, as directed by the President. The Corresponding Secretary may receive and originate communications of interest to the entire membership, such as amendments, special reports, and the like; send notification of Executive Board Meetings as directed by the President; maintain and update the ASSOCIATION letterhead; maintain a current listing of the members of the Executive Board and distribute this list to the Executive Board; and, create the Executive Board snow list.
2. The Corresponding Secretary shall send announcements for general membership meetings, awards, honors and elections of officers to the Commissioner of Education, the Deputy Commissioner of Education and the State Science Coordinator.
3. The Corresponding Secretary shall coordinate with the Retiring President to create the election ballot for the ASSOCIATION. Election voting will be conducted electronically. Ballot responses must be received by June 30. The Corresponding Secretary shall submit the ballot and receive the results and forward this information to the President and Executive Board.
3. Upon the decease of a past-president or current Board member, the Corresponding Secretary shall make a donation to an appropriate cause in the name of the deceased. Amount of the donation is to be determined by the officers of the Association. A brief announcement shall be placed in the newsletter indicating the passing of a valued colleague.

## TREASURER

1. The Treasurer shall receive monies, shall keep a continuous and complete record of the finances of the ASSOCIATION, and shall pay all bills as authorized by the Executive Board.
2. The Treasurer in conjunction with the President and the Budget Committee, shall prepare an annual budget at the summer Budget Committee meeting and present it to the Executive Board at the September meeting. The Budget Committee shall be appointed by the President.
3. The Treasurer shall be a member of the Membership Committee.
4. The Treasurer will close the ASSOCIATION financial records on August 31, and have them available for a contracted auditor.
5. The Treasurer will prepare an annual report and present it at the Association Annual Fall Membership Meeting.
6. The Treasurer will renew annually the insurance coverage for all meetings and activities.

## REGIONAL VICE-PRESIDENTS AND ASSISTANT REGIONAL VICE-PRESIDENTS

1. The Regional Vice Presidents and Assistant Regional Vice Presidents shall promote membership within their geographical area; may appoint county representatives; shall arrange the programs for their area meetings with the assistance of the section chairperson; and shall perform such other duties as the President may assign.
2. The Northern Region includes: Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Warren Counties. The Central Region includes: Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Somerset, and Union Counties. The Southern Region includes: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties.

## SECTION CHAIRPERSONS AND VICE-CHAIRPERSONS

1. The Sections shall be: Biology, Chemistry, Earth Science, Physics, Environmental, Elementary, Middle Level, High School and College.
2. The Section Chairpersons and Vice-Chairpersons shall be responsible liaisons to professional organizations of the particular discipline and make regular reports to the Executive Board of the activities of such organizations.
3. Chairpersons may conduct joint meetings with other groups - including other sections of the NJSTA.

4. Chairpersons shall conduct at least one topical program (workshop, field trip, etc.) per academic year. Such programs may be co-sponsored with another section of the ASSOCIATION and shall be designed to enhance competency in science education. This obligation may be fulfilled by arranging and conducting programs for the NJEA Convention.

5. Section chairpersons shall assist with the State Science Day (SMASH) when and where needed.

#### MEMBERSHIP CHAIRPERSON(S)

1. The Membership Chairperson(s) shall promote membership at all functions of the ASSOCIATION.

2. The Membership Chairperson(s) shall maintain an active membership list and mailing list that is regularly updated. The Membership Chairperson(s) shall annually notify members electronically of dues payable. Members with dues unpaid will be notified by the Membership Chair and dues are payable upon receipt of notice. Members who are delinquent in paying annual membership dues shall be removed from the active file by the ASSOCIATION Annual Spring Membership Meeting.

#### NEWSLETTER EDITOR

The Newsletter Editor will coordinate all material for the newsletter using the following protocols:

1. All Executive Board members are required to submit publicity of all events and/or general information to the NEWSLETTER editor.

2. NJSTA programs shall be given first preference of space and position and shall be given both pre- and post-publicity with pictures if available.

3. Membership shall be encouraged to participate through editorial requests for contributions.

4. Member activities shall be publicized.

5. Deadline for submission to the NEWSLETTER shall be the first Wednesday of each month, for the next month's edition, or as otherwise established and publicized.

6. Membership shall be advised of all General Membership meetings through the NEWSLETTER at least two months prior to the meeting.

7. Published materials should be relevant and of high interest to membership.

8. Upon the decease of a past-president or current Board member, the Newsletter Editor shall place a brief announcement in the NEWSLETTER indicating the passing of a valued colleague.

9. Through the NEWSLETTER, the Newsletter Editor will support the Mission Statement and Vision of the ASSOCIATION:

Mission: The mission of NJSTA is to promote excellence and innovation in science teaching and learning for all.

Vision: New Jersey Science Teachers Association's vision is to excite, empower and energize all teachers of science in the state of New Jersey. The NJSTA welcomes, supports and recognizes teachers of science for their dedication and professionalism. The NJSTA supports high quality instruction in all the schools within the state of NJ. The NJSTA also seeks to generate and promote public interest in science and science education.

## HISTORIAN

The historian is responsible for archiving all materials including membership, newsletters and all items voted on by the ASSOCIATION Executive Board.

## MEMBERS-AT-LARGE

Members-at-Large shall serve on the Executive Board and shall perform duties as designated by the President and the Executive Board.

## GENERAL RESPONSIBILITIES FOR ALL EXECUTIVE BOARD MEMBERS

1. All Executive Board members are required to submit publicity of all events and/or general information to the NEWSLETTER editor by the first Wednesday of every month.
2. The chairperson(s) of any program shall be exempt from all program fees.
3. In the event of an emergency cancellation of a regular monthly meeting of the Executive Board, the President's Executive Committee (composed of the President, President-Elect, First Vice-President, Treasurer, Corresponding and Recording Secretaries, Retiring President, Regional Vice Presidents and any other offices the President may have appointed), shall have the authority to conduct, vote upon and enact any business of the ASSOCIATION that should not wait until the next regular meeting of the Executive Board.
4. All Executive Board members are expected to uphold a duty of loyalty to the ASSOCIATION by giving undivided allegiance when making decisions affecting the organization. This means that a Board member can never use information obtained as a member for personal gain, but must act in the best interests of the ASSOCIATION.



5. Elected and appointed positions, Section Chairs and liaisons shall be considered derelict in their duties after two or more unexcused absences at the discretion of the presidential chain (President, President-Elect, Retiring President.) If considered derelict in their duties, they shall be removed from their position and the President will appoint replacements.

6. The Executive Board members will assist the President in finding replacements for positions when needed.

## CATEGORIES OF MEMBERSHIP IN THE ASSOCIATION

REGULAR - any person who meets the eligibility requirements in Section 1 of the NJSTA Constitution.

STUDENT - any full time undergraduate student, four year maximum.

HONORARY - may be attained by any person who has been a dues-paying member of the ASSOCIATION for the 10-year period preceding his/her retirement. Transfer to this class of membership shall be effected upon application, in writing, to the Membership Chair of the ASSOCIATION. Payment of dues is optional for this class of membership.

## DUES OF THE ASSOCIATION

REGULAR - \$25.00

STUDENT - \$ 10.00

HONORARY - as stated under CATEGORIES OF MEMBERSHIP IN THE ASSOCIATION.

All meetings sponsored or co-sponsored by the ASSOCIATION shall be open to all members. Where a limit is placed on attendance, members will be selected on a first come, first accepted basis.

Membership will run a rolling basis for one year. Members with dues unpaid will be notified by the Membership Chair and dues are payable upon receipt of notice.

## STUDENTS

All competitions open to students and sponsored by NJSTA must be approved by the Executive Board.

The NJSTA encourages K-12 student involvement in functions such as Chemistry Day, Physics Olympics, Odyssey of the Mind, Biology Essay Contest, Science Expo, State Science Day, Junior Academy of Sciences, Science League, Science Olympiad, and other appropriate science-related activities.

All student competitions, sponsored or co-sponsored by NJSTA, shall be supervised by the Awards and Presentations Committee. Awards that are given to students through NJSTA sponsorship/co-sponsorship shall be presented at an official function of the ASSOCIATION. The Chairperson responsible for the award shall notify the Executive Board at the meeting prior to the official function and shall make arrangements for such presentations. The Chairperson shall notify the recipients and provide the necessary information to the NEWSLETTER editor. Each year the Awards and Presentations Committee shall publicize the National, Regional and State competitions open to science students. The announcements will be made in the NEWSLETTER.

## ELECTIONS AND APPOINTMENTS

The Petition for Nomination shall be published in the December/January newsletter.

Completed petitions must include, but are not limited to: Name of candidate, NJSTA membership status, complete contact information, position desired, current employment/volunteer activities and other qualifications as determined by the Nominating Committee.

Election voting will be conducted electronically. Ballot responses must be received by the Corresponding Secretary by June 30. The Corresponding Secretary will provide the final results to the President and Executive Board.

## TERMS OF OFFICE

Executive Board positions to be filled accordingly are:

President-Elect: 4-year commitment. (Year 1 as President-elect; Year 2 & 3 as President; Year 4 as Retiring President.)

First Vice President: 1-year commitment

Second Vice President: 2-year commitment (elected in odd years)

Corresponding Secretary: 2-year commitment (elected in even years)

Recording Secretary: 2 year commitment (elected in odd years)

Treasurer: 3-year commitment

Regional Vice Presidents: 2-year commitment (elected in even years) One candidate from each of the NJ regions: North, Central, South.

Candidates for President-elect and Treasurer must have a minimum of 3 years active service on the NJSTA Executive Board and a letter of recommendation from an elected NJSTA officer.

## USE OF MAILING LIST

1. All materials, other than the newsletter, to be mailed out under the name of the ASSOCIATION must be submitted through the President, or if unavailable, the President-elect or the President's designee.
2. No member is authorized to provide lists of science teachers' names and/or addresses gathered from the membership lists or any other source to any other individual or organization.
3. Uses of the mailing list for other than general ASSOCIATION purposes may be made as follows:
  - a) Written request accompanied by a copy of the material to be mailed should be submitted to the President.
  - b) The Presidential chain (President, President-Elect, Retiring President) may verbally authorize the use of the mailing list, whether by postal mail or electronically. This will be followed by a written authorization.
  - c) All such requests and actions will be reported at the next Executive Board meeting.

## SPECIAL MAILINGS

1. The Commissioner of Education, the Deputy Commissioner of Education, and the Science Coordinator will be maintained on the NEWSLETTER MAILING LIST.
2. One of each publication will be mailed, upon request, to members of the State Department of Education.
3. Announcements for general membership meetings, awards, honors and elections of officers will be sent to the Commissioner of Education, the Deputy Commissioner of Education and the Science Coordinator by the NJSTA Corresponding Secretary.

## OTHER ORGANIZATIONS

1. NJSTA will maintain an open policy of co-sponsoring science affairs with other state organizations. The degree of participation shall be decided by the Executive Board.
2. NJSTA will co-sponsor the Annual New Jersey Science Convention with the New Jersey Science Education Leadership Association (NJSELA).
3. The President, President-Elect and the NSTA liaison person shall be encouraged to attend the National Congress on Science Education (NCSE) planned each summer by NSTA with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city

government per diem rate. In addition, registration costs will be covered. At the direction of the Executive Board, additional members may be sent under the same criteria.

4. The President shall be encouraged to attend the annual NSTA Conference on Science Education with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate. In addition, registration costs will be covered.
5. NSTA District IV Chapter & Associated Groups (CAG) meetings shall be attended by the President and the NSTA liaison person with the ASSOCIATION paying up to a maximum of \$500 in total for transportation, housing and meal expenses. The meal receipts are not to exceed the specific city government per diem rate. At the direction of the Executive Board, additional members may be sent under the same criteria.
6. The President shall attend the annual STANYS, SCONYC and PSTA conventions and transportation to these conventions will be paid by the ASSOCIATION.
7. Liaison shall be maintained with organizations of interest to the ASSOCIATION. Such liaisons may be voting members of the Executive Board if members of NJSTA.

#### ASSOCIATION-SPONSORED MEETINGS/EVENTS

1. All dates for each meeting shall be approved by the President before finalizing plans.
2. The chairperson shall contact the Newsletter Editor prior to the release of publicity for each meeting.
3. Membership shall be advised of all Membership meetings at least two months in advance through the ASSOCIATION Newsletter.
4. Prior to a meeting, such as the annual Spring General Membership Meeting and regional meetings, a tentative budget shall be prepared by the chairperson and presented to Executive Board.
  - a. in cooperation with the Membership Chairperson, membership shall be promoted at all meetings sponsored by NJSTA.
  - b. The Chairperson shall form a committee to plan, organize and execute their meeting.
  - c. Non-Members shall pay a larger fee for NJSTA meetings than NJSTA members.

## AWARDS

### The Awards and Presentations Committee

The Awards and Presentations Committee shall consist of the President-Elect, one member of the Trustees, and the Chairperson appointed by the President and approved by the Executive Board. The latter appointments shall be on a three-year cycle. This Committee shall meet at least once a year. The Chairperson may invite additional Board members to serve on the Committee.

The Committee shall present all nominations in a timely manner such that they are presented to the Executive Board and voted on the following meeting of the Executive Board before being presented at the appropriate meeting.

### The Atkins Award: (plaque)

Pauline McDowell Atkins was the first woman president of the NJSTA in 1924. She was a leader in the development of science education throughout the state. She was awarded a special citation as an educator, humanitarian, and scientist by the NJSTA in 1954. The Atkins Award was established in 1958 to recognize "Outstanding cooperation with and service to the Science Teachers of the State of New Jersey ."

The recipient of this award shall be selected by the Awards and Presentations Committee and upon approval of the Executive Board, the award shall be presented at the annual ASSOCIATION Spring Membership Meeting.

The recommendations concerning this award shall be presented to the Executive Board at least two meeting prior to the presentation of the award. The notification to the Executive Board shall be made at the first meeting and the Executive Board shall vote approval or non-approval at the second meeting.

### The Citation Scroll: (framed citation)

The Citation Scroll shall be awarded to a person who has made an outstanding contribution to science and/or science education. This contribution may have been made at any one or all of the following:

- 1) within the state of New Jersey
- 2) at the national level
- 3) of international importance.

The recipient of this award shall be selected by the Awards and Presentations Committee and, upon approval of the Executive Board, the award shall be presented at the annual ASSOCIATION Spring Membership Meeting.

### The Fellows Program: (framed certificate, lapel pin and paper weight)

The Fellows Program was inaugurated as an expression of esteem to those officers and members who gave to the ASSOCIATION of their time and talent to a degree not normally expected of them.

The Committee shall present the Fellows nomination(s) at the February Executive Board meeting. Fellows nominations shall be voted upon at the March Executive Board meeting. The Awards and Presentations Committee may make one or more nominations for this award to the Executive Board. Upon approval by the Executive Board, the presentation(s) shall be made at the annual ASSOCIATION Spring Membership Meeting.

The Petix Supporter of Science Award: (Plaque)

The Petix Award shall be awarded to non-members of NJSTA for extraordinary support and contribution to NJSTA. The recipient of the award will be nominated by the Awards and Presentations Committee and submitted to the Executive Board for approval. The award shall be presented at an official NJSTA function, preferably at the annual ASSOCIATION Spring Membership Meeting.

Maitland P. Simmons Memorial Award

Maitland P. Simmons was president of NJSTA from 1954-1955. He passed away in 1991. Upon his wife, Antoinette's, death in 2003 a bequest was left to NJSTA intended for scholarships in her husband's name. The Maitland P. Simmons Memorial Committee sponsors a summer institute annually to provide professional development for science teachers. The Maitland Committee awards scholarships to this institute for science teachers for the furtherance of science education.

The Doris White Scholarship Award

Doris White Memorial Scholarship (one day registration at Science Convention, year long NJSTA membership)

The Doris White Memorial Scholarship is awarded in honor of Dr. Doris Gnauck White, in tribute to her unflinching enthusiasm for and devotion to both scientific research and the professional development of teachers. Students who are currently enrolled in a K - 12 Teacher Preparation Program at a New Jersey institution of higher education are eligible to apply. The recipient of this award shall be selected by the Awards and Presentations Committee, and, upon approval of the Executive Board, the award shall be presented at the ASSOCIATION annual Fall Membership Meeting.

Special Awards

Special Awards may be made upon recommendation of the Awards and Presentations Committee and approval of the Executive Board.

## TRUSTEES

1. The Trustees shall be the most recent five past-presidents not including the Retiring President. In the event anyone cannot serve, the responsibility will remain with the first available preceding Past President.
2. The Trustees, in conjunction with the President, President-Elect and Retiring President will meet once a year at a time and place designated by the President. The annual NJ Science Convention is recommended.
3. All active Trustees are invited to serve on the Nominating Committee.

## ADDENDUM

1. The President's gift can be chosen from Harry C. Bradshaw Co., Flemington, New Jersey.
2. Bradshaw Stationery
3. Auditor