

## **By-Laws of the Pennsylvania Science Teachers Association, Incorporated**

Adopted March, 1953

(Amended July, 1963; August 1970; September, 1972; November, 1980; November, 1984; December 1994; December 1996; May 2003; March 2004; December 2020)

### **ARTICLE I- NAME**

#### Section 1

The name of this organization shall be the Pennsylvania Science Teachers Association, Incorporated (PSTA, Inc., hereafter referred to as PSTA).

#### Section 2

The Pennsylvania Science Teachers Association, Incorporated shall be a state chapter of the National Science Teachers Association (NSTA).

### **ARTICLE II- PURPOSE**

The purpose of the PSTA shall be to:

- a. promote the sciences and science education in the Commonwealth of Pennsylvania;
- b. promote professional ethics and cooperation among all persons interested in the sciences and science education;
- c. to promote excellence among teachers of science through professional development opportunities;
- d. recognize leadership in the sciences and science education; and
- e. assist in the development of outstanding science talent in pupils by encouraging them to engage in the sciences through participation in science and technology initiatives designed for student participation.

### **ARTICLE III- MEMBERSHIP**

There shall be three categories of membership:

- a. Active
- b. Institutional
- c. Honorary

### **ARTICLE IV- GOVERNING BODY**

#### Section 1

The governing body of the PSTA shall be defined as the Board of Directors. All Board Members shall reside in or serve as a science educator in the Commonwealth of Pennsylvania. Only active members in good standing shall be eligible for election to or appointment to the Board of Directors.

#### Section 2

The Board of Directors shall be composed of

- a. the President, President-Elect, Vice President, Immediate Past President, Recording Secretary, (elected by the general membership), the Treasurer, and the Executive Secretary (elected by the Board of Directors);
- b. one elected member from each region of the PSTA. These regions of PSTA are defined in the Policy, Procedures, and Rules Manual of PSTA;
- c. one elected member from each college region of the PSTA. These regions of PSTA are defined in the Policy, Procedures, and Rules Manual of PSTA;
- d. four elected members from across the state. These state at-large representatives are defined in the Policy, Procedure, and Rules Manual of PSTA;
- e. one representative from each affiliate in good standing. This member may move, second and vote on all matters of the association except those involving the Constitution, By-Laws, Policy Manual and Finance; and
- f. non-voting science specialists representing educational, professional, and business organizations who may be invited to serve in an advisory capacity.

### Section 3

The Executive Committee shall be composed of the elected officers and one member elected annually by and from the Board of Directors.

## **ARTICLE V- ELECTIONS AND SUCCESSION OF OFFICE**

### Section 1

By November 1st of the required year, the following officers and directors shall be elected:

- a. by ballot vote of the general membership
  1. the Vice President (one elected annually)
  2. the Recording Secretary (one elected for a three year term beginning January 1995)
  3. regional representatives (one third elected annually; this results in three being elected each year over two years and two being elected in the third year)
  4. college representative (one third elected annually)
  5. state at-large representatives (with at least one elected annually; two at-large representatives elected in years when two regional representatives are on the ballot, one at-large representative elected in years when three regional representatives are on the ballot)
- b. by vote of the Board of Directors
  1. the Treasurer (one elected for a five year term beginning in January 1995)
  2. The Executive Secretary (one elected for a five year term beginning in January 1995).

### Section 2

- a. Officers and directors shall assume duties on January 1 of the year following their election.
- b. The annual succession of the Vice-President to the office of President-Elect, President and then to the office of the Immediate Past President shall be automatic.
- c. In the event of the death, resignation, or incapacity of an officer of the Association, this succession procedure shall be followed:
  1. If the office of the President is declared vacant, it shall be filled by a recommendation from the Executive Committee with the concurrence of the Board of Directors;
  2. If the offices of President-Elect and Vice President are declared vacant, they shall be filled by appointment by the President with concurrence of the Board of Directors. The appointed officers shall continue through the normal rotation of offices.
  3. If vacancies in other Board positions occur, they shall be filled by appointment by the President with concurrence of the Board of Directors.

## **ARTICLE VI- BOARD OF DIRECTORS**

### Section 1

The duties of the Board of Directors shall be to:

- a. decide all matters of policy. Policy is defined as the standing rules of the organization;
- b. approve the annual budget;
- c. adopt the report of the Auditing Committee;
- d. confirm/reject the appointments made by the President.

### Section 2

- a. The Executive Committee shall have the authority to act for the Board of Directors between regularly scheduled Board meetings should the need arise to take care of immediate business items.
- b. All business conducted by the Executive Committee shall be reported to the entire Board of Directors at its next regularly scheduled meeting.
- c. The Executive Committee's authority for the expenditure of PTSA funds shall be limited to a maximum of \$5000.00. Should an immediate item of business arise that requires the spending of more than \$5000.00, an emergency meeting of the Board of Directors shall be called by the President.

## **ARTICLE VII- DUTIES OF THE OFFICERS AND DIRECTORS**

### Section 1

The President shall:

- a. preside at all meetings of PSTA;
- b. appoint committee chairpersons and committee members with the concurrence of the Board of

Directors;

- c. serve as an ex-officio member of all committees except the Nomination and Elections Committee;
- d. serve as official PSTA representative;
- e. propose to the Board of Directors the time and place of the annual membership meeting and of the meetings of the Board;
- f. make interim appointments to the Board of Directors;
- g. fulfill any other duties as may be necessary for the good of PSTA and/or as assigned by the Board of Directors;
- h. chair the Executive Committee; and
- i. confer all awards.

#### Section 2

The President-Elect shall:

- a. serve in an advisory capacity to the President;
- b. preside at meetings in the absence of the President;
- c. serve on the Executive Committee;
- d. serve as the chairperson of the convention; and
- e. fulfill such other duties as may be assigned by the President and/or the Board of Directors

#### Section 3

The Vice President shall:

- a. serve on the Executive Committee;
- b. serve on the Convention Committee;
- c. fulfill such other duties as may be assigned by the President and/or the Board of Directors.

#### Section 4

The Immediate Past-President shall:

- a. serve in an advisory capacity to the President;
- b. serve as chairperson of the Awards Committee;
- c. serve on the Executive Committee
- d. serve as chairperson of Constitution, By-Laws, and Policy Manuals Committee; and
- e. fulfill such other duties as may be assigned by the President and the Board of Directors.

#### Section 5

The Executive Secretary shall:

- a. serve as the chief administrative officer of the Association;
- b. provide for the guidance and continuity of the Association by performing the daily routine duties and responsibilities;
- c. sign or authorize the signing of all contracts before forwarding them to the Treasurer;
- d. maintain the official records of the Association;
- e. serve as permanent liaison with NSTA;
- f. call a meeting to order and preside over the election of a temporary chairperson in the absence of the President, President-Elect, and Immediate Past President;
- g. serve on the Executive Committee; and
- h. fulfill such other duties as may be assigned by the President and/or the Board of Directors.

#### Section 6

The Treasurer shall:

- a. perform all official financial duties of the Association;
- b. keep an accurate record of all receipts and disbursements of PSTA;
- c. prepare and present a financial statement for each meeting of the Board of Directors, and/or the Executive Committee;
- d. send the financial statement to the Executive Secretary in advance of the meeting so that the statement may be distributed by the Executive Secretary when unable to attend any meeting;
- e. prepare the books for the annual audit;
- f. chair the Budget and Finance Committee;
- g. serve as treasurer for the Convention Committee
- h. serve on the Executive Committee; and
- i. fulfill such other duties as may be assigned by the President and/or Board of Directors.

#### Section 7

The Recording Secretary shall:

- a. record complete and accurate minutes of the proceedings of the annual meeting, meetings of the Executive Committee, and the Board of Directors;
- b. provide a copy of the minutes to the Executive Secretary for the official file and a copy to the President within (10) days after the meeting is conducted;
- c. serve on the Executive Committee;
- d. fulfill such other duties as may be assigned by the President and/or the Board of Directors

#### Section 8

a. Regional Representatives shall:

1. Send a written report of all activities on behalf of PSTA to the President two weeks prior to each board meeting;
2. keep PSTA members in the region informed of PSTA events (conferences, workshops, meetings, etc.);
3. solicit PSTA memberships;
4. work with the local intermediate units (IUs) and other local STEM organizations; and
5. fulfill such other duties as may be assigned by the President and/or Board of Directors.

b. College Representatives shall:

1. Send a written report of all activities on behalf of PSTA to the President two weeks prior to each board meeting;
2. Inform college and university students and faculty of PSTA events (conferences, workshops, meetings, etc.);
3. Solicit PSTA memberships; and
4. fulfill such other duties as may be assigned by the President and/or Board of Directors.

c. State At-Large Representatives shall:

1. Serve as a liaison to the general membership
2. Provide guidance in an advisory capacity to the board
3. Solicit PSTA memberships;
4. Fulfill such other duties as may be assigned by the President and/or Board of Directors.

## **ARTICLE VIII- COMMITTEES**

### Section 1

The standing committees of PSTA shall be:

- a. Auditing
- b. Convention
- c. Legislative
- d. Membership
- e. Nominations and Elections
- f. Horizons
- g. Awards
- h. Budget and Finance

## Section 2

- a. The Auditing Committee shall consist of a chairperson and two additional members appointed by the President with the approval of the Board of Directors.
- b. The duties of the Auditing Committee shall be to examine the Treasurer's records of receipts and disbursements and to present a complete financial report annually to the Board of Directors.

## Section 3

- a. The Convention Committee shall consist of the President Elect, as chairperson, the Vice President, the Immediate Past-President, the Treasurer and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Convention Committee shall be to:
  1. plan, implement, and evaluate all aspects of the annual convention;
  2. record complete and accurate minutes of the proceedings of the meetings; and
  3. present a final narrative and financial report to the Board of Directors.

## Section 4

The duties of the Legislative Committee shall be to:

- a. monitor, propose, and analyze rules, regulations, and legislation which affect the teaching of the sciences in the Commonwealth;
- b. identify critical political and legislative issues affecting science education and to communicate pertinent information to the membership; and
- c. represent the Association in lobbying efforts and other legislative actions as assigned by the Board of Directors.
- d. provide a report at each Board meeting and the annual meeting.

## Section 5

The duties of the Membership Committee shall be to:

- a. recruit new members;
- b. provide appropriate membership lists to Board members;
- c. provide a report at each Board meeting and the annual meeting; and
- d. prepare an annual membership report for the Board of Directors.

## Section 6

The duties of the Nominations and Election committee shall be to:

- a. seek nominees from the membership for each of the following:
  1. Vice President

2. Recording Secretary
  3. regional representatives
  4. college representatives
  5. at-large representatives
- b. conduct the election and report the results to the Board of Directors and to the membership;  
and
  - c. provide a report at each Board meeting and the annual meeting.

#### Section 7

The duties of the Horizons Committee shall be to:

- a. review all new initiatives that PSTA is asked to endorse and make recommendations to the Board of Directors based upon policy, past practice and the Constitution, By- Laws and the Policy Manual;
- b. recommend methods by which PSTA can be proactive in science education reform;
- c. prepare a five year strategic plan, with benchmarks to be achieved each year, which serves the needs of all levels of science educators;
- d. provide a report at each Board Meeting; and
- e. prepare a yearly progress report including recommendations to be presented at the general membership meeting.

#### Section 8

- a. The Awards Committee shall consist of the Immediate Past-President, acting as chairperson, and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Awards Committee shall be to:
  1. solicit nominees for PSTA Awards;
  2. evaluate applications;
  3. report the names of the awardees to the Board of Directors; and
  4. procure the awards and arrange for their presentation by the President.

#### Section 9

- a. The Budget and Finance Committee shall consist of the Treasurer acting as chairperson and other members appointed by the President with the concurrence of the Board of Directors.
- b. The duties of the Budget and Finance Committee shall be to:
  1. prepare an annual budget;
  2. receive and evaluate recommendations for the disbursement of funds;
  3. coordinate the convention budget with the association budget; and



4. provide a report at each Board meeting.

#### Section 10

Other Committees and Task Forces may be appointed by the President with approval of the Board of Directors.

### **Article IX- Rules of Order**

#### Section 1

Robert's Rules of Order, Revised, shall prevail in all questions of Parliamentary Law not covered by the Constitution and By-Laws or policy handbook or standing rules.

#### Section 2

- a. Five members of the Executive Committee present for any meeting of the Committee where official business is transacted shall constitute a quorum.
- b. A quorum, consisting of a majority of the Board of Directors, shall be required for the transaction of business at all meetings of the Board of Directors.
- c. At all General Membership meetings, the Association members in attendance shall constitute a quorum.

#### Section 3

Proxies may not be used to provide a quorum or as part of any vote by the Board of Directors or Executive Committee.

### **Article X- AFFILIATES**

Any active science organization may become an affiliate of PSTA.

- a. Any organization whose principal interest is science and/or science education may be an affiliated group of PSTA if approved by the Board of Directors.
- b. Criteria for affiliate status shall be identified in PSTA Policy and Procedures Manual. These criteria shall be subject to review and modification by the Board of Directors at any time.

### **ARTICLE XI- DISTRIBUTION OF ASSETS**

In the event of termination or dissolution of the Associations, the Board of Directors shall distribute the remaining assets of the Association to any organization interested in science education within the Commonwealth of Pennsylvania.

### **ARTICLE XII- CIVIL RIGHTS COMPLIANCE**

The Association complies with Title VI of the Civil Rights Act of 1964.

### **ARTICLE XIII- AMENDMENTS**

#### Section 1

Proposed amendments to the Constitution may originate from the Board of Directors or through a petition submitted to the Board, bearing the signatures of no less than fifty (50) PSTA

members.

#### Section 2

A proposed constitutional amendment, if approved by a two-third vote of the Board of Directors of PSTA at any official meeting shall be presented to the membership of the Association for adoption or rejection.

#### Section 3

The Board of Directors shall have the authority to make changes in the By-Laws without submitting such changes to a vote of the membership of the Association.

#### Section 4

The Board of Directors shall have the authority to make changes in the By-Laws without submitting such changes to a vote of the membership of the Association. Changes in the By-Laws can be amended by a two-thirds vote of the voting members of the Board of Directors present at a meeting of the Board of Directors.

#### Section 5

The Policy Manual of the Association can be revised by a majority vote of the Board of Directors.

### **ARTICLE XIV- INDEMNIFICATION**

PSTA shall indemnify its officers and members of the Board of Directors to the extent that such persons are not insured or otherwise indemnified and the power so to indemnify has been or continues to be granted by statute, and is not otherwise prohibited by applicable law, all expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceedings, or liability arising there from in which they or any of them are made parties by reason of having been officers or members of the Board of Directors of PSTA.