

WISCONSIN SOCIETY OF
SCIENCE TEACHERS
BYLAWS

(Revised 10/9/2004)

ARTICLE 1 MEMBERSHIP and DUES

1.1 Qualifications: Any person, organization, firm or corporation, showing a constructive interest in the purposes of this organization will be eligible for membership in the Society.

1.2 Types of Membership

1.21 Regular membership shall be limited to those whose primary activity and interest is in science education at the elementary, secondary, and tertiary levels. Regular members shall have the right to vote and hold office.

1.22 Student membership shall be available to any individual who is a student in an institution of higher learning with an active interest in science education as a career.

1.23 Associate membership shall be available to any individual, organization, firm or corporation showing a constructive interest in the purposes of the organization but whose primary activity and interest is not in education

1.24 Retired membership shall be available to regular members by request. Retired members have the right to vote, hold office, and will pay reduced dues.

1.25 Honorary memberships can be awarded to an individual by a majority vote of the Board of Directors. Honorary members will not be required to pay dues and shall have the right to vote and hold office.

1.26 Lifetime membership in WSST will be awarded to recipients of the Ron Gibbs Award

1.3 The Board of Directors shall determine the dues for each type of membership.

1.4 Membership may be terminated for being in arrears in dues. Reinstatement may be obtained at any time.

1.5 The Board of Directors shall have the right to refuse, suspend or to rescind membership of an individual or group for just cause.

1.6 Publications and Other Benefits: The Board of Directors shall determine the publications and other benefits that each class of membership receives.

1.7 A current membership list containing names (first and last), telephone number, mailing address, email address and membership district shall be maintained for each type of membership.

ARTICLE 2 DUTIES and RESPONSIBILITIES

2.1 The Board of Directors shall:

2.11 Retain the right to review and repudiate or veto the action or actions of any officer, committee, person, or group acting for or in the name of the Society.

2.12 Formulate the bylaws of the Society

2.13 Adopt and authorize the publication of an annual budget for the Society.

2.14 Confirm all appointments made by the President.

2.15 Review the recommendations of the Society's committees

2.16 Authorize public statements regarding

official positions of the Society.

2.17 Determine whether a person has ceased to be an officer or other member of the Board of Directors.

2.18 Fill any vacancy for the remainder of the unexpired term of office of the President - elect, Secretary, or a District Director as indicated in Article Four(4) of these Bylaws.

2.19 Meet a minimum of three (3) times per year.

2.191 Direct the Executive Committee to secure an outside auditor to review the finances of the Society on an annual basis.

2.192 Approve an operating budget at the Summer Board Meeting.

2.193 Annually confirm the appointment of the Executive Director and Assistant Executive Director upon the recommendation of the Executive Committee.

2.2 The Executive Committee shall:

2.21 Have general supervision of the activities of the Society and can authorize expenditures of funds.

2.22 Meet a minimum of twice a year in addition to the three Board of Directors meetings.

2.23 Secure an outside auditor to review the finances of the Society on an annual basis.

2.24 Present the auditors report at the Summer Business meeting of the Board of Directors.

2.25 Conduct an annual review and evaluation of the Executive Director and Assistant Executive Director. An evaluation form will be circulated to the Board prior to the Summer Board meeting; the responses will

be consolidated by the President; evaluations will be discussed by the Executive Committee and/or Board with the Executive Director and Assistant Executive Director.

2.3 The President shall:

2.31 Be the executive head of the Society and shall preside at all general meetings of the Society.

2.32 Be the chairperson of the Board of Directors and the Executive Committee and perform the usual duties of those offices as well as those of the presidency.

2.33 With the advice and consent of the Board of Directors, annually appoint new members to fill vacancies on standing committees, task force and ad hoc committees. The President will also appoint a chairperson to each committee from the returning members of that committee.

2.34 Establish ad hoc committees and appoint task forces as needed.

2.35 Act as the liaison between the Board of Directors and affiliated organizations.

2.36 Function as a working and voting member of the Board of Directors and the Executive Committee.

2.37 Assume the duties of the President Elect or the Retiring President when that position is vacant.

2.4 The Retiring President shall:

2.41 Assume the duties of the President and the President Elect in that person's absence.

2.42 Function as a working and voting member of the Board of Directors and the Executive

Committee.

2.43 Be responsible for making sure that all elected officers, District Directors and Committee Chairpersons receive copies of the Society's Constitution, Bylaws, Policies and Operational Procedures manuals, at the beginning of their tenure in office.

2.44 Act as the liaison between the Board of Directors and the Awards and Recognition, Policy Review and Convention committees.

2.45 In the event of the death, resignation or incapacity of the Executive Director, direct the Assistant Executive Director in performing and executing the financial duties of the Executive Director.

2.5 The President Elect shall:

2.51 In the event of the death, resignation, or incapacity of the President, assume the duties and responsibilities of the President and the Retiring President.

2.52 Assume the duties of the President in the absence of the President and the Retiring President

2.53 Function as a working and voting member of the Board of Directors and the Executive Committee.

2.54 Act as the liaison between the Board of Directors and the Membership, Public Relations and the Professional Development Committee.

2.6 The Secretary shall:

2.61 Keep a record of the proceedings of all business meetings of the Society.

2.62 Handle such correspondence as directed by the President

2.63 Act as the liaison to the Nominations and Elections Committee and be in the presence of this committee for the toss of a coin to determine a winner in the case of a tie vote for an elected position.

2.64 Function as a working and voting member of the Board of Directors and the Executive Committee.

2.7 The Executive Director shall:

2.71 Have custody of the operating budget and other Society accounts.

2.72 Attend all meetings of the Executive Committee and the Board of Directors.

2.73 Prepare a financial statement for each meeting of the Executive Committee and Board of Directors or at the request of the President.

2.74 Be responsible for the proper accounting procedures and for the payment of funds in accordance with the approved budget.

2.75 Prepare an annual budget at the direction of, and subject to approval of, the Board of Directors.

2.76 Maintain the membership records to be reported at all Board of Directors and Executive Committee meetings.

2.77 Maintain a full and adequate record of the official business, actions, and meetings of the Board of Directors and Executive Committee.

2.78 Maintain official copies of the Constitution and Bylaws and make copies available to Society members upon written request.

2.79 Work under the general supervision of the President and within the budgetary limits established by the Board of Directors.

2.791 Endeavor to implement the policies and programs established by the Board of Directors.

2.792 Execute, subject to the directions of the Board of Directors or Executive Committee, for and on behalf of the Society, contracts and agreements.

2.793 Prepare, upon direction of the President, an agenda for and provide copies to all members of the Board of prior to any scheduled meetings of the Board of Directors and/or Executive Committee.

2.8 The Assistant to the Executive Director shall:

2.81 In the event of the death, resignation, or incapacity of the Executive Director ; under the direction of the Retiring President; perform the financial duties of the Executive Director.

2.82 Have the responsibility for publishing (or delegating task to publications committee) the Society newsletter.

2.9 The District Directors:

2.91 Shall be responsible for promoting the programs and activities of the Society within their districts.

2.92 Shall function as working and voting members of the Board of Directors; serve as conduits to the Board, bringing concerns of constituents to the attention of the Board.

2.93 Write articles for each WSST newsletter regarding science education happenings within the director's district.

2.94 Assist the Nominations and Elections committee, if requested, in finding candidates to run for office for WSST.

2.95 Aid the Professional Development committee within the director's district.

2.96 Encourage and promote WSST's Awards and Recognition program within the director's district (this includes making nominations for regional awards within the director's district).

2.97 Send information to the Awards and Recognition committee regarding science educators in the director's district receiving honors and /or awards other than those given by WSST.

2.100 Attend to other such duties as may be requested of that director by the President of WSST.

ARTICLE 3 NOMINATIONS

3.1 The Nominations and Elections Committee shall identify and nominate qualified candidates for each of the elective offices of the Society and make recommendations to the Board of Directors as necessary, for the improvement of the nomination and election procedures.

ARTICLE 4 ELECTIONS, TERMS of OFFICE and FILLING of VACANCIES

4.1 The President-elect shall be chosen from and elected by the membership at large. The biannual succession of the President-elect to the office of President shall be automatic. After two years as the President, this person will succeed to the office of Retiring President.

4.2 The terms of President-elect, President, and Retiring President shall encompass four (4) years. The secretary shall serve a term of two (2) years.

All terms begin on May 1st.

4.3 In the event of the death, resignation, or incapacity of an officer of the Society this succession procedure shall be followed:

4.31 *President* The President - Elect shall assume the office of the President for the remainder of the unexpired term.

4.32 *Retiring President* The immediate Past President shall assume the office of the Retiring President for the remainder of the unexpired term. (The immediate Past President is the individual who most recently relinquished the office of Retiring President).

4.33 *President-elect* The Board of Directors shall assume the responsibility for filling this office in the most appropriate manner.

4.34 *Secretary* The Board of Directors shall assume the responsibility for filling this office in the most appropriate manner.

4.4 In the event of the death, resignation, or incapacity of two or more officers of the Society, the Board of Directors shall assume the responsibility for filling the offices in the most appropriate manner.

4.5 The following six (6) WSST voting districts shall be established for the purpose of electing District Directors of the Society:

- WSST Voting District I: CESA 11 & 12
- WSST Voting District II: CESA 9 & 10
- WSST Voting District III: CESA 7 & 8
- WSST Voting District IV: CESA 3 & 4
- WSST Voting District V: CESA 2 & 5
- WSST Voting District VI: CESA 1 & 6

4.6. A District Director shall be elected by members teaching in that district only.

4.61 Each candidate for the office of District Director shall teach and/or reside in the district the individual seeks to represent.

4.62 Two District Directors will be elected each year. Election of District Directors will follow a three year rotation. The election of District Directors will take place in the following order Districts 1 and 4, Districts 2 and 3, Districts 5 and 6.

4.63 District Directors shall serve for three years.

4.64 Each newly elected District Director shall take office on May 1 and serve until the last day of April of the third year after the District Director's election.

4.7 In the event of the death, resignation, or the incapacity of a District Director, the Board of Directors shall fill the vacancy by appointment until the next regular scheduled election of the Society.

4.8 The term of an appointed office shall terminate on April 30th. of the year in which the appointment was made. The remainder of the vacant term shall be filled by special election.

4.9 Officers and Directors are to be elected by U.S. mail balloting. Ballots are to be mailed to each voting member of the Society at least thirty (30) days prior to the last day for return ballots. The last date for the return of ballots shall be a day to be established each year by the President assisted by the Executive Director and shall be at least four (4) weeks prior to the Spring Convention.

4.10 Campaigning for elective positions shall be restricted to biographical and position statements as published and mailed in a separate mailing by the Nominations and Elections Committee to all the voting members of the Society.

4.11 In the event of a tie ballot for an elective office, the chairperson of the Nominations and Elections

Committee, in the presence of that committees members and the Secretary of the Society, will toss a coin to determine the winner.

ARTICLE 5 COMMITTEES

5.1 Committees of the Society shall be established to maintain an orderly direction for the Society's activities.

5.2 Committee members must be members in good standing of the Society.

5.3 Standing committees may be established or discontinued by the Board of Directors. The general structure and responsibilities of each standing committee shall be set by the Board of Directors and incorporated into the Statement of Operating Policies. All standing committees shall meet at least once a year.

5.4 No member of the Board of Directors shall serve on the Nominations and Elections Committee. No member of the Nominations and Elections Committee may run for elected office during his/her tenure on this committee.

5.5 Task Forces and Ad Hoc Committees may be established by the President or the Board of Directors. The duties of the Task Forces or Ad Hoc Committees shall be defined at the time of appointment, and such committees shall exist only for the length of time designated by the President or the Board of Directors.

5.6 All committees shall prepare written reports for the Summer Board of Directors meeting and at such times as requested by the President.

5.7 The duties of the Standing Committees are those which are customary for such committees and as specified in the Operating Policies; however, they may be charged with additional responsibility at the President's request.

5.8 The President shall appoint new members to Standing

Committees. The President shall also appoint a chairperson to each committee from the returning members of that committee or at the latter's option each committee may elect their own chairperson. All appointments should be completed by the President in the month prior to assuming office.

5.9 In making committee appointments, the President shall give due consideration to representation of various geographic areas, professional roles, educational levels of classroom teaching, gender, minority status, size of school, public and private schools and professional commitment to the members of the Society.

5.10 Standing Committees should have no fewer than six (6) members. No individual may be appointed and/or serve on a Standing Committee for more than three (3) consecutive years. One third of each Standing Committee shall retire each year .

5.11 The work of Standing Committees shall begin on the first day of the Society's fiscal year; exceptions can be made by the executive board.

5.12 No honorarium shall be paid members for service on Society committees.

5.13 Committees may generate proposals for undertakings that extend beyond the life or capability of the committee itself. Such proposals should state specific goals, estimate costs, suggest personnel, and be submitted to the Board of Directors via the President.

5.14 The Executive Director shall be an *ex officio* member of all committees.

ARTICLE 6 MEETINGS

6.1 Membership Meetings

6.11 Notification of meetings of the membership of the Society shall be mailed by first class mail to members of the Society, at least

thirty (30) days prior to the meeting.

6.12 Special meetings of the membership may be called may be called by the executive board and may consider only the subjects for which the meeting was called, which shall be stated in the meeting notice.

6.2 Board of Directors and Executive Committee meetings:

6.21 The Board of Directors shall meet each summer. The main purpose of this meeting shall be to review the previous years activities; to study and debate the long-term proposals of the officers, and committees; to identify problems needing attention; to establish priorities for the coming year; and to advise the President and the Executive Director.

6.22 The Board of Directors shall hold an open business meeting in conjunction with the annual convention of the Society. A published agenda shall be made available from the Secretary upon request.

6.23 A meeting of the Board of Directors shall be held during the annual convention of the Society. A published agenda shall be made available from the Secretary upon request.

6.24 The Executive Committee change-over meeting will be held at a time after the annual convention of the Society and prior to the beginning of the next fiscal year.

6.25 The Board of Directors shall hold a meeting each fall. A published agenda shall be made available from the Secretary upon request.

6.26 A Board of Directors meeting shall be held each winter. A published agenda shall be made available from the Secretary upon request.

6.27 An agenda should be in the hands of all members of the Board of Directors a minimum of two weeks prior to a meeting of the Board of Directors.

6.28 The Board of Directors and the Executive Committee may hold special meetings as called for by the President of the Society.

6.29 All meetings of the Board of Directors are open to the general membership.

ARTICLE 7 CONVENTION

7.1 There shall be an annual convention held at a time and place in the State of Wisconsin as designated by the Board of Directors.

7.2 Site selection process; A potential convention committee shall present a proposal to the Board of Directors at least two years prior to the year in which they desire to host the convention. The Board of Directors shall consider all proposals and then award the convention.

7.3 Site Rotation; The site of the annual convention shall try to rotate around the state. A suggested plan of rotation would be:

Year 1 CESA 9, 10, 11, 12

Year 2 CESA 1, 2

Year 3 CESA 6, 7, 8

Year 4 CESA 3, 4, 5

7.4 Registration; There shall be two classes of registration for the annual convention (pre - registration and on site registration) for WSST and Affiliate members. There shall be a reduction from the on site fee for the pre - registering before a time set by the convention committee.

7.5 The Convention Chair(s) of the most recent convention will give his/her preliminary report at the change - over meeting, and a final report at the summer Board of Directors meeting

ARTICLE 8 AFFILIATED ORGANIZATIONS

8.1 The Board of Directors may authorize the Society to have other organizations affiliate with it.

8.2 Affiliated organizations are any local, state, or national organization which has as its purpose the advancement and improvement of science education. An affiliated organization may restrict its membership along such lines as a discipline or field of science, a grade level and / or geographic location.

8.3 The Board of Directors shall establish policies, criteria, and operational procedures for the affiliation of organizations. These shall be subject to review and modification by the Board of Directors at any time.

8.4 The Board of Directors must approve any affiliation. The Board of Directors may at any time discontinue or alter the status of affiliation with any organization.

ARTICLE 9 FISCAL YEAR

9.1 The Fiscal Year of the Society shall be from August 1 of the calendar year through July 31 of the succeeding year.

ARTICLE 10 QUORUMS AND RULES OF ORDER

10.1 Three members of the Executive Committee present for any meeting of the Committee where official business is transacted, shall constitute a quorum.

10.2 Six members of the Board of Directors present for any meeting of the Board of Directors where official business is transacted, shall constitute a quorum.

10.3 The number of voting members present at any annual or special meeting of the Society shall constitute a quorum.

10.4 Proxies shall not be used to provide a quorum.

10.5 Roberts Rules of Order, Newly Revised or the current edition, shall govern the conduct of all meetings of the Society when business is conducted.

ARTICLE 11 AMENDMENTS TO THE BYLAWS

11.1 A proposed amendment to the Bylaws may originate by the Board of Directors or through a petition submitted to the Board bearing the signature of not less than ten (10) members of the Society.

11.2 A proposed amendment to the Bylaws shall be approved by a majority vote of the Board of Directors.

11.3 Notice of the proposed amendment together with solicitation of ballots shall be given by first class mail to all members of the Board of Directors at least thirty (30) days prior to the tabulation of the ballots.

11.4 The proposed amendment to these Bylaws shall be adopted upon receiving all Board of Directors members votes and an affirmative vote of six (6) out of the nine (9) Board of Directors votes cast.

11.5 An amendment to these Bylaws shall become effective upon its adoption. Notice of an amendment change to these Bylaws shall be published in the next issue of the Society's newsletter.

Revised 8/18/95

Amended 5/99: exec sec'y to exec dir, responsibilities

Revised 10/4/2003

Revised 10/9/2004