

*MDSTA Constitution and By-Laws*  
**CONSTITUTION**  
*Metropolitan Detroit Science Teachers Association*

**ARTICLE I: NAME**

*Sec. 1.0* The name of the organization shall be the METROPOLITAN DETROIT SCIENCE TEACHERS ASSOCIATION.

**ARTICLE II: PURPOSE**

*Sec. 1.0* The purpose of this organization shall be to promote the professional growth of teachers of science at all levels and to improve the quality of science education in the Metropolitan Detroit area.

**ARTICLE III: MEMBERSHIP**

*Sec. 1.0* Membership shall be open to those interested in science education.

*Sec. 2.0* There shall be four classes of members: General, Honorary, Lifetime and Student

*Sec. 3.0* The eligibility and classification of members shall be defined in the By-Laws.

*Sec. 4.0* Upon acceptance of application and payment of dues, members shall have the right to vote, hold office, serve on or chair committees, and receive all publications of the Association.

*Sec. 5.0* The payment of the current annual dues of the organization assures continuing membership.

**ARTICLE IV: ORGANIZATION**

*Sec. 1.0* The officers of the organization shall be President, President-Elect, Past-President, Secretary, and Treasurer. There are eight Directors. All officers and directors are to be elected from the voting membership. Together, these officers and directors, make up the Executive Board of the MDSTA.

*Sec. 2.0* The Executive Board may direct the formation of standing and ad hoc committees.

**ARTICLE V: MEETINGS/QUORUM**

*Sec. 1.0* Membership meetings, one of which may be the Annual Conference, shall be provided for the membership of this Association by the Executive Board.

*Sec. 2.0* The Executive Board of the Association shall meet at least six times each year.

*Sec. 2.1.* Official matters of the Executive Board may be managed through online meeting and voting. These electronic meetings will not replace the six required meetings as detailed in Sec. 2.0. Procedures for online voting will be defined and approved by the Executive Board.

*Sec. 3.0* A majority of the members of the Executive Board of the Association shall constitute a quorum of that body.

**ARTICLE VI: AMENDMENTS**

*Sec. 1.0* Proposals for amendments to the Constitution may originate in the Executive Board or may be submitted by any member of the Association to the Executive Board.

*Sec. 2.0* A proposed amendment, if not approved by the Executive Board, may be presented directly to the membership upon request by petition endorsed by five percent of the membership.

*Sec. 3.0* This Constitution may be amended by a two-thirds vote of the members voting, provided that a copy of the proposed amendment shall have been sent to every voting member at least thirty days prior to the call to vote.

*Sec. 4.0* It shall be the responsibility of the Executive Board to inform the membership within one month (30 days) of any amendment that has been passed by a vote of the membership.

**ARTICLE VII: IMPLEMENTATION**

*Sec. 1.0* This Constitution and the associated By-Laws shall take effect thirty (30) days following approval by membership.

**BY-LAWS**

*Metropolitan Detroit Science Teachers Association*

**ARTICLE I: PARLIAMENTARY AUTHORITY**

*Sec. 1.0* In all questions of Parliamentary Law not covered in the Constitution or By-Laws, Robert's Rules of Order, Revised, shall prevail. Such decisions shall rest with the Parliamentarian, who shall be appointed by the President.

**ARTICLE II: MEMBERSHIP CATEGORIES**

*Sec. 1.0* General Member: Anyone interested in science education and in furthering the purpose of the Association in the Metropolitan Detroit area shall be eligible for General Membership.

*Sec. 2.0* Student Member: Any high school or undergraduate student paying the student membership fee shall be a Student Member.

*Sec. 3.0* Honorary Member: Any person nominated by a member and approved by the Executive Board shall be an Honorary Member with all the privileges of a General Member.

*Sec. 4.0* Lifetime Member: Any General Member who has paid dues according to the established structure for Lifetime Member status, as established by Article III.

**ARTICLE III: DUES**

*Sec. 1.0* The Executive Board shall establish and each year review the dues structure of this Association and modify the dues for each class of membership as necessary to carry out the purposes of the Association.

**ARTICLE IV: DUTIES OF OFFICERS, DIRECTORS, & CONFERENCE CHAIR**

*Sec. 1.0* The President shall reside at all meetings of the Association and the Executive Board, and shall be the chief executive with the powers and duties defined in the MDSTA job description document. The President shall appoint standing committee chairpersons, an Executive Secretary and an Executive Director, subject to approval of the Executive Board. The President will also act as chairperson of the Nominating Committee. Special committees may be appointed at the discretion of the President.

*Sec. 2.0* The President-Elect shall be co-chairperson of the Conference Committee for the Annual Conference. In case of the absence or disability of the President, (s)he shall act in place of the president and the presidential authority.

*Sec. 3.0* The Past President shall be co-chairperson of the Conference Committee for the Annual Conference and will serve as advisor to the Executive Board. In the absence of the President and President-Elect, (s)he shall assume the duties of the President.

Sec. 3.1 In the absence of a President, President-Elect and Past-President, the Executive Director shall assume the duties of the President. If in this circumstance the President is unable to return to office, the Executive Director will appoint, pending Board approval, an interim President to serve until regular elections are conducted.

*Sec. 4.0* The Recording Secretary shall keep a permanent record of the minutes of all meetings of the Association, both general and executive, and communicate these minutes to members of the Executive Board prior to scheduled meetings.

*Sec. 5.0* The Treasurer shall receive and deposit all funds in the name of the Association and shall pay all routine bills provided for by the annual budget, and such other bills as approved by the Executive Board. The treasurer shall submit a written financial report at each Executive Board meeting and annually, through the Newsletter to the membership at large. At the beginning of the fiscal year, the treasurer shall draw up a proposed annual budget. The Treasurer shall serve as resource to any committees concerned with establishing an annual budget.

*Sec. 6.0* The Directors shall assist in determining policies and practices of the Association. (S)he will act as chairperson of at least one committee, and generally promote the communication to, and involvement of, members in the work of the Association.

*Sec. 6.1* Directors shall attend 80% of board meetings. Missing two (2) or more consecutive meetings without advanced approval or acknowledgement of the President shall constitute grounds for dismissal from the Board of Directors. Directors shall be responsible for submitting at least one article per newsletter and for obtaining additional articles whenever possible.

*Sec 7.0* The Conference Chairperson shall work with the co-chair to run the annual fall conference. (S)he shall serve a one-year term of office. (S)he will attend all joint conference committee meetings or send a designee. (S)he is to report to the Executive Board at each meeting.

## **ARTICLE V: NOMINATIONS AND ELECTIONS**

**Sec. 1.0** The President shall serve as the Chairperson of the Nominating/Elections Committee.

**Sec. 1.1** The President shall make a report to the Executive Board, submitting a slate of nominees. Each candidate shall be a General or Lifetime Member of the Association prior to the election.

**Sec. 1.2** Additional nomination of members who have indicated a willingness to serve may be made to the President by any Member of the Association.

**Sec. 1.3** Upon acceptance of the slate by the Executive Board, the President shall prepare:

- a) Appropriate materials announcing the slate of candidates and their qualifications.
- b) Instructions for voting.
- c) A committee consisting of at least two (2) persons not on the ballot for tallying the votes cast. The President shall chair this committee.

**Sec. 2.0** The election of officers shall take place at the site of the Fall Conference, but may include electronic voting one month prior to the date of the conference. If no conference is held, then ballots shall be made available to the members with voting to be completed by October 31.

**Sec. 2.1** The selection of elected officers shall be by ballot of the voting membership. A plurality of the votes cast is necessary for election.

**Sec. 2.2** The Nominating Committee shall report the voting tabulations to the Executive Board. The membership shall be informed of election results in the first newsletter following the Fall Conference.

## **ARTICLE VI: TERM OF OFFICE**

**Sec. 1.0** The President will serve for a period of two years. The President-Elect will serve for one year and then two successive years as President and one year as Past-President. Their term of office shall run from January 1 through December 31.

**Sec. 2.0** Directors, the Treasurer and the Recording Secretary will be elected to two-year terms. Directors will be elected in such manner that no more than four will be newly elected in a given year. Newly elected Directors, Secretary and Treasurer will begin serving on January 1, following their election.

**Sec. 3.0** Members of the Executive Board may be removed from office for behavior deemed inappropriate by the Board. A three quarters majority vote by the executive board is required for removal from office.

## **ARTICLE VII: COMMITTEE DUTIES**

**Sec. 1.0** The Standing Committees may include: Awards, College/University Division, Elementary School Division, Fall Conference, Goodwill/Historian, High School Division, Membership, Middle School Division, Mini-Grants, Newsletter/Publicity, Nominations/Elections, and Professional Development.

**Sec. 1.1** The Standing Committee members may be appointed by the Executive Board as deemed necessary, such appointees serving at the pleasure of the appointing authority. The president shall be an ex-officio member of each standing committee.

**Sec. 1.2** Chairpersons of Standing Committees, with the exception of the Nominating/Elections Committee, shall be appointed by the President. One of the Directors shall be a member of each Standing Committee. A manual shall be maintained of the respective committees to be passed to the succeeding chairperson.

**Sec. 2.0** The Awards Committee. It shall be the duty of this committee to prepare a list of nominees, with appropriate background, of a person or persons who will receive the MDSTA Distinguished Service Award and Friend of Science Award at the annual banquet. This list of nominees will be presented for a vote of the Executive Board no later than one month prior to the banquet. The committee shall also arrange for the plaque presented to the winner. This committee shall also compile a list of nominees for the High School, Middle School and Elementary Outstanding Science Educator Awards, preparing applications as stated elsewhere in this document, selecting the winners, and arranging the spring Awards Banquet. The committee, with board approval, may also establish additional awards as deemed appropriate.

**Sec. 2.1** College/University Division. It shall be the duty of members of this division to pursue activities and programming at the annual fall conference and throughout the year, which will be of benefit to teachers of science and science education, and training at the post high school level. It will act as a liaison in matters concerning teacher training and certification between MDSTA membership and the executive board. It will submit articles to the newsletter that will be of help and interest to post-high school education.

**Sec. 2.2** Elementary School Division. It shall be the duty of members of this division to pursue activities and programming at the annual fall conference and throughout the year which will be of benefit to elementary teachers of science and science education. It will act as a liaison in matters concerning elementary science teaching between the MDSTA member-ship and the executive board. It will submit articles to the newsletter that will be of help and interest to teachers of elementary school science and science education. This committee will ensure that the needs and concerns of elementary science teaching and/or education are considered in the strategic planning of MDSTA.

**Sec. 2.3** Fall Conference. All board members will actively recruit, contribute and assist in the planning and management of the annual conference as directed by the conference chairperson.

**Sec. 2.4** Goodwill/Historian. This committee shall be responsible for acknowledging deaths, illnesses, marriages, and other outstanding events that occur to members of the Executive Board and to outstanding members of the Association. Acknowledgement would include sending flowers, sending a card, or other appropriate action. The Historian shall keep all historical documents for the Association. The documents shall include: MDSTA newsletters, past issues of "Science Review," special event flyers, photos, and conference agendas. The historian will actively encourage the photography of all MDSTA events and continue to improve the storage, organization and filing of all materials.

**Sec. 2.5** High School Division. It shall be the duty of members of this division to pursue activities and programming at the annual fall conference and throughout the year which will be of benefit to high school teachers of science and science education. It will act as liaison in matters concerning high school science teaching between the MDSTA membership and the executive board. It will submit articles to the newsletter that will be of help and interest to teachers of high school science and science education. This committee will ensure that the needs and concerns of high school science teaching and/or education are considered in the strategic planning of MDSTA.

**Sec. 2.6** Membership Committee. It shall be the duty of this committee to promote, expand and stabilize the membership of the Association and to keep an accurate list of all members.

**Sec. 2.7** Middle School Division. It shall be the duty of members of this division to pursue activities and programming at the annual fall conference and throughout the year which will be of benefit to middle school teachers of science and science education. It will act as a liaison in matters concerning middle school science teaching between the MDSTA membership and the executive board. It will submit articles to the newsletter that will be of help and interest to teachers of middle school science and science education. This committee will ensure that the needs and concerns of middle school science teaching and/or education are considered in the strategic planning of MDSTA.

**Sec. 2.8** Mini-Grants. The committee will prepare applications, review all applications submitted and inform those members of their awards, if granted. Winners will also be posted in the newsletter.

**Sec. 2.9** Newsletter/Publicity. It shall be the duty of this committee to inform all educators and the public concerning the activities of the Association. This committee shall be responsible for having photos or other records of the Association activities and be responsible for maintaining the display board featuring Association activities at major events. This committee will be responsible for getting articles to the editor at the required times for newsletter publication and coordinate its distribution.

**Sec. 3.0** Nominations/Elections. This committee shall work closely with the president to set a timeline, search for, select, and contact qualified candidates for the executive board. It shall prepare the ballot for printing.

**Sec. 3.1** Professional Development. It shall be the duty of this committee to plan, organize, and implement at least two activities independent of the annual conference for members of the association. A written proposal for the activities, including objectives and budget, will be submitted to the board for approval. A final report will be published in the newsletter following the activity.

**Sec. 4.0** Liaisons. The duties of Liaisons shall be to provide an effective link of communication and cooperation between the organizations. The liaisons should assist in coordinating events such as conferences, workshops and other activities.

**Sec. 4.1** Special Committees. Committees shall be appointed at the discretion of the President. Each committee thus appointed will be discharged upon the completion of its assigned tasks.

**Revised 2012**