

# CONSTITUTION OF THE OKLAHOMA SCIENCE TEACHERS ASSOCIATION

Enacted November 10, 2012

## Article I – Name

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

## 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 By-Laws 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 By-laws 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, 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 By-laws of the Association.
- Section 3: The Board of Directors shall meet at least four times each year. (Meeting dates will be set during the Annual conference meeting for the following 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 By-Laws.
- 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 50 Association members signatures.
  - C. Constitution Committee.
- Section 2: This Constitution may be amended at the fall convention by a two-thirds vote of those association members voting at the fall convention, provided amendment proposals be given to all members in writing at least fifteen days prior to the convention.
- 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 inure to the 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 supercede all previous constitution and amendments.

BY-LAWS OF THE OKLAHOMA SCIENCE TEACHERS ASSOCIATION  
Enacted November 10, 2012

Article I – Authority for Governance of the Association

- Section 1: The Association shall be governed by these By-laws 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 by-laws 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 date of first 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, President-Elect /vice-President shall be one year. The term of office for the Secretary/Historian shall be two years. While, the term of treasurer shall be three 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 paper or electronic ballot and 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 by-laws for each officer. These By-laws shall be approved by the Board of Directors. Each year the Constitution Committee shall review and propose updates to the By-laws
- Section 8: The duties of the President shall be:
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 in the planning and implementation of the annual Fall Convention.
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 Fall Convention.
6. establish and maintain liaison with other educational groups and science-oriented organization in the state and nation.
7. be responsible for the presentation of OSTA awards at the annual State Science Fair awards program.
8. communicate with the membership through the organization's website or newsletter.
9. attend the annual NSTA National Conference as a representative of OSTA with expense reimbursement subject to approval by the OSTA Board of Directors.
10. to serve as NSTA Contact Person.

Section 9: The duties of the President Elect /Vice-President shall be:

1. coordinate the Fall Convention.
2. to become the president the following year.
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 CAAGS (Chapters and Associated Groups) regional science meeting as a representative of OSTA with expense reimbursement subject to approval by the OSTA Board of Directors.

Section 10: The duties of the Secretary/Historian shall be:

1. take minutes of each general session and at each Board of Directors meetings.
2. send copies of the minutes of the Board of Directors meetings to all Board members.
3. send Board meeting notices to each Board member four weeks before each Board of Directors meeting.
4. keep a list of current Board of Director members, including addresses and phone numbers. Give a copy of this list to each Board member.
5. maintain a listing of past presidents of OSTA
6. maintain a yearbook containing programs, correspondence Constitution, By-laws, and other pertinent records.

Section 11: The duties of the Treasurer shall be:

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 and shall make disbursements for bills and

other financial obligations which have been approved by the Board of Directors.

3. make a financial report at each meeting of the Board of Directors and at the annual business meeting of the Association.
4. make ledger entries in a permanent record of all receipts and disbursements. The Treasurer shall discard old financial statements, bills, invoices, etc., after two years if it appears that they have served their usefulness.
5. file all appropriate IRS forms.
6. 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: Members of the Board of Directors should attend all regularly scheduled meetings of the Board of Directors.
- Section 2: Board members missing more than two regularly scheduled meetings during the year are subject to replacement by the Board.
- Section 3:
- A) There shall be four Directors at Large
  - B) Directors at Large shall serve two year terms.
  - C) 2 Directors shall be elected in odd-numbered years. 2 Directors shall be elected in even-numbered years.
  - D) Directors at Large shall be elected by association members each Fall.
  - E) Elections of Directors at Large shall be by secret paper or electronic ballot and consistent with guidelines set forth by the Election Committee and these By-laws.
  - F) Newly elected Directors at Large shall begin their duties on January 1.
  - G) In the event a vacancy occurs during the term of a Director at Large, the President shall appoint a qualified member of the Association to the position for the remainder the term, with approval of the Board of Directors.
  - H) Directors at Large shall not hold an elected officer position during their tenure as Director.
- Section 4:
- A) There will be four Division Directors. One Director shall be elected from each of the following defined divisions:
    - Division 1 – Elementary School Division
    - Division 2 – Middle School/Junior High Division
    - Division 3 – High School Division
    - Division 4 – College/University Division
  - B) Division Directors shall serve two year terms.
  - C) Directors of Divisions 1 and 3 shall be elected in the Fall in odd-number years. Directors of Division 2 and 4 shall be elected in even numbered years.
  - D) Division Directors shall be elected by members of that Division.
  - E) Election of Division Directors shall be secret paper or electronic ballot and consistent with guidelines set forth by the Election Committee and these By-laws.
  - F) Newly elected Division Directors shall begin their duties January 1.

G) In the event a vacancy occurs 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.

H) 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 elementary and two secondary positions.

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 are present.

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 thirty 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 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 electronically. Electronic meetings follow all normal Constitution and By-Laws protocols.

Section 9: The Board may vote on specific issues that come up between regularly scheduled Board Meetings using electronic mail. The requirements and protocol for the conduct of Oklahoma Science Teachers Association business and for balloting by electronic mail shall be described in the Board policies and procedures manual.

#### Article V – Committees

Section 1: There shall be seven 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. Awards 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 publish and maintain an on-line newsletter and provide certificates for OSTA activities.
- Section 7: The Nominating Committee shall consist of the Immediate Past-President and at least two Association members. This committee shall prepare a slate of candidates for each elected position in the Association and shall maintain a list of potential committee appointees.
- Section 8: The Election Committee shall prepare ballots, introduce candidates at the general meeting of the Fall convention, 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 annually the Association By-laws and Constitution. Proposed amendments shall be presented to the Board by the scheduled April meeting.
- 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 Fall and Spring conferences, Summer 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 candidates for awards, select and present appropriate awards to awardees.
- Section 12: 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. Ad hoc committees shall include: the Fall Convention committee, the Field Meeting committee, and others.

#### Article VI – Amendments

- Section 1: Amendments to these By-laws 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 By-laws may be amended at the fall convention by a majority vote of those Association members voting, provided amendment proposals be given to all members in writing at least fifteen days prior to the fall convention.

#### Article VII – Former By-Laws Voided

These By-laws shall become effective upon ratification by the Association membership. These By-laws when approved shall supercede all previous By-laws and amendments to the By-laws.