

CONSTITUTION OF THE OKLAHOMA SCIENCE TEACHERS ASSOCIATION

Enacted November 10, 2012

Amended November 2018

Article I – Name

The name of the organization shall be Oklahoma Science Teachers Association (OSTA).

Article II – Purpose

The Oklahoma Science Teachers Association shall develop, promote, and support science education in the state of Oklahoma by providing training opportunities to teachers. Training will assist teachers to implement the science education standards set forth by the Oklahoma State Department of Education; to facilitate the dissemination of scientific knowledge; to encourage scientific thinking and the utilization of the practices of science through the teaching of science; to make available to teachers information concerning the selection, organization, and presentation of scientific materials; to stress the interrelationships of the sciences and to other educational experiences; to plan, organize, and administer projects for the advancement and utilization of knowledge in science education; to advocate for high quality science education at all levels and education venues within Oklahoma.

Article III – Authority for Governance of the Association

The Association shall be governed by this constitution and bylaws and other such actions, consistent therewith, as may be taken by the Board of Directors.

Article IV – Membership

Section 1: Membership in the Oklahoma Science Teachers Association shall be open to any person interested in science education in Oklahoma.

Section 2: Annual dues shall be paid by each member as prescribed in the bylaws of this constitution.

Section 3: The right to vote, hold office, and serve on committees shall be limited to association members.

Article V – Officers

Section 1: The elected officers of the association shall consist of President, President-Elect/Vice President, Secretary/Historian, and Treasurer.

Section 2: No Association member shall serve in more than one office concurrently.

Article VI – Board of Directors

Section 1: The Board of Directors will consist of the following voting members and ex officio (nonvoting) members:

- A. Elected Officers (4)
- B. Directors at Large (4)
- C. Division Directors (4)
- D. Chairpersons of standing committees, ex officio (2-6)
- E. Immediate Past President (1)
- F. State Science Specialist, ex officio
- G. NSTA Contact Person, ex officio, appointed
- H. Student (Pre-Service Science Teacher), ex officio, appointed (up to 4)

Section 2: The Board of Directors shall be responsible for: the management of the association; approval of all expenditures; action on reports of committees; action on resolutions; and performance of other duties consistent with the constitution and bylaws of the Association.

Section 3: The Board of Directors shall meet at least four times each year. The annual meeting calendar shall be set at the first board meeting of each new fiscal year.

Section 4: A quorum (50% plus 1) must be present for the Board of Directors to conduct business.

Article VII – Committees

Section 1: The Association shall maintain standing committees as identified in the bylaws.

Section 2: The President will appoint ad hoc committees as necessary for the transaction of business.

Article VIII – Amendments

Section 1: Amendments to this constitution may be proposed by the following:

- A. The Board of Directors
- B. Petition of at least a percentage (account for fluctuation in numbers) of association member signatures.
- C. A constitution committee.

Section 2: This constitution may be amended at the annual conference by a two-thirds vote of those association members voting at the annual conference, provided amendment proposals be given to all members in writing at least fifteen days prior to the conference.

Section 3: Voting will be by secret ballot.

Article IX – Prohibitions

The Association is not organized for profit and no part of its net earnings shall benefit of any director, officer, member or employee of the Association except that reasonable compensation may be paid for services rendered to and for the Association in connection with one or more of its purposes. Notwithstanding any other provisions of these articles, the Association shall not conduct or carry on any activities not permitted to be carried on by an organization exempt under Section 501(c)3 of the Internal Revenue Code and its regulations as they now exist or as they hereafter may be amended.

Article X – Dissolution

Upon dissolution of the Association, the Board shall distribute the assets and accrued income to one or more organizations as determined by the Board. No director, officer, member or employee of the Association or any private individual, shall be entitled to share in the distribution of any of the assets upon dissolution of the Association.

Article XI – Bylaws

The Association may from time to time enact appropriate bylaws not inconsistent with this constitution.

Article XII – Former Constitution Voided

This constitution shall become effective upon ratification by a majority vote of the membership voting. The revised constitution, when approved, shall supersede all previous constitutions and amendments.

BYLAWS OF THE OKLAHOMA SCIENCE TEACHERS ASSOCIATION

Enacted November 10, 2012

Amended November 2018

Article I – Authority for Governance of the Association

- Section 1: The Association shall be governed by these bylaws and constitution and other such actions, consistent therewith, as may be taken by the Board of Directors.
- Section 2: The rules contained in the current edition of Robert’s Rule of Order, Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.
- Section 3: The fiscal year of the Association shall be from January 1 to December 31.

Article II – Membership

- Section 1: Membership in the Association shall be on an annual basis with renewals based upon the active date of current membership.
- Section 2: Membership dues shall be set at the beginning of each fiscal year by the Board of Directors.
- Section 3: The right to vote, hold office, and serve on committees shall be limited to dues paying members, to include individuals who teach in Oklahoma or are employed as faculty members of an institution of higher learning, within the state of Oklahoma.

Article III – Officers

- Section 1: Any voting member of the Association may file or be nominated for office.
- Section 2: The term of office for the elected officer of President shall be 3 years (1 yr as President-Elect, 1 yr.as President, and 1 yr. as Past President). The term of office for the Secretary/Historian shall be two years. The term of treasurer shall be 3 years.
- Section 3: The term of office for elected officers shall date from January 1 to December 31.
- Section 4: Election of officers shall be by secret ballot (paper or electronic) and be consistent with guidelines established by the election committee.
- Section 5: In the event that a vacancy occurs in the office of President, the immediate Past-President shall fill the vacancy for the remainder of the term.
- Section 6: In the event that a vacancy occurs in the office of the president-elect/vice president, secretary/historian, or treasurer, the President shall appoint a suitable replacement, with approval of the Board of Directors, for the remainder of the term of office from the membership of the Association.
- Section 7: The duties of each elected officer will be enumerated in the bylaws for each officer. The Constitution Committee shall review the proposed updates to the bylaws, and these bylaws shall be approved by the Board of Directors every 5 years, or at the discretion of the Board.

- Section 8: The duties of the President shall be to:
1. Call and preside over meetings of the Board of Directors.
 2. Appoint chairpersons of standing committees and ad hoc committees, with approval of the Board of Directors.
 3. Cooperate with the President-Elect/Vice President and Past President in the planning and implementation of the annual conference.
 4. Cooperate with the professional development chairperson(s) in the planning and implementation of annual professional development meetings.
 5. Preside over the business sessions at the annual conference.
 6. Establish and maintain liaison with other educational groups and science-oriented organizations in the State and Nation.
 7. Be responsible for the presentation of OSTA awards.
 8. Facilitate communication with the OSTA Board and members.
 9. Will serve as Past-President for 1 year following term as President.
 10. Serve as NSTA contact person.
- Section 9: The duties of the President-Elect/Vice President shall be to:
1. Coordinate the annual conference.
 2. Serve as President for 1 year following term as President-Elect/Vice President.
 3. Preside at meetings of the Board of Directors during temporary absences of the President in carrying out the business and programs of the Association.
 4. Attend the annual NSTA'S Chapters and Associated Groups (CAG's) National Congress on Science Education as a representative of OSTA, with expense reimbursement subject to approval by the OSTA Board of Directors.
- Section 10: The duties of the Past President shall be to:
1. Serve as a mentor to the President.
 2. Serve as a voting member of the OSTA Board.
 3. Assist with the annual conference.
- Section 11: The duties of the Secretary/Historian shall be to:
1. Take minutes of each general session and at each Board of Directors of meetings.
 2. Make minutes available for the Board of Director meetings to all board members in a timely manner.
 3. Keep a list of current Board of Directors members, including addresses and phone numbers. Make a list available to each board member at the first board meeting of each new fiscal year.
 4. Maintain a list of past OSTA presidents.
 5. Maintain a record containing programs, correspondence, constitution, bylaws, and other pertinent documents.
- Section 12: The duties of the Treasurer shall be to:
1. Be responsible for the collection of fees and dues from the membership.
 2. Keep accurate financial records of the membership, including a mailing list for monies of the Association, in a bank insured by the Federal Government.
 3. Make disbursements for bills and other financial obligations which have been approved by the Board of Directors.
 4. Make a financial report at each meeting of the Board of Directors, and at the annual business meeting of the Association.

5. Responsible for all financial records.
6. File all appropriate IRS forms.
7. Present an annual budget for approval by the Board of Directors at the first board meeting of each fiscal year.

Article IV – Board of Directors

Section 1: Member of the Board of Directors should attend all regularly scheduled meetings of the Board of Directors.

Section 2: Frequent absences are discouraged. Any board member failing to fulfill their duties of office may be removed by two-thirds (2/3) vote of the Board. Board members missing more than two regularly scheduled meetings during the year are subject to replacement by the President and approval of the Board.

Section 3: The duties of the Directors At Large shall be to:

1. There shall be 4 Directors at Large.
2. Shall serve 2-year terms.
3. Two directors shall be elected in odd numbered years. Two directors shall be elected in even numbered years.
4. In the event of a vacancy occurring during the term of a Director at Large, the President shall appoint a qualified member of the Association to the position for the remainder of the term, with approval of the Board of Directors.
5. Directors at Large shall not hold an elected officer position during their tenure as director.

Section 4: The duties of the Division Directors shall be to:

1. There shall be 4 Division Directors. One director shall be elected from each of the following defined divisions:
 - a. Division 1 – Elementary School Division
 - b. Division 2 – Middle School/Junior High Division
 - c. Division 3 – High School Division
 - d. Division 4 – College/University Division
2. Shall serve 2-year terms.
3. Directors of Division 1 and 3 shall be elected in the fall of odd numbered years. Directors of Division 2 and 4 shall be elected in even numbered years.
4. In the event of a vacancy occurring during the terms of a Division Director, the President shall appoint a qualified member of the Association to the position for the remainder of the term, with approval of the Board of Directors.
5. Division Directors shall not hold an elected officer position during their tenure as Division Director.

Section 5: OSTA members who are in at least their junior year of college, with the intention of teaching science, may be appointed by the OSTA President to serve on the Board for one year. The President may appoint up to two pre-service representatives to serve as non-voting members.

Section 6: A quorum of the Board of Directors shall exist when a majority of voting members, to include the President or President-Elect/Vice President, of the Board is present physically or digitally.

- Section 7: An emergency session of the Board of Directors may be called at any time by the President or any other member of the Board, providing that a reasonable effort is made to contact all members of the Board stating the reason for the emergency meeting. Any meeting with less than 30 days prior notice will be considered emergency in character. No official business shall be transacted at an emergency meeting without approval of at least a two-thirds (2/3) majority of the duly constituted membership of the Board.
- Section 8: The President may schedule some of the regular or any of the emergency meetings of the Board of Directors to occur digitally. Digital meetings follow all normal constitution and bylaws protocol.
- Section 9: The Board may vote on specific issues that come up between regularly scheduled board meetings using electronic mail.

Article V – Committees

- Section 1: There shall be eight standing committees. These committees shall be as follows:
- A. Membership Committee
 - B. Communications Committee
 - C. Nomination Committee
 - D. Constitution Committee
 - E. Election Committee
 - F. Professional Development Committee
 - G. Award Committee
 - H. Informal Education Committee
- Section 2: Chairpersons of all committees shall be appointed by the President of the Association from the membership of the Association and approved by vote of the Board of Directors.
- Section 3: Chairpersons of standing committees shall serve as ex-officio members of the Board of Directors.
- Section 4: Committees shall consist of Association members and the committee chair.
- Section 5: The Membership Committee shall maintain a list of all current members, submit all dues collected to the Treasurer, and provide current membership records to the Communications, Nomination, and Election Committees. A membership directory shall be made available to board members or others upon Board approval.
- Section 6: The Communications Committee shall maintain all public relations regarding OSTA business.
- Section 7: The Nominating Committee shall consist of at least 3 Association members, appointed by the President, and approved by the Board members.
- Section 8: The Election Committee shall prepare ballots, introduce candidates, conduct the election, tabulate election results, inform all candidates of election results, and report election results to the membership.
- Section 9: The Constitution Committee shall review, every 5 years, or at the discretion of the Board, the Association bylaws and constitution. Proposed amendments shall be presented to the Board.

- Section 10: The Professional Development Committee shall plan, organize, and execute professional development programs sponsored by the Association. Such programs may include, but are not limited to, the professional development offerings during annual conferences, workshops, and sponsored field trips.
- Section 11: The Awards Committee shall develop criteria for each OSTA award, solicit sponsorship of awards when appropriate, recruit and identify suitable candidate for awards, and select appropriate awards to awardees.
- Section 12: The Informal Education Committee shall collaborate and communicate with informal education organizations and the OSTA Board.
- Section 13: Ad hoc committees shall be appointed by the President as necessary. Ad hoc committees shall be appointed for one specific purpose and are automatically dissolved when that specific assignment has been completed.

Article VI – Amendments

- Section 1: Amendments to these bylaws may be proposed by the following:
- A. The Board of Directors
 - B. Petition of at least 25 association members' signatures
 - C. Constitution Committee
- Section 2: These bylaws may be amended by a majority vote of those association members voting, provided amendment proposals be given to all members in writing at least 15 days prior.

Article VII – Former Bylaws Voided

These bylaws shall become effective upon ratification by the association membership. These bylaws when approved shall supersede all previous bylaws and amendments to the bylaws.