

# **ASTE BYLAWS**

**Revised September 18, 2018**

## **ARTICLE I. NAME**

The name of this Association shall be: The Association for Science Teacher Education (formerly The Association for the Education of Teachers of Science), hereinafter referred to as the Association.

## **ARTICLE II. PURPOSE**

The purpose of this Association shall be to promote leadership in and support for those involved in the professional development of teachers of science.

## **ARTICLE III. MEMBERSHIP**

Section 1. Membership categories, qualifications, and dues shall be established by the Board of Directors and incorporated in the Statement of Operating Procedures.

Section 2. The Board of Directors shall have the right to refuse, suspend, or rescind membership for due cause.

## **ARTICLE IV. BOARD OF DIRECTORS, OFFICERS, AND EXECUTIVE COMMITTEE**

Section 1. The Association shall be governed by a Board of Directors consisting of 13 voting members to include the elected President, Past President and President Elect, six elected Directors-at-Large, one elected Graduate Student Director-at-Large, three Regionally Elected Representatives and non-voting members to include the Executive Director and representatives from affiliate associations. Any individual on the Board of Directors shall vote in only one official capacity.

Section 2. The elected officers of the Association shall be President, President-Elect, and Past-President.

Section 3. The elected officers of the Association, two Directors-at-Large and the one Regional Representative serving the third year of their respective terms shall constitute the Executive Committee of the Board of Directors. If a third-year Director is not available to serve, one of the two next most senior Director(s)-at-Large will be appointed by the Board. If a third-year Regional Representative is not available to serve, the next most senior Regional Representative will be appointed by the Board.

Section 4. Any member of the Board may be removed from office by a two-thirds vote of the board.

## ARTICLE V. POWERS AND DUTIES

### Section 1. Board of Directors

The Board of Directors shall:

- a. Promote the purposes of the Association within the limits of these Bylaws and accompanying Statement of Operating Procedures.
- b. Establish a Statement of Operating Procedures defining policies not explicitly stated in these Bylaws. All Association business shall conform to and be guided by the Statement of Operating Procedures.
- c. Be the legal representatives of the Association, and, as such, shall have, hold, and administer all the property, funds, and affairs of the Association in trust for its use in conformity with these Bylaws and accompanying Statement of Operating Procedures.
- d. Set policies and procedures for the Association.
- e. Appoint members who work on behalf of the Association, such as Executive Secretary and journal editors.
- f. Meet regularly.
- g. Conduct an open business meeting during each Annual Meeting.

### Section 2. Executive Committee

The Executive Committee shall:

- a. Act for and on behalf of the Board of Directors between meetings.
- b. Report promptly to the Board of Directors on any actions taken between meetings.
- c. Be responsible for the financial well being of the organization.

### Section 3. Officers

#### A. President

The President shall:

- a. Take charge of the affairs of the Association.
- b. Preside at all meetings of the Association and serve as Chair of the Board of Directors and the Executive Committee.
- c. Be an ex-officio, non-voting member of all committees, not to include the Elections Committee.
- d. Be or designate a representative to affiliate organizations.
- e. Serve as or designate a representative as spokesperson for the Association.

#### B. President-Elect

The President-Elect shall:

- a. Serve in the absence of the President.
- b. Function as a working member of the Board of Directors and the Executive Committee.

- c. Appoint chairs and committee members for upcoming terms with the exception of the Elections and Committee of Regional Units.
- d. Carry out duties as assigned by the President that may include chairing Association committees.

#### C. Past-President

The Past-President shall:

- a. Function as a working member of the Board of Directors and the Executive Committee.
- b. Carry out such duties as assigned by the President that may include chairing Association committees.

#### Section 4. Directors-at-Large

The Board Directors-at-Large shall:

- a. Function as working members of the Board of Directors.
- b. Serve on the Executive Committee during third-year of office.
- c. Carry out duties as assigned by the President that may include chairing Association committees.

#### Section 5. Graduate Student Director-at-Large

The Board Graduate Student Director-at-Large shall:

- a. Function as a working member of the Board of Directors.
- b. Carry out duties as assigned by the President.

#### Section 6. Regional Representatives

The Regional Representatives shall:

- a. Represent the interests of all Regional Units.
- b. Function as working members of the Board of Directors.
- c. Senior representative will serve on the Executive Committee during third-year of office.
- d. Carry out duties as assigned by the President that may include chairing Association committees.
- e. Represent the interests and concerns of the Committee of Regional Units and communicate the work of the Board to the Committee of Regional Units.

#### Section 7. Executive Director

The Executive Director shall:

- a. Attend the meetings of the Executive Committee and Board of Directors and record and distribute the minutes.
- b. Work under the general supervision of the President and within the budget limits established by the Executive Board of Directors.
- c. Carry out the charges from the Board of Directors.
- d. Be responsible for accounting procedures and for the authorization of all payments of funds in accordance with approved budgets.
- e. Be responsible for administration of the Association office.

## Section 8. Director of Electronic Services

The Director of Electronic Services shall:

- A. Ensure that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the Director works with the Technology Education Committee and reports to the President.
- B. Post monthly updates to the ASTE web page
- C. Post information on the ASTE web page as directed and approved by the President.
- D. Maintain a list of current ASTE members for electronic access
- E. Create an electronic archive of the Newsletter
- F. Monitor the ASTE listservs
- G. Post information for ASTE members as approved by the Membership and Conference Planning Committee.
- H. Write and submit a semi-annual report to the Board of Directors
- I. Work under the direction of the Executive Board of Directors
- J. Modify responsibilities as technology and the use of technology changes in relationship to the organization
- K. Work with the Executive Director to create online membership and registration forms

## ARTICLE VI. ELECTIONS AND SUCCESSION

### Section 1. Procedures

- a. Each year a slate will be prepared by the elections committee consisting of at least one more nominee than the number to be elected. For example, the slate will contain at least two nominees for President-Elect, at least three nominees for Directors-at-Large, and at least three or four nominees for the elections committee.
- b. Every two years, the slate will include at least two nominees for Graduate Student Director-at-Large.
- c. The Executive Director shall prepare and notify all members of the Association regarding on-line voting.
- d. Elected positions shall be filled by plurality vote based upon the ballots returned submitted within 45 days of the date the ballot initially becomes available and the call for voting is announced.
- e. In the event of a tie, a run off election will occur. The Executive Director shall prepare and notify all members of the association regarding the on-line run off election voting. The position shall be filled by plurality based upon the ballots submitted within 14 days of the date the ballot initially becomes available and the call for voting is announced.
- f. In the event of a tie in the run off election, the winner for the elected position will be determined by a coin flip during the first board meeting at the annual conference.
- g. The terms of office begin with the close of the Annual Business Meeting following the election or at a date agreed to by the Executive Committee.

### Section 2. President-Elect

- a. The President-Elect shall be chosen from and elected by the membership at large. The annual succession of the President-Elect to the office of President and then to the office of Past-President shall be automatic.

b. Officers shall serve for one year or until their successors are elected to each office (President-Elect, President, Past-President).

### Section 3. Directors-at-Large

- a. Directors-at-Large shall be chosen from and elected by the membership at large.
- b. Directors-at-Large shall serve three-year terms with two members elected each year.

### Section 4. Graduate Student Director-at-Large

- a. The Graduate Student Director-at-Large shall be chosen from and elected by the membership at large.
- b. The Graduate Student Director-at-Large shall serve a two-year term.

### Section 5. Regional Representatives

- a. One Regional Representative to the board shall be selected each year from and by the Committee of Regional Units.
- b. Regional Representatives shall serve three-year terms.

### Section 6. Succession

In the event of removal, resignation, death, or incapacity of any member of the Board of Directors, the following succession procedures shall be followed:

- a. The President-Elect shall assume the Office of President for the remainder of the un-expired term then continue as President for his/her duly elected term.
- b. The Executive Committee shall assume responsibility for filling all other positions.

### Section 7. Conflict of Positions

No member of the Board may hold two Board positions simultaneously.

## ARTICLE VII. COMMITTEES

### Section 1. Procedures

- a. Committees shall be established to further the Association's business and shall be composed of Association members.
- b. Committee member terms shall begin and end at the Annual Conference of the Association.
- c. All committees shall submit a report to the Board for each Board meeting.

### Section 2: Types of Committees

- a. The Elections Committee

The Elections Committee shall consist of five members, with the Chair being

someone other than a current member of the Board of Directors. The Elections Committee shall prepare a slate of two or more nominees for each office and submit it to the Executive Secretary by the deadline for ballot preparation (in accord with Article VI). All members of the committee will be elected to two-year terms by a vote of the membership. Elections will be held on a rotating basis with two members elected one year and three the next. The Chair of the Elections Committee will be in the second year of her/his term.

#### b. Committee of Regional Units

The Committee of Regional Units shall communicate the interests/ concerns of the regional units to the Board and communicate the interests/concerns of the Association to the regional units. The Committee of Regional Units shall consist of one voting member from each regional unit who is also a member of the Association.

#### c. Operating Committees

Operating Committees are responsible for carrying out the Association's operations. Operating Committees are established and rescinded by the Board. The purpose, composition, and terms of office are defined in the Statement of Operating Procedures. Chairs of Operating Committees will be members of the Board.

#### d. Forums

Forums are dedicated to member interests and commitments. Forums serve the interests of the membership by influencing the policy, procedures, and activities of the Association with the assistance of the Board. Forums are proposed by petition of at least 10 members and are approved and rescinded by the Board.

#### e. Ad Hoc Committees

Ad Hoc Committees are created to complete specific and short-term tasks. Ad Hoc Committees are established by the Executive Committee or by the President with the approval of the Board of Directors. The duties of the ad hoc committees shall be defined at the time of appointment, and such committees shall exist only for the length of time designated in their charge.

### ARTICLE VIII. RULES OF ORDER

Section 1. A quorum for the transaction of business by the Board of Directors shall consist of the presence of a majority of the voting members of the Board. All decisions shall be made by a majority vote of the voting members present.

Section 2. Decisions of the Executive Committee shall be based on a majority vote of the total committee.

Section 3. A quorum for all Business Meetings of the Association shall be thirty members.

Section 4. Roberts Rules of Order shall govern the conduct of all Association meetings, except as otherwise specified in the Statement of Operating Procedures.

## ARTICLE IX. MEETINGS

### Section 1. Association Meetings

- a. The Association shall hold an Annual Meeting at a time and place approved by the Board of Directors.
- b. The President may call a special meeting of the Association with the approval of the Board of Directors.
- c. All members of the Association must be notified of Annual or special Meetings at least thirty days in advance.

### Section 2. Board Meetings

- a. The Association shall hold one or more Board Meetings each year at a time and place approved by the Board of Directors.
- b. All members of the Association must be notified of Board Meetings at least thirty days in advance.
- c. Board meetings are open to all members of the Association.
- d. Board meetings may go into closed session to consider matters of personnel and other matters as legally required.

### Section 3. Committee Meetings

- a. The Association shall hold Committee Meetings at the Annual Association meeting and at other times and places as deemed appropriate.
- b. Committee meetings will be announced in an appropriate fashion and are open to all members of the association.

## ARTICLE X. RELATIONSHIPS WITH OTHER ORGANIZATIONS

Section 1. By vote of the Board of Directors, Affiliate relationships shall be considered in accordance with the Statement of Operating Procedures.

Section 2. Other relationships shall be considered in accordance with the Statement of Operating Procedures.

### Section 3. Regional Units

- a. By vote of the Board of Directors, Regional Units of the Association may be established or rescinded.
- b. Regional Units shall be governed by their own Bylaws provided such Bylaws are not in conflict with the Bylaws of the Association.

c. Each Regional Unit shall select a member who will represent that unit on the Committee of Regional Units. Each representative must be a member of the Association.

#### ARTICLE XI. DISTRIBUTION OF ASSETS UPON TERMINATION

In the event of termination or dissolution of the Association, the Board of Directors shall distribute the remaining assets of the Association to one or more non-profit agencies or organizations interested in science education.

#### ARTICLE XII. AMENDMENTS

Section 1. A proposed amendment or revision to these Bylaws may originate in the Board of Directors or through a petition, submitted to the Board bearing the signatures of at least twenty Association members.

Section 2. The proposed amendment or revisions shall be submitted in writing to the President for distribution to the Board of Directors for its consideration at least thirty days before discussion and/or voting.

Section 3. If the proposed amendment or revision (or as revised or amended) is approved by at least two-thirds of the entire Board, it shall be presented to the membership of the Association by ballot within sixty days.

Section 4. The proposed amendment or revision shall be adopted if it receives a two-thirds majority of votes received from member ballots returned within sixty days of the date the ballot was issued.

Section 5. The Board of Directors shall have the authority to make non- substantive changes (e.g., typographical errors, minor editing for clarity) in the Bylaws without submitting such changes to a vote of the membership of the Association.

Section 6. The Statement of Operating Procedures may be altered by a majority vote of the Board of Directors.