

Nebraska Association

Of

Teachers of Science

Policy Book

Nebraska Association of Teachers of Science

Policy Book

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BYLAWS OF THE NEBRASKA ASSOCIATION OF TEACHERS OF SCIENCE

ARTICLE I NAME

Section 1: The name of this organization shall be Nebraska Association of Teachers of Science (NATS).

Section 2: It is a chapter of the National Science Teachers Association.

Section 3: It is a division of the Nebraska Academy of Sciences (NAS).

ARTICLE II PURPOSE

Section 1: The purpose of NATS shall be the advancement, stimulation, growth, improvement, and coordination of science teaching in all fields of science and at all educational levels.

Section 2: NATS shall not engage in any activity which would be inconsistent with the status of an 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

Any person interested in science education in the state of Nebraska is eligible for membership in the NATS division of NAS.

ARTICLE IV OFFICERS

Section 1: The officers of the organization shall be the president, the president-elect, the past-president, the secretary, the treasurer, six members at large, and the adviser. The adviser shall be an ex-officio member of the Board and shall be the same as the science consultant of the Nebraska Department of Education.

Section 2: Only those members of the organization directly involved in science education within the state of Nebraska shall be eligible to hold office, or serve as chairperson of a standing committee.

Section 3: The officers of NATS shall constitute the Board of Directors.

Section 4: Other ex-officio members of the Board are NAS President (or designee), President of Nebraska Junior Academy of Sciences (NJAS), and Director of Nebraska Building a Presence (BaP).

ARTICLE V
DUTIES OF THE OFFICERS

Section 1: Except as otherwise provided in the Bylaws, the duties of the various officers shall be those which are customary for such officers.

Section 2: The president shall preside at all business sessions and all meetings of the Board of Directors. The president shall appoint standing committee chairpersons subject to ratification of the Board of Directors. The president, under the direction of the Board of Directors, shall have the general charge of the affairs of NATS.

Section 3: The president-elect shall perform the duties of the president in his/her absence and serve as program chairperson.

Section 4: The past-president shall perform the duties of the president in the absence of the president and president-elect. The past-president shall serve as the chairperson of the nomination committee.

Section 5: The secretary shall keep an accurate record of the proceedings of the organization and of the Board of Directors.

Section 6: The treasurer shall keep an accurate record of the finances of the organization. The treasurer shall provide a financial report at each meeting of the Board of Directors.

Section 7: The members at large shall represent the general membership of NATS on the Board of Directors.

Section 8: The Board of Directors shall transact the business, plan the overall program, make recommendations regarding proposed amendments to the bylaws, and devise and carry out measures for the growth and welfare of the organization.

ARTICLE VI
COMMITTEES

Section 1: Committees shall be established by the Board of Directors each year to carry out the functions and objectives of the organization.

Section 2: Standing committees of this organization shall be the Program Committee, the Nominating Committee, the Budget and Finance Committee and the Auditing Committee.

Section 3: The Program Committee shall plan the annual conference of NATS. The president-elect shall be the chairperson of the program committee.

Section 4: The Nominating Committee shall prepare and present a slate of nominees to the membership prior to the annual business meeting when officers are to be elected. The past-president shall be the chairperson of the Nomination Committee.

Section 5: The Budget and Finance Committee shall be responsible for preparing a yearly budget for approval by the Board of Directors. The treasurer shall be the chairperson of the Budget and Finance Committee.

ARTICLE VII
NOMINATIONS AND ELECTIONS

Section 1: Elections of officers shall occur at the annual conference of NATS. Election shall be by ballot.

Section 2: The secretary, treasurer, and six members at large shall hold office for three years. The president-elect, president, and past-president shall hold office for one year. After one year the president-elect assumes the office of president and the president assumes the office of past-president.

Section 3: An interval of three years shall lapse before an officer is again eligible for re-election to the same office.

Section 4: The terms of the six members at large will be staggered. Two members at large will be elected each year.

Section 5: Any vacancy on the Board of Directors will be appointed by the president, with approval of the Board of Directors, for the remainder of the term of office.

ARTICLE VIII
MEETINGS

There shall be an annual business meeting of NATS. This meeting will be held in conjunction with the Fall conference. The president may call meetings as deemed necessary.

ARTICLE IX
QUORUM

A majority of the members of the Board of Directors shall constitute a quorum of the Board.

ARTICLE X
DUES

Section 1: The annual dues shall be the same as those for NAS plus an amount set by the Board of Directors.

Section 2: Annual dues shall be payable prior to or at the annual business meeting.

Section 3: An attendance fee, set by the Board of Directors, shall be required of all non-members in attendance at conferences.

ARTICLE XI
FISCAL YEAR

The fiscal year will be from January 1 through December 31 of each year.

ARTICLE XII
AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds vote of the members present at any regular meeting, providing a copy of the proposed amendment shall have been sent to every member at least ten days before the vote.

Section 2: These Bylaws may be amended at any meeting without previous notice by a two-thirds vote of the total membership.

Section 3: Proposed amendments may be submitted by the Board of Directors.

Section 4: A proposed amendment may be submitted by a signed petition from ten (10) percent of the membership and then shall be submitted to the membership for adoption or rejection.

Section 5: These Bylaws may be amended by a two-thirds vote of voting members by mail ballot providing a copy of the proposed amendment shall have been sent to every member.

Section 6: Non-technical, non-substantive edits to the Bylaws may be made by the Board of Directors.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

In all questions of Parliamentary Law not covered by the Bylaws, Robert's Rules of Order, Newly Revised, shall prevail.

ARTICLE XIV
DISSOLUTION OF THE ASSOCIATION

In the event of termination or dissolution of NATS, the Board of Directors shall distribute to the other Divisions or entities of NAS any assets identified as having originated from or having been assigned to those Divisions or entities, if they are currently active. All remaining assets of NATS shall be distributed as directed by the Board of Directors, to organizations that are interested in science education and that are exempt from taxation under Section 501 (c)(3) of the Internal Revenue code of 1954 (or successor provision thereto), with preference being given, in order of priority, to (1) the NAS Divisions that remain active, (2) Nebraska organizations, and (3) national organizations. In no event shall any of the assets of NATS, upon dissolution, go or be distributed to individual members of any NAS division or affiliated society, or for any other purpose, it being the intent that the assets owned by NATS, upon dissolution, be devoted to the carrying on of scientific education through the investigation and dissemination of scientific knowledge.

The NATS Division

The Nebraska Association of Teachers of Science is an outgrowth of the parent Nebraska Academy of Science and is recognized as a Division of the Academy. NATS began as an organization in 1961.

Purpose of the NATS Policy Book

The purpose of the NATS policy book is to provide consistency and efficiency in the operation of the Division. It provides information and operating procedures of the organization and is intended to provide continuity as the leadership of the organization changes without having to search through the minutes of past meetings.

The Bylaws of the Nebraska Association of Teachers of Science shall serve as the guiding document for the basic rules of operation but the routine operation of the organization requires some consistency as well. This policy book is intended to assist in promoting that consistency.

Description of NATS Board of Directors

The Nebraska Association of Teachers of Science Board of Directors consists of a President, President-elect, Past President, Treasurer, Secretary and six board members at large. The state science consultant is a nonvoting member of the board and serves as the advisor.

To facilitate continuity in the leadership positions of the N/ATS division, officers and board of directors' members are elected for terms three years in duration. Each year at the fall conference, two new board members at large are elected along with a president-elect. The secretary and treasurer are elected at the end of a three-year term in staggered years to reduce the transitional effects of loss of experience.

At the end of their term, no board member may seek election to the office they are vacating. (They may seek election to another office on the board).

Job Descriptions of NATS Officers

NATS Officers

See article VII, Section 2 of NATS bylaws.

Term of Office

Officers will serve from the announcement of their election at the annual fall conference until the election of their replacement three years in the future. Typically, this term runs from the annual fall conference in October until the fall conference three years in the future. E.g. – an officer elected in 1998 will serve until they are replaced in 2001.

Board Members at Large

Board members are expected to attend the winter and summer board meetings and any other meetings as required to carry out NATS business. Board members will be reimbursed for mileage (state rate) and lodging (if necessary) and meals on site. All NATS board members should use phone cards or electronic mail when carrying out NATS business. Phone cards should be purchased and the receipt should be included on a voucher for reimbursement. Board members are expected to attend the NATS Fall conference and will have their meals/lodging and registration paid for by NATS (but not membership renewal). The primary responsibility of the board member is to assist in promoting, organizing and hosting the NATS Fall conference and carrying out other activities of the organization. (Refer to NATS Bylaws for definitions of terms of office.)

President – Elect/President/Past President

An individual elected to this board position serves as president-elect for one year, president for one year and then serves as past president, a board position, for one year. As with all other board members, the president-elect, president and past president will be reimbursed for mileage (state rate) and lodging (if necessary) to attend all board meetings and other required meetings. Phone cards or electronic mail should be used when carrying out NATS business. The president-elect, president and past president are expected to attend the NATS Fall conference and will have their meals/lodging and registration paid for by NATS (but not membership renewal).

The Nebraska Association of Teachers of Science (NATS) is a division of the Nebraska Academy of Science (NAS). The NATS president-elect, and president are members of the NAS Executive Committee and are expected to attend these meetings (held in Lincoln) to represent NATS.

President-Elect

The president-elect serves as the program chair for the coming year's fall conference.

They are responsible for:

- ✓ recruiting and organizing a schedule of presenters which will appeal to a wide area of science education interest with the help of the board of directors,
- ✓ over-see the acquisition of audiovisual equipment necessary for successful presentations at the site of the conference,
- ✓ communicate timely, accurate information to the presenters,
- ✓ assign presentations at the site in accordance with the needs of the presenters to best serve their audience.

As program chair, they should work to include as many board members as possible in the coordination of the program, but they are ultimately responsible. They are urged to recruit section chairmen outside the board of directors to conduct discipline area share-athons and mini-sessions.

NATS is a state chapter of the National Science Teachers Association (NSTA). The president-elect attends the annual Chapters and Affiliated Groups Conference (CAGS) held during the summer in conjunction with the summer NSTA board meetings. NATS pays all expenses for the president-elect to attend this conference. The president-elect shall perform the duties of the president in his/her absence. As previously mentioned, the president-elect is a member of the NAS Executive Committee and is expected to attend these meetings to represent NATS.

President

The president shall preside at all NATS board meetings and business meetings. The president shall carry out all business of NATS as directed by the board. As previously mentioned, the president is a member of the NAS Executive committee and is expected to attend these meetings to represent NATS. He/She attends the annual NSTA national conference in the spring, representing NATS. NATS pays room, board and travel expenses for the president to attend this conference.

The president is also responsible for representing NATS at the summer CAGS (Chapters, Affiliated Groups, and Societies) Meeting of the NSTA held in conjunction with the summer NSTA board of directors meeting if funding allows. Expenses for travel, meals and lodging will be reimbursed by NATS. The president is the official representative of the NATS Chapter.

The president is responsible for the conduct of the various standing and temporary committees, working with the treasurer to adopt and follow a budget, with the secretary to keep an accurate record of the minutes, policies and actions of the body, and also maintain close contact with the president of the Nebraska Academy of Science. The president is responsible for the overall functioning of the organization with assistance from the officers and board of directors' members.

The president is responsible for coordinating and arranging the keynote speakers for the evening presentations at the fall conference, inviting an officer of the NSTA (e.g. – past president, president, president-elect) to the conference as well as two representatives from our Region XI chapters of the Science Teachers of Missouri and the Kansas Association of Teachers of Science.

The president is responsible for determining presenter gifts and membership gifts to be given at the Fall conference. Yearly, the budget should allow for the purchase of these gifts, but the President's Discretionary funds may be used to cover the costs of the gifts and/or presenter expenses. The President's Discretionary funds become available on January 1st after taking office, and must be utilized by December 31st of the same calendar year.

Past President

In general, the past president serves as an advisor to the president, president-elect, and the NATS board. He/She is chair of the nominations committee and is responsible for soliciting nominations from the NATS membership and the board for the positions of president-elect and any other board openings. The past president is also responsible for contacting nominees and securing commitments from individuals to allow their names to be placed on the official ballot at the Fall conference.

The past president will assist the NAS Office Manager in managing the web page. He/She will work under the guidance of the President to keep the web page up-to-date. The past president will also work with the BaP State Coordinator and NJAS President to make appropriate updates on their pages.

The past president serves a three-year term as NATS representative on the NAS Policy-Executive-Program Committee (PEP). This committee meets at the NATS Fall conference and at the Lincoln NAS spring meeting in mid-April. Other PEP meetings may be called as necessary.

Secretary

The secretary is a three-year position. The secretary will attend meetings and is responsible for keeping records and minutes of the proceedings of all NATS meetings. Documents generated during joint strategic planning sessions, special committee meetings and other activities should be maintained by the secretary. Copies of minutes and/or notes will be submitted to the secretary if taken by board members during a small group session. All files related to NATS history will be maintained by the Secretary.

The minutes of meetings should be completed, printed and delivered to Board members within a two-week period. A copy of the minutes shall be sent to the NAS Office

Manager. The secretary may be called upon to correspond with individuals as directed by the President and the Board.

Treasurer

The treasurer is the chairman of the financial committee. It is the treasurer's responsibility to monitor and report on NATS accounts, and assist in preparation of the NATS budget. The treasurer serves a term of three years and as outgoing treasurer is asked to serve in an advisory capacity for the year following the end of office to facilitate the transition of the new treasurer. The treasurer will confer with the NAS Office Manager as needed to keep records current and accurate.

When a NATS bill is received in the Academy office, it will be forwarded first to the president (a completely arbitrary starting point). Pay vouchers in excess of \$50 are co-signed by the treasurer and president of NATS before disbursement of funds from the NAS office. Appropriate coding should accompany all vouchers. The treasurer is not responsible for writing checks, only for approval for disbursement based upon the adopted budget areas.

It is important that the treasurer deal with payment vouchers in a timely manner to facilitate reimbursement of board members, businesses and other individuals. Any voucher requesting less than \$50 may be signed by either the president or the treasurer before they are forwarded to NAS office for final disbursement. A copy of the voucher should be held in the records of the NAS office, the president, and the treasurer. This procedure provides some accountability for the maintenance of NATS funds.

Action taken by the NATS Board of Directors in the summer of 1997 provides for the auditing of NATS accounts by an accountant at the end of each three-year term of the treasurer. The NATS Treasurer will facilitate the audit along with the NAS Office Manager. This can certainly be accomplished with recommendations from the Board of Directors, NAS office, or NAS officers. Since the books are maintained in the office of NAS at Morrill Hall it would seem only reasonable that the accountant be located in the Lincoln vicinity.

Financial Support of NATS Board of Directors

- ✓ Mileage will be paid for board members to conduct NATS business. Mileage will be paid at the state rate when the mileage expense was incurred. Car-pooling is strongly encouraged at all times. If board members travel distances over 100 miles (round-trip), car-pooling to meetings and conferences is required for full reimbursement.
- ✓ Members who are unable to attend the entire meeting, or who are unable to car-pool (for distances greater than 100 miles round-trip) will be reimbursed for ½ the round-trip mileage to and from the meeting/conference.
- ✓ Lodging, when required, will be paid for board members when attending NATS functions/meetings. Lodging will be paid as double occupancy when able.

- ✓ Meals will be reimbursed except for when provided during the meeting.
- ✓ Other reasonable expenses incurred will be reimbursed. Postage, phone cards, envelopes, and other expenses incurred while carrying out NATS activities would be examples. If the board member is uncertain about the purchase falling in the budget guidelines of NATS they should first get confirmation of the purchase from the treasurer and president before making the expenditure. All requests for expenses will be subject to approval of the treasurer and/or president.
- ✓ The president and president –elect may receive support to attend the annual CAGS (Chapters, Affiliated Groups and Societies) meeting of the NSTA if funding allows. Expenses for travel, if flying; coach rate; and, if driving, the total mileage expense is not to exceed the rate of flying coach. Reasonable lodging expenses, meals and gratuities, reasonable ground transportation, registration and related fees for attendance will be reimbursed.
- ✓ Reimbursement requests must have an original receipt attached to the voucher.

Disbursing of Funds

Funds will be disbursed only upon proper filing of vouchers which includes original receipt for the purchases in question. The vouchers shall be submitted in triplicate with one being on file in the Nebraska Academy of Science office with the receipts attached, one with the treasurer and one with the president.

If the expenditure is less than \$50, the voucher only needs the signature of the president or treasurer. If the expense is more than \$50, it needs the signature of the president and the treasurer. In the case either the president or treasurer is unavailable for the second signature required, the president – elect of NATS may sign as the second signature. Vouchers should be sent/provided directly to the president or treasurer, depending upon the amount of the request. The appropriate copy of the triplicate voucher shall be mailed to the treasurer and president upon disbursing of the funds so they may maintain accurate files.

Vouchers should be submitted within one month of expenditure. Late year expenditures must be submitted by December 1st of the calendar year. If this isn't possible, the NATS President, Treasurer and/or NAS Office Manager must be notified.

Paper work is sent to the NAS office and the check is written by the authorized NAS signee and forwarded by that office to the party named on the voucher.

V.I.P. Guests at Fall Conference

The following expenses and/or honorariums will be provided to:

- NSTA President or their representative: Room/Board/Registration
- NSTA District XI Director: Room/Board/Registration
- KATS and STOM board members (limit of two per chapter): Room/Board/Registration
- Key Note Speakers: Room/Board/Registration and agreed upon honorarium and expenses.
- Presidential Award: Room/Board/Registration
- Catalyst Winners: Dinner the evening the award is presented for winner and guest (or immediate family)

Newsletter

The newsletter is to be published on the following deadline.

Articles submitted by:	Newsletter mailed:
November 15	December 1
February 15	March 1
April 15	May 1
September 15	October 1

“Nebraska Science News” is the approved name of the publication approved in June of 1998 at the joint strategic planning meeting of the NAS and NATS.

Nominations/Nominating Procedures for NATS Officers

The number of official candidates to vie for an office should be a minimum of two. Nominations should reflect the demographics of Nebraska. The past president is the chair of the nominations committee, a standing committee of NATS.

NATS bylaws indicate, “Only those members of the organization directly involved in science education within the state of Nebraska shall be eligible to hold office or serve as chairperson of a standing committee.”

Election Procedure

Election officers shall be done in a manner to allow the greatest number of members to cast a ballot deciding the election of officers. NATS bylaws indicate in Article VII, Section 1 that “Election shall be by ballot.” It is suggested that the slate of candidates, with biographies, be placed in the registration packets. Balloting will occur throughout the conference but will conclude no later than 5:00p.m. on the second day of the conference. Ballots will be counted at that time and newly elected officers announced at the evening’s program.

Science Olympiad Co-sponsorship

NATS serves as the fiscal agent for the Nebraska Science Olympiad and as such is listed as a co-sponsor. NATS members are involved in the event hosted by the Nebraska State Department of Education and the Science Education Department of UNL. Ron Bonstetter of UNL and Jim Woodland of NDE are co-chairs. The event is held annually at UNL.

Science Olympiad is intended to be self-supporting with no financial assistance expected from NATS funds.

Presidential Awards for Excellence in Math and Science Teaching

NATS also co-sponsors PAWS; the Presidential Awards for Science. A grant for administration of the award from the National Science Foundation (NSF) is deposited in the NATS accounts. Judges select three candidates from the applicants by reading their submitted applications. Judges receive mileage and a meal for their assistance.

The finalists and honorable mentions are invited to attend the NATS fall conference. Their attendance is paid by the funds mentioned above. This activity is directed by the NATS advisor.

Regional Drive-in Conferences

NATS may support regional Drive-in Conferences across the state. The purpose of the drive-in conferences is to provide service to under-represented areas of the state.

To host a regional drive-in conference a local leader needs to be named as coordinator to handle organization and logistics of the conference. A steering committee consisting of area NATS members and others interested needs to be organized to support the local leader. Strong support from a local organization, school or ESU must be in evidence.

It is expected that those attending the conference be solicited to become NATS/NAS members.

The Maiben Lecture at NATS

The Nebraska Academy of Science provides the Maiben Lecture at the fall conference. The president of NAS and NATS will mutually agree upon the speaker with the expense for the speaker being paid by the NAS.

Awards Sponsored by NATS

Catalyst Awards

NATS sponsors the Catalyst Awards, which are “awarded annually to two individuals who have made notable contributions toward science education. One award is given to an individual who has provided commendable community service to science and the other to an individual who represents lifetime service as a science educator.”

Nominations for the award shall be solicited from the public and membership for consideration. The board of directors may select the candidates from those nominated or propose others for consideration. The definition of the award in no way obligates the board to select only one individual in each category, nor obligates them to select a candidate if no worthy nominations are received. These are only guidelines and the board may choose to deviate from them while considering the potential awardees.

NATS Officer Awards

It is the practice of NATS to honor those officers who have completed their terms at the annual fall conference with a plaque commemorating their years of service. The template for the plaques may be found at Awards Unlimited, 1935 “O” Street, Lincoln, NE 68510-1036.

Nebraska Scientific Award

The NATS organization annually awards science educators who have been active members in NATS for 20 years with a medallion. This is presented at the fall conference and is sponsored by Nebraska Scientific.