

WISCONSIN SOCIETY OF  
SCIENCE TEACHERS (WSST)

POLICIES

(Adopted December , 1976)  
(Revised September, 1981)  
(Revised August, 1996)  
(Revised August, 1997)  
(Revised May, 1999)  
(Revised October, 2003)  
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(Revised August 2017)  
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Introduction: The Policies of WSST shall be the actions of the Board of Directors. They can be changed by vote at any time, but unless changed they are considered valid. Policies are also developed indirectly by Board action when they approve budgets setting new directions. Past practice, those activities developed without Board approval that continue over time, are usually considered policy. The Policies shall guide members executing business of WSST in matters not specifically delineated in the Constitution or Bylaws of WSST.

GENERAL ORGANIZATION:

WSST is composed of the following parts

1. *Districts*: There shall be seven (7) districts. These districts should follow the same boundaries as the CESA districts of the state of Wisconsin. WSST District 1 shall consist of CESAs 11 and 12; District 2: CESAs 9 and 10; District 3: CESAs 7 and 8; District 4: CESAs 3 and 4; District 5: CESAs 2 and 5; District 6: CESA 6; District 7: CESA 1.
2. *Affiliations*: A science education organization whose goals and membership largely overlap with those of WSST may, upon mutual agreement, affiliate with WSST in an especially close working relationship. Each group will retain its autonomy.

Affiliated Organizations are:

- a. WCEE (Wisconsin Center for Environmental Education; UW-Stevens Point)
- b. WAEE (Wisconsin Association of Environmental Educators)
- c. WISCIENCE (Wisconsin Institute for Science Education and Community Engagement; UW-Madison)
- d. Nature Net
- e. WI Green Schools Network (Field Adventures)
- f. Upham Woods

AFFILIATION:

1. *Affiliated Organizations*: An affiliated organization is any organization which has as its purpose the advancement and improvement of science education in the state of Wisconsin. Such groups should apply for affiliate status to WSST through the President, who will present requests for affiliation to the Board of Directors for approval. Such organizations will retain their autonomy.
2. *Requirements for affiliation*:
  - a. The group must be an association of science educators or serve science educators. A group may restrict its membership along such lines as field or area of science, grade level, or geographic location.
  - b. Formal written request of affiliation must be made to the President of WSST.

- c. A copy of the constitution, bylaws, policies and/or rules of operation along with the date of incorporation or founding of the organization must accompany the request for affiliation.
  - d. Provide other information regarding the organization as requested by the President of WSST. The affiliated organization must keep all contact information up to date.
  - e. Guidelines for affiliation with WSST are established by the WSST Board of Directors as specified by Article 8 of the bylaws of WSST.
3. Upon acceptance as an affiliate by WSST, the affiliate will have the following benefits:
- a. Affiliates shall be notified of conferences and business meetings and be invited to send representatives. Opportunity shall be provided for affiliate representatives to plan and participate in meetings of WSST. Any expenses incurred by participation in WSST meetings by an affiliate's representative shall be the responsibility of the affiliating group.
  - b. Affiliated organizations will retain their autonomy, but shall describe themselves as "an affiliate of WSST".
  - c. Affiliates are encouraged to help plan and participate in the WSST Annual Conference through special meetings and sessions at the conference. Any special facilities requested at the WSST conference will be provided at cost to the affiliates.
  - d. Joint membership promotion activities with affiliates may be undertaken in cooperation with and by consent of the officers of controlling bodies of these groups.
  - e. An affiliate may send to the President and COO of WSST a request that WSST co-sponsor activities. The request may include support for publicity, consultation, and / or other assistance. The Board of Directors of WSST may approve any or all such requests. Nevertheless, the affiliate will be responsible for all financial arrangements, unless approved by the Board of Directors.
  - f. Affiliate group members will not be on the WSST mailing or voting list unless they are members of WSST.
4. All affiliations will be reviewed every five years during WSST's strategic planning. Affiliations no longer determined to be beneficial to both parties will be dissolved.

#### BOARD of DIRECTORS:

- 1. The WSST Board of Directors (also referred to as Board) shall be comprised of two Presidents, the Secretary and seven (7) District Directors according to the following schedule.
  - a. WSST Presidents: There shall be two Presidents on the Board at all times: the President (who serves as Chairperson of the Board), and the President – elect or the Retiring President.
  - b. WSST Secretary: Term is for two years.
  - c. District Directors: Two (2) or three (3) to be elected annually for 3 - year terms. Terms to be staggered in accordance with Article 4, Section 4.6 of WSST Bylaws.
- 2. The duties and general responsibilities of the Board of Directors are as defined in WSST Bylaws (Article 2) and the Statement of Operating Policies. Directors shall comply with the *Policy on Conflicts of Interest and Disclosure of Certain Interests* and agree to sign in acknowledgement of this policy annually.
- 3. WSST shall provide funds for transportation and expenses (based on the University of Wisconsin System travel regulations) to enable elected members of the Board to attend to the official business of WSST.
- 4. A member of the Board of Directors who leaves Wisconsin for a period longer than six consecutive months (unless prior leave is approved by the WSST Board of Directors) shall forfeit all rights and privileges of office, and a

vacancy shall be declared to exist. Such vacancy shall be filled in accordance with the procedures of Article 4, Sections 4.3; 4.4; & 4.7 of the WSST Bylaws.

5. A District Director who discontinues his/her employment in the WSST Voting District from which he/she was elected shall continue to represent the electorate of that district for the remainder of his/her term.
6. A vacancy shall be declared to exist if a District Director moves out of the State of Wisconsin. Such vacancy shall be filled in accordance with the procedures of Article 4, Section 4.7 of the WSST Bylaws.
7. No elected officer or district director shall concurrently hold more than one (1) elected position.
8. All elected members of the WSST Board of Directors shall take office, and the term of office of outgoing members of the Board expires at the annual change-over meeting in May with the Executive Committee.
9. Newly elected Board members shall be mentored by existing Board members.
10. A written report, posted to the Board web page, is required of each District Director 10 days prior to each Board meeting.
11. As a committee liaison, district directors will:
  - a. verify committee reports are posted to the board web page 14 days prior to each Board meeting
  - b. communicate Board directives to committees

#### COMMITTEE STRUCTURE:

1. There are to be two types of Committees:
  - a. Standing Committees: shall, whenever possible, have a fixed composition and general responsibilities set by the Board and, whenever possible, shall be budgeted at a level to permit each one to meet in person at least once annually if needed. Committees are encouraged to use online meetings to meet frequently.
  - b. Ad hoc committees or task forces: may be established to carry out missions or projects, the magnitude or nature of which makes them inappropriate for assignment to any of the standing committees. The formation of these committees requires Board approval.
2. The President is an *ex officio* member of all committees, except the Elections committee.
3. Written reports outlining a committee's/task force's activities are to be submitted to the board 14 days prior to the annual summer, fall/winter and spring Board of Directors meetings.
4. Committee appointments will be recommended by the committee chair and assigned as needed by the President, with review and confirmation by the Board.
5. The Secretary will keep a running list of current committee members and their years of service on a particular committee.
6. All committees will maintain a current operating manual which contains: committee's charge (as determined by strategic plan, policies, bylaws and other Board action), the committees yearly activities, suggested timeline for which the committee does its work, committee operational policies as determined by committee, and samples of documents that the committee uses or is in charge of for their operation. This manual should be able to serve as a guide to any new members or committee chairperson.
7. Committee operating costs:
  - i. should be proposed for review and approval at the summer Board meeting.
  - ii. committee chairs must provide a written proposal to their Board liaison if they can not be present
  - iii. funding will be determined by the Board during its annual budgeting process.
  - iv. Reimbursements for travel costs shall follow the University of Wisconsin System travel regulations

8. No committee may share or sell the membership database/list without prior Board approval.
9. Each standing committee shall receive general as well as specific charges from their Board liaison. Each committee must communicate committee's activities to their Board liaison.
10. Acceptance to work on a standing committee, ad hoc committee (task force) also implies a member's intention to participate in the annual meetings of WSST, if at all possible.
11. Committees must work to fulfill the goals of the strategic plan, bylaws, policies and needs of WSST.
12. Standing Committees shall be established for and have the following liaison from the board:
  - a. Awards and Recognition - District V Director
  - b. Conference - President
  - c. Document Review - President Elect (President when there is no President Elect)
  - d. Foundation - Retiring President (President when there is no Retiring President)
  - e. Professional Development - District II Director
  - f. Membership - District III Director
  - g. Elections - Secretary
  - h. Public Relations - District VII Director
  - i. Publications - District I Director
  - j. Strategic Planning - Retiring President (President when there is no Retiring President)
  - k. Elementary Education - District VI Director
  - l. Higher Education - District IV Director
  - m. Wisconsin Science Education Leadership Association - President
  - n. Wisconsin Earth Science Teachers Association - District III

## COMMITTEES:

The names and general responsibilities of each committee are:

### I. EXECUTIVE COMMITTEE

*Composition:* Two Presidents (The President and the President - elect or the Retiring President), the longest serving District Director, and the Secretary. The President serves as chairperson. The CFO and COO are ex-officio members of the Executive Committee.

*General Responsibilities:* As defined in WSST's Bylaws and Statement of Operating Policies

### II. STANDING COMMITTEES

#### 1. AWARDS AND RECOGNITION:

*Composition:* Nine Presidential appointees. Three appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one-year term from committee members of the previous year.

*General Responsibilities:* The Awards and Recognition committee shall consider nominations for the "WSST –Excellence in Science Education", the "Ron Gibbs Award", the "Friends of Science Education", the "Frank Zuerner Award" and other awards of WSST. The committee shall also be responsible for providing recognition of noteworthy accomplishments by WSST members which support the goals of WSST, review the selection process and, as necessary, recommend changes to the Board of Directors, study any proposals for the termination of existing awards or for the addition of new awards or other recognition, and make recommendations concerning those proposals to the Board. Committee Chair(s) will present awards to recipients at the WSST Annual Conference. The committee will send letters of recognition to awardees' school district administrators as well as media outlets.

1. It is the responsibility of the Awards and Recognition Committee to recognize accomplishments occurring throughout the state in science education.

2. The committee chair(s) is responsible for requesting nominations for awards and recognition from the membership in the fall newsletter and from the Board.
3. All awards and recognition given by WSST shall be approved by the Awards and Recognition Committee and presented by the Committee chairperson(s).
4. No person shall win each WSST award more than once or win more than one WSST award in a year.
5. Members of the Awards and Recognition Committee shall not be eligible to receive WSST awards during their tenure on the committee or for one year after they leave the committee. Committee members are not eligible to submit written documents of support for nominees for awards while serving as a member of the Committee.
6. Committee members shall meet online at the request of the chair.
7. Official written notification will be sent by the Committee to the award winners' school administrator prior to the annual spring conference, requesting the presence of the awardee at the annual WSST Conference.
8. The Committee will notify the local newspaper in the home city or town of each award recipient to publicize the accomplishments of said individuals. This notification will be sent the week after the Annual Conference.

## 2. CONFERENCE:

*Composition:* A committee shall be appointed and/OR approved by the board with the following structure for the annual conference: One or two Conference Chairpersons and other committee members selected by the chairperson and approved by the President. Committee members should represent each of the following levels of teaching: Preschool/Elementary, Middle, High School, and Higher Education.

*General Responsibilities:* This committee shall design the structure of the program, select presenters for all parts of the program, suggest and obtain major speakers, and carry out all activities relating to the Annual Conference.

1. All Conference attendees must register for the Conference; this includes presenters and exhibitors.
2. The Conference Chair may provide a limited number of gratis registrations to those invited by conference committee and only attending for their presentation (see conference policy). A list of names must be provided to the COO and CFO prior to the start of the conference.
3. Students presenting in the Exploratorium receive free registration.
4. Local participation in planning a Conference is encouraged.
5. The Conference Chairperson(s) will solicit recommendations from the general membership to serve as presenters.
6. An appropriate budget including speakers, promotional items, meals; schedule of registration and exhibit fees shall be proposed by the conference committee and is subject to approval by the Board of Directors.
7. Changes to the budget in excess of \$100 must be approved by the CFO. Changes in excess of \$500 must be approved by the Executive Board.
8. The Conference Chair will provide planning and budget updates at all fall and winter Board meetings prior to the conference.
9. The CFO will maintain the bank account for the conference and will provide the conference chair with checks as needed.
10. Submit to the CFO all receipts and budget documents within 30 days after the conference.
11. The required vendor for conference promotional items (gifts, shirts, etc) is included in the conference handbook and must be used by the committee.

12. Any contracts related to the conference require CFO and board approval.
13. Exhibitor's fees include two Conference registrations and the opportunity to present at least one session or workshop. Exhibitors may not sell their products during session presentations or workshop; only at their booth in the exhibit hall.
14. Conference chairperson(s) shall invite the immediate NSTA District XII Director and the NSTA President - Elect to our Annual Conference. These invitations should be made as soon as possible in advance of the Conference date.
15. Presenters will follow safety regulations as published by NSTA. All presenters, speakers and exhibitors will read and agree to follow NSTA safety regulations prior to the Annual Conference.
16. Conference committee should contact any WSST affiliates to invite them to attend and participate in the upcoming conference. Any costs associated with their participation will be covered by the affiliate.
17. The conference committee will provide a town hall meeting location at a time where there are no other conflicts during the conference.
18. The conference committee will organize an "Exploratorium" at which pre-service teachers will have the opportunity to share their instructional ideas with conference attendees.
19. The conference committee will send meeting minutes and updates monthly starting eighteen months prior to the conference, and more often within the six months prior to the conference, to the President.
20. The Conference Code of Conduct shall be included in the conference program and on the conference website.
21. The Vendor Coordinator when making package deals of a monetary nature with vendors needs to have it approved by the CFO, Finance Committee or Board. The Vendor Coordinator will also report to the Board any deals of a monetary nature with vendors.

### 3. DOCUMENT REVIEW:

*Composition:* The President appoints the chairperson(s) for a three-year term who builds a committee, which includes a past-President, and is approved by the President.

*General Responsibilities:* This committee shall review annually, or as requested by the Board, all WSST documents. A written report recommending any actions shall be submitted by the committee chair to the President prior to the annual summer Board of Directors meeting. The chairperson will verify that the documents on the WSST web page are accurate and up to date.

### 4. FOUNDATION

*Composition:* The six officers: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, and Treasurer, will have five year appointments on a standing basis. The appointments will be made by the WSST President with recommendations from the Third Vice-President of the Foundation Committee.

*General Responsibilities:* The Foundation Committee's mission shall be to provide funding for activities, programs, and projects to improve science education. The funds for this endeavor will be restricted funds as per Article 12.12 of the WSST Constitution. The amount of those funds will be determined by the Board during its annual budgeting process. The functions of the Foundation can be found in the Foundation Bylaws. The structure of the Foundation Committee will be such that it will have officers and its own separate bylaws. The Foundation funds must be used 100% as stated in the WSST Foundation mission.

### 5. PROFESSIONAL DEVELOPMENT:

*Composition:* Nine Presidential appointees. Three appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one-year term from committee members of the previous year.

*General Responsibilities:* The Professional Development committee shall be responsible for the development, planning, publicity, and coordination of WSST Science Professional Development and/or other such programs around the state, excluding the planning of the Annual Conference. They shall annually make recommendations to the Board of Directors for the improvement of these programs.

1. Each member of the committee will post at least one scientific article, WSST link, or professional development opportunity to WSST's Facebook page and/or website per month.
2. Create a monthly committee member rotation to write 1-2 professional development articles for the eBlast and Newsletter each year.
3. Develop and maintain a Professional Development Calendar on the website.
4. Create Webinars to increase professional development opportunities that are specific to our memberships needs
  - a. Determine best platform to create Webinars
  - b. Determine Webinar topics
  - c. Find content experts to host Webinars
5. Develop Electronic Hub of online resources (labs, activities, resources, links) for paying members
  - a. Develop a submission process to have all resources submitted in a similar fashion
  - b. Develop a rubric for vetting submissions for approval to be included on the Hub
  - c. Develop a template for all vetted submissions to be published on the Hub
  - d. Determine categories to place vetted submissions on the Hub
  - e. Create and submit online resources for the Hub
  - f. Post recorded Webinars on the Hub
  - g. Create partnerships that would strengthen the Hub

## 6. MEMBERSHIP:

*Composition:* Six Presidential appointees. Two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one-year term from committee members of the previous year.

*General Responsibilities:* The Membership committee shall promote the growth of, and commitment to, WSST's membership by:

1. periodically reviewing membership categories and rates;
2. assess relations between WSST and affiliated organizations;
3. suggest ways in which WSST can improve its services and benefits for state science teachers;
4. monitor trends in membership numbers and demographics,
5. promote listserv by posting to and encouraging activity on the WSST listserv, and
6. annually make recommendations to the Board of Directors for the improvement of WSST member services and benefits.

## 7. NOMINATIONS AND ELECTIONS:

*Composition:* Four Presidential appointees. One or two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one year term from committee members of the previous year. The WSST Retiring or Past President serves on this committee.

*General Responsibilities:* The Elections committee shall identify and nominate well-qualified candidates for each of the elective offices of WSST. They shall annually make recommendations to the Board of Directors for the improvement of the nominations and election procedures. Committee members shall solicit names of qualified candidates for elective offices. Committee chairperson(s) must provide election information to the WSST Newsletter editor in a timely fashion.

1. The Elections Committee shall conduct the nominations/elections process of this organization.

2. The Nominations and Elections Committee shall keep a record of the nomination and election cycle for the next 20 years. This cycle will be put on the website.
3. Members of the Elections Committee shall be eligible to be nominated for any elected office while serving on the committee if that person does not handle the ballots.
4. There shall be no discrimination on the basis of sex, age, race, religion, national origin, sexual orientation, marital status or handicap of members in any facet of the nominations/elections process.
5. Potential candidates shall be judged on the basis of: a) their competence as a professional educator, b) potential for accepting responsibility as a leader, and c) their commitment to excellence in science education.
6. Complete confidentiality shall be maintained by Committee members in all deliberations and internal discussions regarding nominees and selection of candidates for offices.
7. The Committee shall publish, for the benefit of members, information about the duties of each office and personal data about each candidate in an impartial and non-discriminatory manner.
8. The call for nominations for election of WSST officers and District Directors will be published in WSST's fall newsletter and on the website annually.
9. Official public announcement of election results will be made at the Annual Conference.
10. Election results will be published in the first edition of WSST's Newsletter following the Annual Conference.
11. Official written notification will be sent by the Committee to a supervising administrator of each elected officer's school district within two weeks of the annual spring meeting.
12. The Committee will notify the local newspaper in the home city or town of each newly elected officer to publicize the accomplishments of said individuals. This will coincide with the notification sent to the school district official.

#### 8. PUBLIC RELATIONS:

*Composition:* Six Presidential appointees. Two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one year term from committee members of the previous year.

*General Responsibilities:* The Public Relations committee shall coordinate efforts around the state and nationally to promote and publicize the activities of WSST, science education efforts in schools, and other science education activities. The committee shall make recommendations to the Board of Directors for changes for the improvement of public relations. This committee will suggest possible affiliations for related groups.

1. Plan and maintain the WSST booth and associated materials for the annual conference.
2. This committee must maintain and expand WSST's social media presence by posting upcoming events, interesting science news, and professional development opportunities. This committee should take pictures at the conference and other WSST events and/or post reviewed submitted materials by the membership.
3. Creating and sending out press releases to the media outlets of the city the conference will be coming to two weeks in advance.
4. Develop and maintain a brochure highlighting the benefits of WSST membership. Routinely update brochure as needed.
5. Order materials (t-shirts, static stickers, pens, pencils, notepads, etc.) for new logo.

#### 9. PUBLICATIONS:

*Composition:* Six Presidential appointees. Two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The Newsletter Editor and Webmaster are ex officio chairpersons of the publications committee.



*General Responsibilities:* The publications committee will produce and distribute publications, including electronic media, as directed by the Board of Directors. The Board of Directors may appoint editors to oversee these publications.

1. The name of the official WSST publication will be "WSST Newsletter"
2. The newsletter editor and the newsletter publisher need not be the same person.
3. The editor's responsibilities are to include:
  - a. Solicitation of articles
  - b. Composing of the newsletter
  - c. Delivery of photo-ready copy to the publisher by the deadline established by the publisher.
  - d. Accepting and/or rejecting of articles for publication.
  - e. Editing articles as necessary to meet space requirements. The editor shall consult with the author concerning any alteration of articles.
  - f. Differentiating between editorials and opinions.
  - g. Polling Executive Committee members in the event that a decision must be made that requires Executive Committee approval.
  - h. Differentiating between advertising and news article
  - i. Establish advertising rates and collect advertising fees to be forwarded to the CFO.
4. Letters to the editor shall be printed in full provided they are signed and do not exceed 0.5 page when typed.
5. The newsletter shall be published four (4) times per school year. One of these issues must be the Conference issue and one must be the election issue.
6. Decisions concerning the newsletter that cannot wait for an Executive Committee meeting will be made by the editor and/ or publisher after consultation with the President of WSST.
7. The deadline for articles submitted to the editor of the Newsletter is established by the newsletter editor.
8. The webmaster's responsibilities are to include:
  - a. Maintain and update website
  - b. Update board member pictures and information
  - c. Act as a contact for individuals who want to post on our website - create form for submissions
  - d. Assist WSST committees with use of on-line submissions
  - e. Assist Professional Development committee with the on-line Resource hub
  - f. Update all WSST documents, e-blasts and membership forms
  - g. Train board members as needed on website usage
  - h. Assist the Foundation with the set up of Front and Center Grant at annual conference
  - i. To serve as contact for web administrative issues
9. Only the following individuals may have access (level) to the Wild Apricot database:
  - Webmaster (Full)
  - Presidential Chair (Membership Manager)
  - COO (Full)
  - CFO (Full)
  - Membership Chair (Membership Manager)
  - Newsletter Editor (Read Only)
  - DPI Science Consultant (Membership Manager)
  - Vendor Relations or Chair (Event Manager)
  - Directors (Read Only)
10. STRATEGIC PLANNING:

*Composition:* The current President, Retiring President, and President - elect, and four members at large who are appointed by the President and represent committees and liaison positions with other organizations. The COO and CFO are *ex officio* members of this committee. The President appoints the chairperson(s) from previous committee members. The recommended

term for the chairperson is three (3) years.

*General Responsibilities:* This committee will monitor and offer modifications to the WSST strategic plan so as to reflect national and state trends in science education. The WSST president will have a strategic planning review every year at the summer Board of Directors meeting. Every five (5) years a full strategic planning meeting shall take place.

## 11. ELEMENTARY EDUCATION

*Composition:* Six Presidential appointees. Two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one year term from committee members of the previous year.

*General Responsibilities:* This committee shall seek out and promote sessions for elementary teachers at the conference. The committee shall seek out and provide elementary materials for the resource hub. This committee shall recruit and help retain elementary teachers as members of WSST.

1. Committee will work with the conference committee to suggest sessions and keynote speakers for the elementary track. The committee will solicit presenters and advertise elementary sessions/workshops to elementary teachers.
2. The committee will solicit elementary science materials for the resource hub.
3. The committee will develop, and keep up to date, one activity for each grade level (K-5) that is linked to the NGSS and can be handed out to pre-service teachers.
4. Committee members are encouraged to present sessions related to elementary science at other conferences and advertise WSST membership at those sessions.
5. Committee members are encouraged to request funds to exhibit at elementary teacher focused conferences.
6. Committee members are expected to promote elementary level science professional development, outreach and elementary level science ideas and activities using WSST's social media outlets.
7. The committee will write a column for each newsletter related to elementary science education.

## 12. HIGHER EDUCATION

*Composition:* Six Presidential appointees. Two appointments shall be suggested by the committee chair each year for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one year term from committee members of the previous year.

*General Responsibilities:* This committee shall seek out and maintain connections with institutions of higher education in order to promote WSST to both science education faculty and pre-service teachers of science. The committee shall seek out and provide science content for the resource hub as well as promote sessions for higher education and pre-service teachers at the conference.

1. Develop folders to distribute to pre-service teachers that promote WSST.
2. Work with individuals in higher education to promote WSST to pre-service teachers and science education faculty.
3. Work with higher education faculty and staff to:
  - a. Plan and conduct professional development opportunities for science teachers throughout Wisconsin
  - b. Improve communication between in-service teachers and higher education
  - c. Recruit and select content experts for vetting resources submitted for publication on the WSST resource hub.
  - d. Develop and update one activity for each science discipline at both a middle school and high school level. Activities should be linked to the NGSS and will be handed out to pre-service teachers as part of the promotional folders.
4. Committee members are encouraged to aid the conference committee in identifying and recruiting keynote speakers for the annual WSST conference.
5. The committee will write a column for each newsletter related to science education that will communicate new scientific and pedagogical research to the membership.

### 13. WISCONSIN SCIENCE EDUCATION LEADERSHIP ASSOCIATION (WSELA)

*Composition:* The Chair of this committee is Kevin Niemi until he decides to step down. The Wisconsin DPI Science Consultant is a member of the committee. The President shall appoint two additional committee members. These appointments are for three years.

*General Responsibilities:* This committee will coordinate communication between science education leaders throughout the state. This may include fall, spring and summer meetings. A summary of WSELA meetings shall be posted on the WSST website.

### 14. WISCONSIN EARTH SCIENCE TEACHERS ASSOCIATION

*Composition:* Three Presidential appointees. Appointments shall be suggested by the committee chair as needed for appointments to be made by the WSST President. These appointments are for three years. The chairperson(s) is selected by the committee for a one year term from committee members of the previous year.

*General Responsibilities:* This committee will promote excellence in the teaching of Earth science throughout Wisconsin.

### ANNUAL CALENDAR

1. The meeting and work cycle of the Board of Directors, committees and all task forces shall begin at the change-over meeting

### OTHER MEETINGS

1. WSST may conduct professional meetings for science teachers at times other than the Annual Conference or in conjunction with meetings of other organizations.
2. WSST may conduct online/video conferencing for additional meetings of the board.
3. The president and the CFO or the president - elect and the COO should attend the National Congress on Science Education with financial support from WSST.
4. The president should attend the NSTA National Conference with financial support from WSST.

### FINANCES AND BUSINESS EXPENSES

1. The Board of Directors shall approve the accounting methods used by the CFO for keeping the financial records of WSST.
2. The CFO and COO shall both have access to monies, including checking accounts, accounts and other holdings of WSST.
3. Disbursements of WSST funds in excess of budgeted funds shall be subject to Board of Directors approval.
4. CFO shall submit the financial records of WSST to the Executive Committee in a timely manner to allow the latter to perform audits. Copies of the auditor's report will be made available to any member (at cost) upon written request to the CFO.
5. The CFO is responsible for maintaining the expenditures within amounts provided by budgetary allocations. The President is responsible for ensuring that budgetary provisions for funds - as such provisions have been set by the Board of Directors - are not exceeded.
6. When income does not reach budget expectations, reduction shall be made in expenditures to help bring the income and expenditures into balance. The order of responsibility to accomplish this shall be the President, the CFO.
7. Persons engaging in the business of WSST are not expected to bear personal expenses in excess of the expenses normally incurred by regular members. Officers or others who incur expenses while engaged in the business of WSST, with the approval of the President, shall be reimbursed.
8. Officers, or others, shall not be reimbursed for expenses incurred for meetings or functions held concurrent with the Annual Conference.

9. Persons requesting reimbursement of business expenses of WSST shall be required to submit a WSST Expense Voucher (attached as Policies Appendix B) to the CFO. Claims shall be disbursed as promptly as possible. Vouchers shall carry the authorization signature of the CFO or the COO. Questions relating to the appropriateness of expenses claimed shall be decided by the Executive Committee or the Board of Directors.
10. WSST will offer financial assistance to support the development of Science Forums throughout the state. Upon written request from the chair of the local Science Forum committee, the CFO will issue a check to subsidize Forum expenses with Executive Board or Board approval.
11. The rate paid for mileage expenses for WSST related business will be set at the University of Wisconsin System rate. Any changes require the Board of Directors approval.
12. A per diem meal allowance that is the same as the University of Wisconsin System rate will be paid.
13. The annual stipend to the COO and CFO shall be set by the Board of Directors at the summer board meeting.
14. The COO and CFO shall comply with the *Policy on Conflicts of Interest and Disclosure of Certain Interests* and agree to sign in acknowledgement of this policy annually.

#### OTHER PUBLICATIONS

1. WSST may produce and distribute other publications as directed by the Board of Directors. The Board of Directors may appoint editors to oversee the publication of these other publications
2. IMPACT will be sent out the first week of every month from September through May via the District Directors.

#### PUBLIC STATEMENTS

1. The President, or his/her designee, shall be the official spokesperson for WSST.
2. When making public statements the spokesperson will reflect the policies of WSST and attempt to represent a broad base of the membership of WSST. Public statements should have prior review by the Board when possible.
3. Public statements will be shared concurrently with the Board, will be made available to the membership, and archived on the website.

#### MEMBERSHIP:

1. The membership year begins with the date of entry into the membership records system.
2. The annual date of expiration will be noted on the individual members' mailing labels or online.
3. A membership report shall be prepared by the COO for each meeting of the Board of Directors and distributed to all members of the Board of Directors.
4. The COO is authorized to allocate up to 50 complimentary WSST Newsletter subscriptions to institutions, libraries, or other groups.

#### NOMINATIONS AND ELECTIONS

1. Only WSST members are eligible to nominate or be nominated by colleagues for offices in the organization. In order to run for office, nominated officers and District Directors must be regular members in good standing of the Society. Those running for office must commit to attending all business meetings and shall maintain membership throughout the term of office.
2. There shall be no discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or otherwise as may be prohibited by state and/or federal law.
3. Campaign literature, announcements, bulletins, articles etc., by individual candidates or their supporters will not be allowed at any time during the nominations/ elections process.

4. Official public announcement of election results will be made at the Annual Conference or through an alternative mechanism determined by the Board of Directors.
5. Election results will be published in the first edition of the WSST Newsletter after the public announcement.

#### MEMBER POLICIES

1. WSST has a Whistleblower policy that describes the process for reporting malfeasance against the organization or individuals associated with the organization. This policy shall be publicly available via the website.
2. WSST has a Conference Code of Conduct to promote a collegial and inclusive learning environment. This policy shall be publicly available via the website with an abridged version in the conference program.

## Policy for WSST Naming Rights

The WSST Board of Directors is responsible for approving all naming rights.

Awards, scholarships, programs, and other WSST recognitions may be named in memory or in honor of individuals, businesses, corporations, or organizations that have made significant and lasting contributions to science in Wisconsin or to WSST. These contributions may be in the form of either distinguished leadership and/or service in science or within the organization (WSST), or may be in the form of substantial financial support to WSST for the purpose of the award.

### Naming for Distinguished Leadership or Service

Any WSST member may submit a request for a recognition to be named in memory or in honor of an individual, business, corporation, or organization because of distinguished leadership or service. The request should be made to a member of the Board and must be accompanied by a letter of support signed by the nominator(s). This letter should outline the reasons for nomination and include the actions of the nominee that warrant nomination (see procedures).

The following attributes are required for a request for naming to be considered:

- Individuals must exemplify:
  - Exemplary distinguished service in science and/or science education which positively impacted WSST, their community, and/or greater society.
- Businesses or organizations must exemplify:
  - A history of high integrity,
  - A mission that aligns with that of WSST, and
  - A history of partnership with WSST.

The Nominee may not be a current member of the WSST Board of Directors or a member of a WSST Committee at the time of nomination. Additionally, businesses and organizations owned by or associated with current WSST Board or Committee members will not be considered.

## **Naming for a Significant Gift**

A prospective donor may indicate an interest in making a financial gift to WSST as an open gift or to establish a WSST award, scholarship, or other program. Proposals should follow the same procedures as outlined.

### **Procedures**

If the Board of Directors determines that the Nominee exhibited an appropriate level of distinguished service and that the proposal meets the required criteria, the proposal will go to the full Board of Directors for a vote.

The proposal will include:

1. The full name and contact information of the person making the request for naming;
2. Relevant history, information, experience, or contributions of the proposed honoree or donor which would justify the naming;
3. The name of the award, scholarship, or program to be considered for naming;
4. Other information that would support the proposal and/or other information requested by WSST; and
5. The duration of naming rights.

The credentials, character, and/or reputation of each individual, business, corporation, or organization being considered will be researched. WSST may conduct a background check and/or other vetting. The propriety of the name in a public and educational context must be considered to ensure that such naming will not reflect negatively on WSST.

If approved, the President will work with the Awards and Recognition Committee, Publication Committee, and Membership Chair to determine the content and timing of any public and organizational announcements associated with the naming.

The Awards and Recognition Committee and the Chief Financial Officer will arrange for setting up the financial aspects of the award.

The Executive Board reserves the right to withdraw the privilege of name association with WSST if particular acts and circumstances warrant such action. Likewise, a donor may request to withdraw naming privileges. If either of these occur, WSST reserves the right to keep funds, if any, associated with the award/donation.