

WISCONSIN SOCIETY OF SCIENCE TEACHERS  
BYLAWS  
(Revised 9 /14 /2015)

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 WSST.
- 1.2 Types of Membership
  - 1.2.1 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.
  - 1.2.2 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.
  - 1.2.3 Retired membership shall be available to regular members by request. Retired members have the right to vote, hold office, and will pay reduced dues.
  - 1.2.4 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.
  - 1.2.5 Lifetime membership in WSST will be awarded to recipients of the Ron Gibbs Award. A one - year membership will be awarded to recipients of the Frank Zuerner, Excellence in Science awards, and newly National Board Certified Teachers.
  - 1.2.6 Science Matters membership is a free membership level allowing access to the Science Matters in Wisconsin newsletter only.
- 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:

2.1.1 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 WSST.

2.1.2 Formulate the bylaws of WSST.

2.1.3 Adopt and authorize the publication of an annual budget for WSST

2.1.4 Confirm all appointments made by the President.

2.1.5 Review the recommendations of WSST's committees

2.1.6 Review and provide feedback for public statements regarding official positions of WSST prior to their release.

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

2.1.8 Fill any vacancy for the remainder of the unexpired term of office of the President - elect, Secretary, District Director or the positions of Chief Financial Officer and Chief Operating Officer as indicated in Article Four (4) of these Bylaws.

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

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

2.1.9.2 Approve an operating budget at the Summer Board Meeting.

2.1.9.3 Annually confirm the appointment of the Chief Financial Officer and the Chief Operating Officer upon the recommendation of the Executive Committee.

### 2.2 The Executive Committee shall:

2.2.1 Have general supervision of the activities of WSST and can authorize expenditures of funds.

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

2.2.3 Secure an outside auditor to review the finances of WSST on an annual basis.

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

2.2.5 Conduct an annual review and evaluation of the Chief Financial Officer and the Chief Operating Officer. 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 Chief Financial Officer and the Chief Operating Officer.

2.2.6 Conduct annual review and make needed updates of all WSST documents.

2.3 The President shall:

2.3.1 Be the executive head of WSST and shall preside at all general meetings of WSST.

2.3.2 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.

2.3.3 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 approve a chairperson whom each committee has voted on from the returning members of that committee.

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

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

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

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

2.3.8 Act as the official spokesperson for WSST.

2.3.9 Act as the liaison between the Board of Directors and the Conference Committees.

2.4 The Retiring President shall:

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

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

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

2.4.4 Act as the liaison between the Board of Directors and the Foundation and Strategic Planning committees.

2.5 The President Elect shall:

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

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

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

2.5.4 Act as the liaison between the Board of Directors and Document Review Committee.

2.6 The Secretary shall:

2.6.1 Keep a record of the proceedings of all business meetings of WSST and, after Presidential approval, post these records on the WSST website for membership access.

2.6.2 Handle such correspondence as directed by the President

2.6.3 Act as the liaison to the 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.

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

2.7 The Chief Financial Officer shall:

2.7.1 Have custody of the operating budget and other WSST accounts.

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

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

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

2.7.5 Attend meetings of the Executive Committee and the Board of Directors as directed by the President.

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

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

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

2.7.7 In the event of the death, resignation, or incapacity of the Chief Operating Officer, perform the duties of the Chief Operating Officer, under the direction of the Retiring President, until the vacancy is filled.

2.8 The Chief Operating Officer shall:

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

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

2.8.3 Have the responsibility for publishing (or delegating task to publications committee) the WSST newsletter.

2.8.4 Maintain official copies of the Constitution, Bylaws and Policies and make copies available to WSST members upon written request.

2.8.5 Attend meetings of the Executive Committee and the Board of Directors as directed by the President..

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

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

2.8.6.2 Execute, subject to the directions of the Board of Directors or Executive Committee, for and on behalf of WSST non-financial agreements.

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

2.8.7 In the event of the death, resignation, or incapacity of the Chief Financial Officer, will perform the financial duties of the Chief Financial Officer, under the direction of the Retiring President, until the vacancy is filled.

## 2.9 The District Directors:

2.9.1 Shall be responsible for promoting the programs and activities of WSST within their districts.

2.9.2 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.

2.9.3 Write articles for each WSST newsletter regarding science and/or science education.

2.9.4 Assist the Nominations and Elections committee in finding candidates to run for WSST office.

2.9.5 Aid the Professional Development committee in identifying opportunities within the director's district.

2.9.6 Encourage, promote, and nominate for WSST's Awards and Recognition program.

2.9.7 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.

2.9.8 Shall serve as liaisons to assigned committees of Awards and Recognition, Professional Development, Membership, Public Relations, Publications, Elementary Education, and Higher Education.

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

### ARTICLE 3 NOMINATIONS

3.1 The Elections Committee shall identify and nominate qualified candidates for each of the elective offices of WSST 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 at the Change Over Meeting in May.

4.3 In the event of the death, resignation, or incapacity of an officer, Chief Financial Officer, or Chief Operating Officer of WSST this succession procedure shall be followed:

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

4.3.2 *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).

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

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

4.3.5 *Chief Financial Officer or Chief Operating Officer* The Board of Directors shall assume the responsibility for filling any vacancies in the most appropriate manner.

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

4.5 The following seven (7) WSST voting districts shall be established for the purpose of electing District Directors of WSST:

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 6

WSST Voting District VII: CESA 1

4.6 District Directors shall be elected by WSST members. Members will vote according to the following:

- members currently employed will vote in the district of their employment
- members in non-traditional employment (online academies, etc) will vote in the district in which their employer is located; if the employer is outside Wisconsin, the members will vote in their district of residence
- members currently NOT employed will vote in the district of their residence
- retired members will vote in the district of current or most recent Wisconsin residence
- student members will vote in their district of residence
- lifetime and honorary members will vote in their district of residence unless currently employed (see above)

4.6.1 Each candidate for the office of District Director shall be an educational professional who is employed in the district the individual seeks to represent.

4.6.2 Two (2) or three (3) 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, 6 and 7.

4.6.3 District Directors shall serve for three years.

4.6.4 Each newly elected District Director shall take office at the annual change-over meeting.

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 for the remainder of the term.

4.8 Officers and Directors are to be elected by ballot. Ballots are to be made available to each voting member of WSST at least thirty (30) days prior to the last day for the return of ballots. The last date for the return of ballots shall be a day prior to the balloting deadline as established by the elections committee.

4.9 Campaigning for elective positions shall be restricted to biographical and position statements as published by the Elections Committee to all the voting members of WSST.

4.10 In the event of a tie ballot for an elective office, the chairperson of the Elections Committee, in the presence of that committee's members and the Secretary of WSST, will toss a coin to determine the winner.



## ARTICLE 5 COMMITTEES

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

5.2 Committee members must be members in good standing of WSST.

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 Policies. All standing committees shall meet at least once a year.

5.4 No member of the Board of Directors shall serve on the Elections Committee. No member of the 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 Board of Directors meetings fourteen days prior to board meetings 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 Policies; however, they may be charged with additional responsibility at the President's request.

5.8 Committee appointments will be recommended by the committee chair and assigned as needed by the President, with review and confirmation by the Board of Directors. The committee will elect their own chairperson, from returning members, with Presidential approval.

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 WSST.

5.10 Standing Committee member numbers shall be set by the Board of Directors as described in the Policies. No individual should be appointed and/or serve on a Standing Committee for more than three (3) consecutive years without Board of Director approval.

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

5.12 No honorarium shall be paid to members for service on WSST 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 Chief Financial Officer and Chief Operating shall be *ex officio* members of all committees.

## ARTICLE 6 MEETINGS

### 6.1 Membership Meetings

6.1.1 Notification of meetings of the membership of WSST shall be published for members of WSST, at least thirty (30) days prior to the meeting.

6.1.2 Special meetings of the membership 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:

6.2.1 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, Chief Financial Officer and Chief Operating Officer.

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

6.2.3 A meeting of the Board of Directors shall be held during the annual conference of WSST. A published agenda shall be made available from the Secretary upon request.

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

6.2.5 An agenda will be available to the Board of Directors a minimum of two weeks prior to a meeting of the Board of Directors.

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

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

## ARTICLE 7 CONFERENCE

7.1 There shall be an annual Conference held at a time and place in the State of Wisconsin as designated by the Board of Directors. Any exceptions must be approved by the Board of Directors.

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

7.3 Site Rotation; The site of the annual Conference shall try to rotate around the state.

7.4 Registration; The conference planning committee will recommend a registration level structure at the summer Board of Directors meeting preceding the conference for board approval and adoption. Allowances should be made for an early registration discount.

7.5 The Conference Chair(s) of the most recent Conference will give his/her final report at the summer Board of Directors meeting.

7.6 The Conference Committee shall provide a time and a meeting room at the conference for a general membership/business meeting at a time and date designated by the Board of Directors without any other concurrent conference activities.

7.7 Conference finances; The Chief Financial Officer will be an *ex officio* member of the conference committee with responsibilities for approving contracts, expenditures, and reimbursements.

7.8 By nature, the annual conference is a high-risk endeavor that requires oversight by the Board of Directors. As a result, the Conference Committee must follow the guidelines in the Conference Handbook as approved by the Board of Directors.

## ARTICLE 8 AFFILIATED ORGANIZATIONS

8.1 The Board of Directors may approve organizations for WSST affiliation.

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 WSST shall be from August 1 of the calendar year through July 31 of the succeeding year.

#### ARTICLE 10 RULES OF ORDER

10.1 Robert's Rules of Order, Newly Revised or the current edition, shall govern the conduct of all meetings of WSST when business is conducted.

10.2 A majority of votes cast designates approval of a motion. An abstention has no effect on the outcome of the vote.

10.3 Proxies shall not be used to provide a quorum.

#### ARTICLE 11 AMENDMENTS TO THE BYLAWS

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

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 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 seven (7) affirmative votes from the Board of Directors.

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 WSST's newsletter.

- Revised 8/18/95
- Amended 5/99: exec sec'y to exec dir, responsibilities
- Revised 10/04/2003
- Revised 10/09/2004
- Revised 12/05/2009
- Revised 09/14/2015

- Reviewed by Executive Committee 05/06/2017