

Policy, Procedures, and Rule Manual of the Pennsylvania Science Teachers Association, Incorporated

(December 1996 Amended June 2004, January 2010, December 2020, April 2022, December 2022)

Article I Organization

A. Incorporation

The Pennsylvania Science Teachers Association (PSTA) came into being on December 29, 1950. PSTA was incorporated on January 21, 1963 under the Not-for-Profit-Corporation Law of the Commonwealth of Pennsylvania.

PSTA shall not engage in any activity which is inconsistent with the status of an educational, charitable, and scientific organization as defined in Section (c) (3) of the International Revenue Code of 1954 or any successor thereto.

B. Purpose

1. The purpose of the PSTA is stated in the Constitution and the By-Laws of the Association.
2. When there appears to be a need to change the purpose of the Association, - the President shall refer the matter to the Constitution, By-Laws and Policy, Procedures, and Rules Committee.
3. The Board of Directors may delete, modify, or change any purpose it deems advisable following a recommendation of the Constitution, By-Laws, and Policy, Procedure, and Rules Committee.

C. Use of Name and Logo

1. The name "Pennsylvania Science Teachers Association," its acronym "PSTA" as well as the use of its logo is copyrighted. From this point forward, the term "PSTA" shall be used to define any of the three individual pieces associated with identity.
2. Permission to use the PSTA name and/or logo by an organization, agency, individual or program must be obtained in advance of the use and is subject to approval by the PSTA Board of Directors.
3. To request permission for use, the requestor must provide, in writing, the following information at least thirty days prior to the date needed:
 - a. Name of person making request and affiliation with an organization;
 - b. Name of organization, agency or individual requesting use of name/logo;
 - c. A detailed description identifying how the name/logo will be used within a product, to whom the product will be disseminated, the approximate number of products being distributed, and the requested time of usage if applicable; and
 - d. Reason for wanting to use the PSTA name/logo.

4. Use of "PSTA" will not imply endorsement or support of a program or individual unless that is specifically stated in writing by PSTA.

Article II Membership

A. Members of the Association shall be individuals and organizations who support the purposes of the PSTA as stated in the Constitution and By-Laws. The Board of Directors determines types of memberships, privileges, and dues.

1. Active Memberships

- a. Individual Membership: Anyone engaged in or having an interest in science and/or science education shall be eligible.
- b. Student Membership: Any full-time, post-secondary student who is not currently teaching shall be eligible.
- c. Retired Membership: Any person retired from educational, industrial, corporate, or scientific service who has accumulated at least three years of individual membership in good standing shall be eligible.
- d. Life Membership: Any person eligible for individual or retired membership may become a Life Member of PSTA by paying the required dues.

2. Institutional Memberships shall include professional societies, corporations, industrial firms, and educational institutions. (Amended 3.28.15) Institutional members will receive all active membership benefits plus a complementary one-half page advertisement in each issue of the PSTA Exchange and the convention program for the membership year.

3. Honorary Membership: Any person who has made a significant contribution to science and/or science education through service or support shall be considered by the Board of Directors for Honorary Membership.

4. The membership year shall be an anniversary year beginning the 1st of the month following the receipt of the membership dues.

5. Membership lists shall be maintained, updated, and reported at each meeting of the Board of Directors by the Membership Committee chair.

6. Membership dues (as adopted by the Board of Directors on March 20, 2004):

a. Active Membership

1. Individual memberships shall be \$25.00 per year (joint NSTA membership \$22 per year).
2. Student memberships shall be \$15.00 per year.
3. Retired memberships shall be \$15.00 per year.
4. Life memberships shall be a single payment equal to twenty times the individual membership.

5. Honorary memberships shall be granted at no cost to those individuals identified by the Board of Directors.
 - b. Institutional memberships shall be \$600.00 per year.
 - c. Membership dues shall not be part of the annual convention registration fees.
7. Membership applications shall be accepted and processed by the Membership Committee Chair or through the JoinScience website at www.joinscience.org.

Article III Governing Body

A. Board of Directors

1. Organization

- a. The Board of Directors is the legal authority charged with the operation of PSTA.
- b. Region representatives shall reside in or serve a science educator in the Region they represent. Regions of PSTA shall be (IU is the Intermediate Unit as designated by PDE):
 - i. Region 1 composed of IU 22, 23, 24, 25, and 26 (elected in 2020 and every three years thereafter)
 - ii. Region 2 composed of IU 14, 20, 21, 29 (elected in 2021 and every three years thereafter)
 - iii. Region 3 composed of IU 18 and 19 (elected in 2022 and every three years thereafter)
 - iv. Region 4 composed of IU 9, 16, and 17 (elected in 2020 and every three years thereafter)
 - v. Region 5 composed of IU 12, 13, and 15 (elected in 2021 and every three years thereafter)
 - vi. Region 6 composed of IU 8, 10, and 11 (elected in 2022 and every three years thereafter)
 - vii. Region 7 composed of IU 1, 2, 3, 7, and 27 (elected in 2022 and every three years thereafter)
 - viii. Region 8 composed of IU 4, 5, 6, and 28 (elected in 2021 and every three years thereafter)
- c. College Representatives shall be members of, or retired from faculties of colleges or universities. They must teach or reside in the District they represent. Districts shall be composed of the following Regions:
 - i. Eastern District composed of Regions 1, 2, and 3 (IUs 14, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 29). Eastern College District representative is elected in 2022 and every three years thereafter.
 - ii. Central District composed of Regions 4, 5, and 6 (IUs 8, 9, 10, 11, 12, 13, 15, 16, and

- 17). Central College District representative is elected in 2021 and every three years thereafter.
- iii. Western District composed of Regions 7 and 8 (IUs 1, 2, 3, 4, 5, 6, 7, 27, and 28). Western College District representative is elected in 2020 and every three years thereafter.)
- d. State at-large representatives shall reside in or serve as a science educator in the State of Pennsylvania.
- e. Each Region, College, and State At-large Representative shall be elected for a three year term with one-third of the representatives being elected each other.
- f. Science specialists represent educational, governmental, and/or professional organizations may be invited to serve on the Board of Directors in an advisory capacity without voting privileges.
 - i. The representatives must be a PSTA member.
 - ii. The appointment shall coincide with the membership year and require confirmation by the Board.

2. Duties of the Board

- a. The Board provides direction, exercises supervision, and has responsibilities for the affairs of the Association. It appoints agents to assist with carrying out its duties. Decisions of the Board must be in compliance with the Pennsylvania Not-for-Profit Corporation Law and the Constitution and By-Laws of the Association.
- b. Upon petition of eleven members of the Board of Directors, the President shall convene a meeting of the full Board of Directors within thirty days.
- c. Members of the Board of Directors, elected by the PSTA membership plus the Executive Secretary and Treasurer, shall move, second, and vote on matters concerning finance, Constitution, By-Laws and/or Policy. Any question on a point of order must be made prior to the vote.

B. The Executive Committee

- 1. The Executive Committee shall meet as required between regular meetings of the Board of Directors.
- 2. Upon petition of four members of the Executive Committee, the President shall convene a meeting of the Executive Committee within thirty days.
- 3. The Executive Committee shall be the reviewing body for questions of status of affiliated groups.

Article IV Meetings

- A. Board members elected by the membership of PSTA and other specifically invited to the

meetings by the President to report on PSTA business shall be eligible for reimbursement of expenses as follows:

1. Mileage shall be reimbursed at a rate approved by the Board of Directors and shall not exceed the rate approved by the Internal Revenue Service.
 2. Turnpike tolls.
 3. Overnight expenses shall be reimbursed at a rate approved by the Board of Directors.
 4. Expenses incurred to attend the Board meeting at the annual convention are not reimbursable.
- B. Meetings may be called at any time by the President given due notice. Notification of a Board meeting must be postmarked at least fourteen days in advance of the meeting and shall include the purpose of the meeting.
- C. All meetings at which votes are taken, shall be documented by the minutes filled with the Recording Secretary.
- D. Members of the Board and committees who are notified of meetings required their attendance will be held financially responsible for reserved meals and rooms if they fail to notify the chairperson of their absence from the meeting by the stated date.
- E. Members of the Board shall be notified of meeting changes or other emergencies by the Executive Committee.
- F. PSTA will support in the following order President, Executive Secretary, President-Elect, Treasurer, and the Vice-President or their designees, as approved by the Board of Directors, meetings to the extent fiscal resources allow.

Article V Nominations and Elections

Nominations and election will be conducted by the Nominations and Elections Committee as listed in Article VII, Section E of the Policy, Procedures and Rules Manual.

Article VI Board of Directors- Removal

- A. Members of the Board of Directors having one absence without notification to the President, shall be notified by the President of their potential removal from office.
- B. Members of the Board of Directors who are absent, without notification to the President, for two meetings within a calendar year shall be considered delinquent in their duties. Their absences will be considered an implied resignation.
1. The President shall notify the Board of the implied resignation and the Board will take action.
 2. The President will notify the member, in writing, of the Board's action.
 3. The member may appeal the action of the Board in writing to the Executive Secretary within ten days of notification.

Article VII Duties of Officers and Directors

Any public statements on issues related to science education, or Association business must reflect official PSTA position and not personal feelings.

A. President

The President shall:

1. represent PSTA at the annual meetings of NSTA chapters within NSTA District IV;
2. invite to the Convention the Presidents from the District IV states and the current NSTA President who will be in office during the annual PSTA convention. These invitations must be coordinated through the President-Elect and the convention committee.
3. provide copies of all correspondence to the Executive Secretary;
4. attend meetings of all committees;
5. upon the Board's action on a request for an initial or continuing affiliation, send a letter informing that group of the Board's actions;
6. send all contracts to the Executive Secretary and Treasurer for approval;
7. arrange for meetings of Executive Committee and/or Board of Directors as required;
8. consult with the Chair nominee of each committee regarding the charge and the direction envisioned for the committee; and
9. collaborate with the Executive Committee in the development of committee memberships.

B. President –Elect

The President-Elect shall:

1. serve as Chair of the Convention Committee;
2. recommend to the President, for Board approval, members to serve as convention committee chairs prior to the first meeting of the Convention Committee;
3. present a budget for the annual convention no later than the second Board meeting of the calendar year;
4. conduct pre convention meetings;
5. develop and present to the Board of Directors a post convention report,
6. report the status of the convention plans at each Board meeting;
7. serve as a non-voting member of all committees;
8. represent PSTA at the National Congress on Science Education summer meeting and District IV meetings;
9. provide copies of all correspondence to the Executive Secretary;
10. present to the Board of Directors a list of potential dates and locations for the next year's Board meetings at the first Board of Directors meeting of the year. Two meetings of the Board

of Directors shall be held at non-convention site locations and shall be equitably distributed across the Commonwealth; and

11. present to the Board Directors a list of confirmed dates and locations for the next year's Board meetings no later than the third Board of Directors meeting of the year.

C. Vice President

The Vice President shall:

1. provide copies of all correspondence to the Executive Secretary;
2. serve as non-voting member of all appointed committees; and
3. use the year to prepare for duties in subsequent years.

D. Immediate Past-President

The Immediate Past-President shall:

1. provide copies of all correspondence to the Executive Secretary;
2. coordinate the Past President's Breakfast at the PSTA annual convention.

E. Executive Secretary

The Executive Secretary shall:

1. maintain the association records which includes Constitution, By-Laws, Policy, Procedures and Rules Manual, minutes of all meetings, all correspondence, financial records, and contracts;
2. attend meetings of the Executive Committee, Convention Committee, Board of Directors, and other committees;
3. be actively involved in publicity activities/fundraising;
4. receive and sign all requests for expenditures from the regular PSTA account before forwarding to the treasurer for payment;
5. shall individually be empowered (as is the Treasurer) with signatory authority at any financial institution where PSTA holds accounts; and
6. co-sign all contracts with the Treasurer.

F. Treasurer

The Treasurer shall:

1. provides copies of all correspondence to the Executive Secretary;
2. co-sign all contracts with the Executive Secretary; 3. forward to the Executive Secretary or designee, in a timely manner, the financial records to be archived;
4. be individually empowered (as is the Executive Secretary) with signatory authority at any financial institution where PSTA holds accounts;

5. open and keep current bank accounts for the efficient operation of the organization;
6. make available to committees and Board members the necessary vouchers and procedures for the dispersal of funds for the operation of the association;
7. make recommendations to the Board as to the purchasing and the repair of any equipment for the efficient operation of the Association; and
8. keep an inventory of all PSTA equipment.

G. Recording Secretary

The Recording Secretary shall:

1. provide copies of all correspondence to the Executive Secretary;
2. provide information distributed during Board Meetings to members who were unable to attend the meeting;
3. arrange for a designated replacement to carry out the duties of the Secretary in the event that the Recording Secretary is unable to attend any meeting specifically required by the Constitution, By-Laws, or Policy Manual; and
4. provide an updated leadership list when directed by the President.

H. Regional Representatives

Regional Representatives shall:

1. be the link between the Board of Directors and members in their region.
 - a. Keep members informed of PSTA activities
 - b. Obtain from the membership committee a list of current and non-current members from the region. Solicit memberships from non-current members.
2. communicate with the members of the regions at least once per year.
3. take an active role in PSTA convention publicity and solicit presentation proposals.

I. College Representatives

College Representatives shall:

1. communicate with all post-secondary institutions within their district at least once per year to keep them informed of PSTA activities and membership; and
2. take an active role in PSTA convention publicity and solicit presentation proposals.

J. State At-Large Representatives

State At-Large Representatives shall:

1. Be 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.
5. take an active role in PSTA convention publicity and solicit presentation proposals)

ARTICLE VIII Committees

A. Auditing

The Auditing Committee shall:

1. examine the treasurer's records of receipts and disbursements and
2. present a complete financial report annually to the board of directors.

B. Convention

The Convention Committee shall:

1. consist of the registration chair, program chair, exhibits chair, and those other chairs the President-Elect deems necessary;
2. be presented to and approved by the Board of Directors; and
3. submit for approval by the Board of Directors, registration fees, meal prices and other financial matters.

C. Legislative

The Legislative Committee shall:

1. distribute position statements on time-critical issues affecting science education, with prior approval of the Executive Committee;
2. provide pertinent information and position statements to the Board of Directors for reaction and approval; and
3. distribute information and/or position statements approved by the Board of Directors to the appropriate venues.

D. Membership

The Membership Committee shall:

1. distribute information from the membership database to those identified in the By-Laws and any other approved by the board of Directors to have access to such information. The information contained in the membership database is protected and shall only be used to advance the purpose of PSTA.
2. provide, upon request, membership mailing labels to appropriate Board members.
3. enter all hard copies of membership received into the JoinScience database;
4. submit a listing of memberships and checks for deposit to the Treasurer;
5. notify new members that their membership applications have been received and processed;
and

6. notify existing members when their memberships are about to expire and the process for renewing them.

E. Nomination and Elections

The Nominations and Election Committee shall:

1. present at least one qualified candidate for each office.
 - a. If any member of the Nominations and Elections committee chooses to run for office, they must adhere to the following guidelines:
 - i. They must notify the President and immediately resign from the committee.
 - ii. The prospective candidate must submit their materials for consideration no later than thirty days prior to the close of the nomination period as noted by the postmark on their materials.
 - b. In positions where no qualified candidate is nominated for office, that position will be filled by a recommendation of the President and appointment by the Board of Directors at the following January meeting.
 - c. No person previously removed from any elected or appointed position shall be eligible for election or appointment.
2. conduct elections in accordance with Article V of the By-Laws and present the election results at the General Membership meeting and report the results to the Board at the Board of Directors meeting held during the annual convention.
3. prior to the convention, communicate the results of each race in writing to each person listed on the ballot in that race.
4. present to the Board of Directors any request for the extension of the nomination deadline. This deadline may only be extended by action of the Board of Directors.
5. accept only position statements and biographical information that submitted in camera ready format and meet the specified requirements for length.
6. conduct elections according to the following guidelines:
 - a. Names on the ballot shall be placed in random order for each office.
 - b. The ballot shall be presented on a stamped, self-addressed postcard.
 - c. The election package shall include the following:
 - i. A cover letter stating the contents of the package and the postmark date by which the ballots must be returned.
 - ii. The position statements and biographical information for each candidate, and
 - iii. A self-addressed, stamped postcard.
 - d. Any additional materials produced and/or distributed in support of a person standing for

election will be deemed campaigning and are not permitted under the rules. The candidacy of that person may be considered null and void pending the review of the Board of Directors.

F. Horizons

The Horizons Committee shall:

1. meet at least once a year to evaluate and revise the strategic plan of the Association and submit it to the Board of Directors for approval and implementation; and
2. be comprised of members representing a cross-section of educational levels and business and industry partners, tenure in the Association and geographic distribution.

G. Awards

1. The Awards Committee shall:

- a. evaluate and recommend the establishment of awards to the Board of Directors
- b. seek funds for established awards;

2. The Committee shall be chaired by the Immediate Past-President, and consist of four (4) additional members appointed by the President, including two Past-Presidents.

3. The establishment of any award program must support the purposes of PSTA, maintain the financial stability of the Association, and must not diminish established awards.

4. If an individual, group, or organization wishes to establish an award program, the policy and procedure for such an award program will be by action of the Board of Directors upon recommendation of the Awards Committee.

5. The program booklet of the annual convention will include a listing of all awards conferred by the Association, the dates conferred and the names of the recipients.

6. The Association has, by Board action, established the following awards.

a. Fellows Award

i. This is the most prestigious award proffered by PSTA and the requirements are equally stringent.

ii. It recognizes truly outstanding achievement in science education and outstanding service to the members of PSTA over a period of at least ten (10) years.

iii. Requirements for seeking the award are:

a. Membership in PSTA for at least ten (10) years.

b. Service to the association as may be demonstrated by:

1. Serving as an officer;

2. Serving on committee;

3. Presenting programs at conventions and other meetings;

4. Promoting membership
 5. Publishing in Exchange; and
 6. Other requirements as determined by the Awards Committee.
- c. Service to science education at the local, state, and national levels may be demonstrated by:
1. Leadership which promotes the purpose of PSTA;
 2. Serving on appropriate non-Association committees;
 3. Presenting at conferences outside of the Association;
 4. Publishing in appropriate journals; and
 5. Other contributions as determined suitable by the Awards Committee.
- iv. The award shall consist of:
- a. An engraved plaque
 - b. A medallion, appropriately struck (designed and engraved), on a ribbon which the recipient can wear at appropriate events;
 - c. A Life membership in PSTA; and
 - d. Complimentary registration, meals, and lodging for one day and night at the meeting at which the award is made.
- b. Leadership in Science Education Award
- i. This award is made to an individual – not a classroom science educator – or an organization which over a period of at least five (5) years has made outstanding contributions in the support of PSTA, and individual members of PSTA.
 - ii. No more than two awards will be given in any year.
 - iii. The Leadership in Science Education award shall consist of:
 - a. An appropriately engraved plaque; and
 - b. A complimentary registration and meal at the meeting at which the award is conferred.
- c. Donald Keys Excellence in Science Teaching Award
- i. Donald Keys was a thirty year PSTA member, board member, an Honor Roll of Fellows Awardee and longtime PSTA Treasurer. He taught Physics at North Hills High School for many years. PSTA is committed to honoring Don’s work by dedicating this award to excellence in science teaching.
 - ii. This award is made to up to four teachers, one from each level: elementary school, middle school, high school, and higher education.

- iii. Minimum requirements for seeking the award are:
 - a. Three years or more of science teaching experience
 - b. Current employment full-time teacher of science at the elementary, middle, secondary, or higher education level in Pennsylvania.
- iv. Demonstrated qualities:
 - a. Excitement and enthusiasm for teaching
 - b. Promotes culturally responsive teaching practices for underrepresented groups
 - c. Accommodates and supports students with varying abilities to facilitate individual success
 - d. Demonstrates use of innovative teaching methods which engage students in real life active problem solving
 - e. Promotes science education beyond the classroom
 - f. Participates in local, state or national science activities and/or professional development
- v. The Donald Keys Excellence in Science Teaching award shall consist of:
 - a. An appropriately engraved plaque;
 - b. A one-year membership in PSTA beginning January 1 of the year following the conference at which the award is presented; and
 - c. A complimentary registration and a one day / night room and meal package at the conference.

d. Pennsylvania Science Administrator of the Year

- i. The Science Administrator of the Year Award recognizes ongoing excellence in the role of administrator of science education and commitment to its improvement. This award was created to recognize a school administrator (Superintendent, Principal, Assistant/Associate Principal, etc.) who acts as a champion for science education and science educators.
- ii. One administrator will be recognized at the state level as the Administrator of the Year.
- iii. Minimum requirements for seeking the award are:
 - a. Administrator with responsibilities for supervising teachers of science at any grade level
 - b. Current employment at the elementary, middle, secondary, or higher education level in Pennsylvania
- iv. Demonstrated qualities:
 - a. Promotes excellence in science teaching and learning through new ideas and concepts
 - b. Promotes leadership within your school
 - c. Promotes educational excellence in your school and community
 - d. Promotes continued professional learning of science teachers

- v. The Pennsylvania Science Administrator of the Year award shall consist of:
 - a. An appropriately engraved plaque; and
 - b. A complimentary registration to the annual PSTA conference.