

WISCONSIN SOCIETY OF
SCIENCE TEACHERS

POLICIES

(Adopted December , 1976)

(Revised September, 1981)

(Revised August, 1996)

(Revised August, 1997)

(Revised May, 1999)

(Revised October, 2003)

(Revised October, 2004)

Introduction: The Policies of the Society 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 with out Board approval that continue over time, are usually considered policy. The Policies shall guide members executing business of the Society in matters not specifically delineated in the Constitution or Bylaws of the Society.

GENERAL ORGANIZATION:

WSST is composed of the following parts

1. *Districts*: There shall be six (6) 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: CESAs 1 and 6.
2. *Affiliations*: A science education organization whose goals and membership largely overlap with those of WSST may, upon mutual agreement, affiliate with the WSST in an especially close working relationship. Each group will retain its autonomy.

Affiliated Organizations are:

- a. Wisconsin Elementary and Middle Level Science Teachers (WEST)
- b. Wisconsin Earth Science Teachers Association (WESTA)
- c. The Biology Teachers' Sharing Network (BioNet)
- d. Wisconsin Science Education Leadership Association (WSELA)

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 by written application to WSST through the President, who will present applications 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. Groups 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.
 - e. Guidelines for affiliation with WSST are established by the WSST Board of Directors.
3. Upon acceptance as an affiliate by WSST, the following benefits will accrue to the affiliate:
 - a. Affiliates shall be notified of conventions 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 convention through special meetings and sessions at the convention. Any special facilities requested at the WSST convention 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 Executive Director 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.
- g. Use of WSST's tax - exempt status may be approved for affiliate use by the WSST Executive Committee.

BOARD of DIRECTORS:

1. The WSST Board of Directors shall be comprised of two Presidents, the Secretary and six 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 to be elected annually for 3 - year terms. Terms to be staggered in accordance with Article 4, Section 4.6 of the WSST Bylaws.
2. The duties and general responsibilities of the Board of Directors are as defined in the Societies Bylaws (Article 2) and the Statement of Operating Policies.
3. The WSST shall provide funds for transportation and expenses to enable elected members of the Board to attend the official meetings of the Board.
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 vacancy shall be declared to exist when a District Director removes his/her place of teaching outside the District from which he/she was elected. Such vacancy shall be filled in accordance with the procedures of Article 4, Section 4.7 of the WSST Bylaws.
6. All elected members of the WSST Board of Directors shall take office on the first day of May; the term of office of outgoing members of the Board expires at the same time.
7. A semiannual written report to the WSST President is required of each District Director.

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 at least once annually.
- b. Ad hoc committees or task forces: can 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.

2. The President is an *ex officio* member of all committees, except the Nominations and Elections committee.
3. Committees will have their first meeting at the WSST annual convention, where they meet the “outgoing” committee. After completing the “outgoing” agenda, the “incoming” chairperson (where applicable) will begin by planning how the committee will function, mainly through the mail, FAX, e-mail or by telephone.
4. The immediate Past President shall be a member of the Nominations Committee.
5. All committees must elect or appoint a recorder. Written reports outlining a committees/task forces activities are to be submitted to the President prior to the annual summer, fall, winter and spring Board of Directors meetings.
6. Committee appointments begin on May 1st and terminate on April 30th of the year in which their appointment ends.
7. Each standing committee shall receive general as well as specific charges from the President.
8. 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.
9. Standing Committees shall be established for:
 - Awards and Recognition
 - Conventions
 - Document Review
 - Foundation
 - Professional Development
 - Membership
 - Nominations and Elections
 - Public Relations
 - Publications
 - Strategic Planning
 - Science Adventures

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) one District Representative and the Secretary, with the President serving as chairperson.

General Responsibilities: As defined in the Society's Bylaws and Statement of Operating Policies

II. STANDING COMMITTEES

1. AWARDS AND RECOGNITION:

Composition: Nine Presidential appointees. Three appointments shall be made each year by the WSST President. These appointments are for three years. The chairperson(s) is appointed by the President 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 – Regional Awards for Excellence in Science Education", the "Ron Gibbs Award", the "Friends of Science Education" and other awards of the Society. The committee shall also be responsible for providing recognition for noteworthy accomplishments by Society members which support the goals of the Society, 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 convention.

2. CONVENTION:

Composition: A committee shall be appointed and approved by the board with the following structure for the annual convention to be held during the year in which he or she is president: One Convention Chairperson and nine other committee members selected by the chairperson and approved by the President - elect. Committee members should represent each of the following levels of teaching, (Preschool/Elementary; Middle; and High School). One of the committee members should be a representative from WEST.

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 WSST Convention.

3. DOCUMENT REVIEW:

Composition: Three Presidents (Retiring President and the immediate two Past Presidents), in addition to three Presidential appointees. The WSST President shall make one appointment each year; these appointments are for three years. The President appoints the chairperson(s) for

a one-year term from committee members of the previous year.

General Responsibilities: This committee shall review annually all WSST documents, programs, and activities. 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.

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 functions of the Foundation can be found in the Foundation Bylaws. The structure of 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. Dispersal of funds by the Foundation requires approval of the WSST Executive Board.

5. PROFESSIONAL DEVELOPMENT:

Composition: Six Presidential appointees. The WSST President shall make two appointments each year. These appointments are for three years. The President appoints the chairperson(s) 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. They shall annually make recommendations to the Board of Directors for the improvement of these programs.

6. MEMBERSHIP:

Composition: Six Presidential appointees. The WSST President shall make two appointments each year. These appointments are for three years. The President appoints the chairperson(s) for a one-year term from committee members of the previous year.

General Responsibilities: The Membership committee shall promote the growth of the Society's membership; review membership categories and rates; review relations between WSST and affiliated organizations; suggest ways in which WSST can increase its services to state science teachers; and annually make recommendations to the Board of Directors for the improvement of member services.

7. NOMINATIONS AND ELECTIONS:

Composition: Six Presidential appointees. The WSST President shall make two appointments each year. These appointments are for three years. The President appoints the chairperson(s) for a one year term from committee members of the previous year. WSST Immediate Past President serves on this committee.

General Responsibilities: The Nominations and Elections committee shall identify and nominate well-qualified candidates for each of the elective offices of the Society. 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 from District Directors. Committee chairperson(s) must provide election information to WSST Newsletter editor in a timely fashion.

8. PUBLIC RELATIONS:

Composition: Nine Presidential appointees. The WSST President shall make three appointments each year. These appointments are for three years. The President appoints the chairperson(s) for a one year term from committee members of then previous year.

General Responsibilities: The Public Relations committee shall coordinate efforts around the state and nationally to promote and publicize the activities of the Society, 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.

9. PUBLICATIONS:

Composition: Six Presidential appointees. The WSST President shall make two appointments each year, 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.

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 Executive Director or Assistant Executive Director is an *ex officio* member 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 should take place.

12. SCIENCE ADVENTURES

Composition: The composition of the committee will consist of at least five (5) members. The Executive Director or Assistant Executive Director is an *ex officio* member of this committee. The President appoints the chairperson(s). The recommended term for the chairperson is three (3) years.

General Responsibilities: This committee shall seek out, create, and design educational adventure trips for WSST members (defined "trips" as classes, workshops, in-services, weekend trips, or extended trips). The committee shall provide members with opportunities to expand their content, methodology, and networking skills. This committee shall seek out funding opportunities to help reduce the cost of trips to participants.

ANNUAL CALENDAR

1. The meeting and work cycle of the Board of Director, committees and all task forces shall begin May 1st and end April 30th.

CONVENTIONS AND OTHER MEETINGS

1. All WSST meetings will be held in a smoke free environment.
2. All convention attendees must register for the convention; this includes presenters and exhibitors.
3. The Society may conduct professional meetings for science teachers at times other than the annual state convention or in conjunction with meetings of other organizations.
4. Local participation in planning a convention is encouraged.
5. The Convention Chairperson will solicit recommendations from the membership to serve as active program participants.
6. An appropriate schedule of registration and exhibit fees shall be established for the state convention by the Convention Chairperson, subject to approval of the Board of Directors.
7. Exhibitor's fees include two convention registrations and the opportunity to present one commercial workshop.

8. Convention chairpersons should make every effort to invite the immediate NSTA District XII Director and the NSTA President - Elect to our annual state convention. These invitations should be made as soon as possible in advance of the convention date.
9. Presenters will follow safety regulations as published in NSTA's Safety Regulations. All presenters will receive a copy of NSTA safety regulations prior to the annual convention.
10. The president or the president - elect should attend the National Congress of Science Educator Board with financial support from the society.

FINANCES AND BUSINESS EXPENSES

1. The Board of Directors shall approve the accounting methods used by the Executive Director for keeping the financial records of the Society.
2. The Executive Director and the Assistant Executive Director shall both have access to monies, including checking accounts, savings accounts and other holdings of the Society.
3. Disbursements of Society funds in excess of budgeted funds shall be subject to Board of Director approval.
4. The Executive Director shall submit the financial records of the Society to the Executive Committee in a timely manner to allow the latter to perform audits. Copies of the auditors report will be made available to any member (at cost) upon written request of the Executive Director.
5. The Executive Director is responsible for maintaining the expenditures within amounts provided by budgetary allocations. The President is responsible for insuring 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 nearer balance. The order of responsibility to accomplish this shall be the President, the Executive Director, and the Board of Directors.
7. Persons engaging in the business of the Society 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 the Society, 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

activities (i.e. - Annual Convention, Fall Luncheon) attended by the regular membership.

9. Persons requesting reimbursement of business expenses of the Society shall be required to submit a WSST Expense Voucher (attached as Policies Appendix B) to the Executive Director. Claims shall be disbursed as promptly as possible. Vouchers shall carry the authorization signature of the Executive Director or the Assistant to the Executive Director. Questions relating to the appropriateness of expenses claimed shall be decided by the Executive Committee or the Board of Directors.
10. The WSST will offer financial assistance to support the development of Science Forums throughout the state. On written request from the chair of the local Science Forum committee, the Executive Director will issue a check to cover preliminary Forum expenses not to exceed three hundred (300) dollars. These funds will be repaid to WSST from the Forum's net income.
11. The rate paid for mileage expenses for WSST related business will be set at the discretion of the board of directors.
12. A per diem meal allowance that is the same as the state of Wisconsin rate will be paid.
13. The annual stipend to the Executive Director shall be set by the board of directors at the summer board meeting.

PUBLICATIONS AND PUBLIC STATEMENTS

1. The name of the official WSST publication will be "The WSST Newsletter"
2. The newsletter editor and the newsletter publisher need not be the same person.
3. The editors 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 articles

4. Letters to the editor shall be printed in full provided they are signed and do not exceed 0.5 page when typed.
5. Inserts will be accepted for inclusion with the newsletter. A cost of 0.5 of the postage of the newsletter may be assessed by the publisher.
6. Newsletter mailing lists may be sold on a one-time use basis. The executive committee will approve requests for mailing lists. The cost shall be determined by the publisher with approval of the Executive Committee.
7. The newsletter shall be published five (5) times per school year. One of these issues must be the convention issue and one must be the election issue.
8. 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 the association.
9. The deadline for articles submitted to the editor of the Newsletter is the 10th of the month prior to the mailing of the newsletter.

OTHER PUBLICATIONS

1. The society 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. Publication of the IMPACT Journal in the WSST Newsletter
 - a. The Society may publish a journal. The title of this journal will be IMPACT. The purpose of this journal is to provide a forum for distinguished science educators to express their views on issues impacting science education in Wisconsin and the nation. The intent of the publication is not particularly to endorse any specific view but to initiate dialog and debate among the members of WSST.
 - b. The publication of IMPACT will be overseen by the Publication Committee and produced under the direction of the editor or co-editor as appointed by the Board of Directors of WSST. The theme and content of the journal will be established by the editor or co-editor with the advice and consent of the Board of Directors.
 - c. The cost of the IMPACT journal will be included in the WSST Publication Committee budget.

PUBLIC STATEMENTS

1. The President, or his/her designee, shall be the official spokesperson for the Society.
2. When making public statements the spokesperson will reflect the policies of the WSST and attempt to represent broad base of the membership of the Society.

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.
3. A membership report shall be prepared by the Executive Director for each meeting of the Board of Directors and distributed to all members of the Board of Directors.
4. Membership in the Society is encouraged and directed by membership committee chairperson working in conjunction with committees that are located and organized according to WSST Districts (See Appendix A).
5. The Executive Director is authorized to allocate up to 50 complimentary WSST Newsletter subscriptions to institutions, libraries, or other groups.

NOMINATIONS AND ELECTIONS

1. The Nominations and Elections Committee shall conduct the nominations/elections process of this organization.
2. Only WSST members are eligible to nominate or be nominated by colleagues for offices in the organization.
3. Members of the Nominations and 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, c) their commitment to excellence in science education, and d) their commitment to attend the society's business meetings.
6. Complete confidentiality shall be maintained by Committee members in all deliberations and internal discussions regarding nominees and selection of candidates for offices.

7. Campaign literature, announcements, bulletins, articles etc., by individual candidates or their supporters will not be allowed at any time during the nominations/ elections process. 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 the WSST newsletter and on the website annually.
 9. Official public announcement of election results will be made at the annual WSST spring convention.
 10. Election results will be published in the first edition of the WSST Newsletter following the annual spring convention.
 11. Official written notification will be sent by the Committee to an official of each elected officer's school district shortly after 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.
7. 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 will coincide with the notification sent to the school district official.

AWARDS, HONORS AND RECOGNITION

1. It is the responsibility of the Awards and Recognition Committee to recognize accomplishments occurring throughout the state in science education.
2. All awards and recognition given by the WSST shall be approved by the Awards and Recognition Committee and presented by the Committee chairperson(s).
3. 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.
4. Committee members shall meet face-to-face at the request of the chair. Other meetings are encouraged as needed.
5. No person shall win each WSST award more than once or win more than one WSST award in a year.
6. Official written notification will be sent by the Committee to the award winners district supervisors prior to the annual spring conference, requesting the presence of the awardee at the WSST convention.