



# **Constitution and Bylaws of Alaska Science Teachers Association**

Amended **October 2007**

## ***ARTICLE I NAME***

The name of the association shall be: **THE ALASKA SCIENCE TEACHERS ASSOCIATION**

## ***ARTICLE II OBJECTIVES***

The purpose of the Association shall be to encourage better science teaching in Alaska, to promote exchange of information among all science educators in the State, and to establish communications with science educators throughout the United States. The Association shall not engage in any activity which would be inconsistent with the status of educational, charitable, and scientific organization as defined in Section 501 (c) (3) of the Internal Revenue code of 1954 or any successor provision thereto.

## ***ARTICLE III MEMBERSHIP***

### **Section I Eligibility for membership**

Any person who is interested in the teaching of science in the State of Alaska is eligible for active membership.

### **Section II Categories of Membership**

The categories of membership shall be: Student, Regular, and Lifetime.

### **Section III Privileges**

Active members of the Association shall be entitled to vote and to hold office. All members shall be entitled to receive notices of meetings and to receive such publications as the Association may issue.

### **Section IV Dues**

The annual dues for membership shall be determined by the Executive Committee.

Membership year is from January 1 to December 31. Unpaid members become delinquent February 1st.

Dues for retired teachers may be waived.

## ***ARTICLE IV OFFICERS AND EXECUTIVE COMMITTEE***

### **Section I Executive Officers**

There shall be a president, president elect or immediate past-president, as the case may be during their respective terms, treasurer, and secretary.

The term of the office for the president, treasurer, and secretary shall be two (2) years. The president shall serve for two years or until a successor is installed.

The treasurer shall be elected in odd numbered years.

The president-elect and secretary shall be elected in even numbered years.

The president-elect shall serve for one year and then be installed as president.

In addition to the aforementioned offices, one (1) regional representative from each of the five (5) areas of Alaska designated as Northern, Interior, Southcentral, Southwest, and Southeast shall be elected. See Attachment II for the list of areas that each representative is responsible for. Two representatives at large shall also be elected.

A job description for each office is noted in Attachment II in this document.

### **Section II Appointed Positions**

There shall be a representative who coordinates the Presidential Awards for Excellence in Science Teaching for Alaska who is appointed by the Executive Committee.

Any representative may be appointed if no nominees are available.

### **Section III Executive Committee**

The officers of the Association shall constitute the Executive Committee. As the need arises, the Executive Committee may appoint additional Executive Committee members from the active membership on a temporary basis.

### **Section IV Nomination and Election of Officers**

The president elect, or immediate past-president, as the case may be during their respective terms, shall coordinate a nominating committee for the election of officers. Any member may make a recommendation to the nominating committee

after receiving consent from the candidate. Each recommendation shall be accompanied by a concise description of their qualifications. Nominations will be made to the nominating committee by March 15th.

The officers shall be elected by ballot sent by mail to all members of ASTA. The ballot shall be accompanied by a brief written description of the candidates qualifications.

Ballots will be mailed or e-mail to members by April 10th.

Ballots shall be postmarked or dated (e-mail) no later than April 30. The deadline for return shall be stated on the ballots.

Results shall be reported in the May newsletter.

### **Section V Assumption of Duties**

Newly elected officers will assume duties on June 1.

### **Section VI Succession of Office**

In the event of death, incapacitation, absence from the state for more than three (3) months, or resignation of the President, the president-elect, or, in the absence of the president-elect, the immediate past president, will assume the office of President for the remainder of the unexpired term. In the event that the president elect or immediate past president is unable to become President, the responsibility for succession shall rest with the Executive Committee.

## ***ARTICLE V MEETINGS***

### **Section I Yearly Meetings**

The Association shall hold at least one (1) annual meeting of the general membership. This shall take place in the State or at the annual National Science Teachers Association meeting. The date shall be decided by the Executive Committee.

### **Section II Special Meetings**

At least 3 audio conferences a year shall be held by the Executive Committee to take care of Association business. The Association shall hold other meetings as will best serve the interests and needs of the science teachers of Alaska.

## ***ARTICLE VI AFFILIATION***

### **Section I Alaska Science Teachers Association Affiliation**

The Association may associate with other science associations and education associations by a majority vote at any meeting.

## **Section II National Science Teachers Association**

The Association is the State affiliate of the National Science Teachers Association.

### ***ARTICLE VII QUORUM***

Those members present at each meeting shall constitute a quorum.

### ***ARTICLE IX AMENDMENTS***

The constitution may be amended by a two-thirds vote of the membership present at any meeting provided that the proposed amendment has been previously submitted to the Executive Committee.

### ***ARTICLE X DISTRIBUTION OF ASSETS UPON TERMINATION***

In the event of termination or dissolution of the Association, the Executive Committee shall distribute the remaining assets of the Association to one or more of the following agencies: National Science Teachers Association, National Science Foundation, any agency of the United States government with its interest in science education, or any organization that is exempt from taxation under Section 501 (c) (3) of the Internal Revenue code of 1954 or successor provision thereto and with it's interest in science education.

### ***ARTICLE XI BUDGET***

The yearly budget will be determined by the Executive Committee. Any person traveling on Association business will receive a per diem rate that is consistent with the State of Alaska rate.

## ***ATTACHMENT II***

### **Alaska Science Teachers Association Executive Committee Job Descriptions**

*Revised October 2007*

#### **President (2 years)**

- Plan, attend and preside over all meetings and audio conferences. When unable to do so, will designate someone to preside.
- Represent ASTA in all official and public relations capacities.

- Maintain contact with AK Dept. of Education liaisons and NSTA, which includes sending ASTA information to NSTA publications.
- Develop and promote programs and recognitions in keeping with the goals of the organization.

### **President-Elect (1 year-elected in even number years)**

- Attend all meetings and audio conferences.
- Responsible for ensuring the production and distribution of the ASTA newsletter 4 times a year.
- Conduct the annual election of officers.
- Assist the President by serving on committees and in other capacities.
- The President-Elect will become the President after the one year term is completed.

### **Immediate Past President (1 year)**

- Attend all meetings and audio conferences.
- Responsible for ensuring the production and distribution of the ASTA newsletter 4 times a year.
- Conduct the annual election of officers.
- Assist the President by serving on committees and in other capacities.

### **Secretary (2 years-elected in even numbered years)**

- Attend all meetings and audio conferences. If unable to attend, the secretary must find a designee to take minutes.
- Record minutes of all meetings and distribute to Executive Committee.
- Assist the President-Elect in newsletter mailings if necessary.
- Maintain a scrapbook of ASTA programs, recognitions, newsletters, minutes.

### **Treasurer (2 years-elected in odd numbered years)**

- Attend all meetings and audio conferences.
- Keep all financial records of the Association by:
  - record and deposit all membership and other income checks
  - record and make payment checks as needed
  - keep all receipts
  - balance the books and have a treasurer's report at meetings
- Maintain and report all tax records as needed.
- Collect membership forms and maintain current membership list.

### **Regional and At-Large Representatives (2 years)**

- Northern, South central, Southeast, and one of the at-large reps to be elected in even years.
- Interior, Southwest, and one of the at-large reps to be elected in odd years.
- Attend all meetings and audio conferences.

- Prepare regional reports if you are one of the 5 regional representatives for the ASTA newsletter.
- Encourage new membership in region, regional activities, and networking and support among regional members.

**Presidential Awardee for Excellence in Science Teaching Representative (appointed by Executive Committee)**

- Will coordinate the Presidential Awards program for Alaska with supervision by NSTA and NSF.
- Will report to the Executive Committee any news about the program that is necessary.
- Will coordinate a recognition ceremony for the State finalists and awardees on an annual basis.
- In conjunction with ASTA treasurer, will maintain financial records to coordinate Presidential Awardee program as per NSTA and NSF guidelines.

These are the school district areas that each regional representative is responsible for:

**Southeast Regional Representative**

Annette, Chatham, Craig, Haines, Hoonah, Hydaburg, Juneau, Kake, Ketchikan, Klawock, Pelican, Petersburg, Sitka, Skagway, Mt Edgecumbe, SE Island, Wrangell, Yakutat

**Southcentral Regional Representative**

Anchorage, Chugach, Copper Center, Cordova, Kenai, Kodiak, Lake and Peninsula, Mat-Su, Valdez

**Interior Regional Representative**

AK Gateway, Delta/Greely, Denali, Fairbanks, Galena, Nenana, Tanana, Yukon Flats, Yukon Koyukuk

**Northern Regional Representative**

Bering Straits, Nome, North Slope, NW Arctic

**Southwest Regional Representative**

Aleutian Region, Aleutian East, Bristol Bay, Dillingham, Lower Yukon, Iditarod, Kashunamiut, Kuspuk, Lower Kuskokwim, Pribilof, St. Mary's, SW Region, Unalaska, Yupiit