CONSTITUTION
OF THE
Connecticut Science Teachers Association, Incorporated

ARTICLE I – NAME and DESCRIPTION

Section 1.

The name of this association shall be the Connecticut Science Teachers Association, Incorporated. This Organization may also be known by the abbreviation CSTA.

Section 2.

The Connecticut Science Teachers Association, Incorporated, (hereinafter also referred to as the CSTA or the Association) is incorporated as a non-profit organization under the laws of the State of Connecticut and is in compliance with Section 501(c) (3) of the Internal Revenue Code.

Section 3.

None of the profits or losses of this organization shall be accrued by or distributed to a member of CSTA or any other individual, except as the Association may be authorized and empowered to reimburse expenses, pay reasonable compensation for services rendered, or to make payments and distributions in furtherance of the mission set forth in Article II hereof.

ARTICLE II - MISSION

The mission of CSTA shall be to inspire, promote, and support the learners and teachers of science in the State of Connecticut. CSTA serves all who have an interest in the teaching and learning of science in Connecticut by:

• Promoting effective science education for all learners,
• Advocating for the science teaching community,
• Providing opportunities for professional growth, and
• Building a collaborative network for educators.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Membership
The membership shall consist of five classes for individuals. Except for Honorary and Life Members, membership is maintained by the payment of annual dues.

1. Regular members
2. Student members
3. Retired teachers
4. Life members
5. Honorary members
6. Institutional members

Section 2. Dues and Eligibility

a. Persons who are interested in the learning and teaching of science are eligible for Membership.

b. Full-time, pre-service students who are interested in the learning and teaching of science are eligible for Student Membership. This category is not for those already teaching.

c. Members who have retired from active, full-time teaching are eligible for Retired Teacher Membership.

d. Members who have served a term as President of the Association shall automatically become Life Members. Other persons may be elected to life membership upon the nomination of a member of the Board of Directors and a three-quarters majority vote of said board.

e. Persons deemed to have made a significant contribution to Connecticut science education may be elected to honorary membership upon the nomination by a member of the Board of Directors and a two-thirds majority vote of said board.

f. Schools, non-profit and for profit corporations with an interest in promoting science education may become institutional members. Institutional members are not eligible to vote or hold office.

Section 3. Term of Membership

The membership year shall be from October 1 to September 30.

ARTICLE IV — OFFICERS AND DIRECTORS

Section 1. Elected, Voting Officers
The elected Officers of this Association shall be the President, Vice-President, Secretary and Treasurer. The most recently retired President shall automatically serve in the Office of Immediate Past President.

Section 2. Elected, Voting Representatives

There shall be the following Directors:

a. One County Representatives shall be elected from each of Fairfield, Hartford, and New Haven Litchfield, Middlesex, New London, Tolland, and Windham Counties.

b. One Elementary Teachers Representative
c. One Middle School Teachers Representative
d. One Secondary Level Teachers Representative
e. One Parochial School Teachers Representative
f. One Independent School Teachers Representative
g. One Vocational-Technical School Teachers Representative
h. One Charter and Magnet School Teachers Representative
i. One College Level Teachers Representative
j. One Retired Teachers Representative
k. One Membership Chairman

Section 3. Non-voting Representatives

The Board of Directors may create non-voting Representatives by a two-thirds vote of said Board. Said positions will be filled by appointment of the President and approval of the Board.

Section 4. Multiple Seats

If a person should hold more than one voting position, he/she may only cast one vote on Board matters.

Section 5. Election and Terms of Office

a. Election of Officers and Representatives will be held biennially.
b. Officers and Representatives shall be elected by ballot cast by the Membership.
c. Vacancies occurring on the board between biennial elections shall be filled by appointment of the President and approval of two-thirds vote of said Board. Appointees shall assume all rights and responsibilities of the elected office.
d. The new term of office shall begin on July 1st.
e. The term of office for Officers and Representatives is two years.

f. The President may not serve consecutive two-year terms.

Section 6. Associate Representatives

a. The CSTA may establish formal relations with other organizations and grant them Associate status.

b. Description of an Associate:

   1. An Associate refers to any local or state organization which has as its purpose the advancement and improvement of science education, is not-for-profit, and is self governing.

   2. An Associate is an organization that maintains financial autonomy from the CSTA and wishes formal relations with CSTA.

c. Representation of Associates:

   1. An organization shall apply for Associate status through the President of the CSTA. The procedure for such applications shall be described in the By-laws.

   2. The President or an appointee of each Associate may sit on the CSTA Board in an advisory and non-voting capacity. This Representative is not to be chosen from among the individuals already sitting on the CSTA Board in some other capacity.

   3. The CSTA President or appointee may sit on the governing bodies of the Associates.

ARTICLE V — BOARD OF DIRECTORS

Section 1. Composition

a. The Board of Directors shall consist of the duly elected Officers and Representatives, interim appointees to vacant seats who have been approved by the Board, and other appointed representatives.

b. Appointee representatives from Associated groups and the State Department of Education shall sit on the Board as non-voting advisors to the Board.
Section 2. Responsibility

a. The members of the Board of Directors shall act on behalf of the Membership and shall have all of the power of the Membership between the Annual Meetings.

b. The President is entitled to vote at the meetings of the Board, Executive Committee and Annual Meeting only when the vote is by ballot and in all cases of a tie breaking vote.

ARTICLE VI — COMMITTEES

Section 1. The Executive Committee

The Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, and Immediate Past President.

Section 2. The Standing Committees

The Standing Committees shall include:

a. Elections Committee
b. Awards Committee
c. Grants Committee
d. Finance Committee
e. Membership Committee
f. Conference Committee
g. Publications Committee
h. Legislation and Policy Committee
i. Communications Committee

Section 3. Ad hoc Committees

The President may establish ad-hoc committees with the approval by the Board of Directors, whenever such additional committees are deemed necessary to carry out the work of the Association.

ARTICLE VII — MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the entire membership at such place and date, as the Board of Directors shall designate. An Annual report shall be made available to the Membership.
Section 2. Other Meetings

a. The CSTA may hold other meetings and conferences, at such times and places as the Board of Directors shall designate, in order to meet the object and purpose of the Association.

b. A special meeting of the membership may be initiated by a petition from ten percent of the voting membership.

ARTICLE VIII — PUBLICATIONS

a. The Newsletter, Connecticut Journal of Science Education, and any other publications deemed appropriate by the Board of Directors shall be the official publications of the Association.

b. Newsletter and Journal Editors shall be appointed by the President, and approved by a two-thirds vote of the Board of Directors. The Editors may select as many assistants as each deems necessary.

c. The CSTA website shall be the primary vehicle by which the Board of Directors communicates with the membership. Notices included on the website shall be considered as official communiqués to all members.

ARTICLE IX — AMENDMENTS

This Constitution may be amended by two-thirds vote, as counted by two-third of all returned votes, cast by the members in a ballot. Proposed changes may be initiated by the Board of Directors or by petition signed by at least twenty five percent of the voting membership. Appropriate notice of proposed changes to the constitution will be posted on the website at least one month prior to the membership vote.

ARTICLE X — DISSOLUTION

In the event that this organization should ever be dissolved, any remaining assets will be donated to the National Science Teachers Association. Such donation will be made after the resolution of all debts, obligations, and liabilities.

ARTICLE XI - APPROVAL

This revised constitution was approved for presentation to the membership by the Executive Board of The Connecticut Science Teachers Association on February 16, 2011.

Constitution and By-laws Committee 1993

William H. Peltz — Chair

Eloise Farmer, John Fedors, Arlene Ferko, Linda Froschauer, and Marion Newbold
Constitution and By-laws Committee 2005
Norm Barstow — Chair
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By-laws of the
Connecticut Science Teachers Association, Incorporated

ARTICLE I — OPERATING POLICIES AND PROCEDURES

Operating Policies and Procedures of the Connecticut Science Teachers Association shall be posted on the website and available to all Members. From time to time, as deemed appropriate by the President, a temporary committee shall be formed to update this document.

ARTICLE II — MEMBERSHIP

Section 1. Rights and Privileges
a. All Members in good standing shall enjoy the services, rights and privileges of CSTA.
b. All members of the CSTA except Honorary and institutional members shall be entitled to vote, hold office, act as elected Representatives, or serve on the Board of Directors.

Section 2. Dues
a. The current dues for each category of membership shall be stated on the website and in other appropriate publications.
b. Changes in membership dues shall be made as follows:
   1. A proposal to change the dues shall be brought before the Board of Directors for its consideration.
   2. A vote of approval by the Board is necessary in order to effect any change in dues.
   3. The proposed change in dues shall then be announced to the Membership on the website and by electronic notification.
   4. The Membership will be given 30 days in which to respond to the proposed change by communicating with the Board.
   5. A motion to accept the proposed change in dues will then be made at a meeting of the Board of Directors. This motion shall be approved by a two-thirds vote of said Board.
6. Any change in dues shall take effect at the beginning of the fiscal year.

7. The membership dues year is October 1-September 30.

ARTICLE III — OFFICERS, REPRESENTATIVES, AND APPOINTED MEMBERS OF THE BOARD OF DIRECTORS

Section 1. Criteria for Officers

a. Candidates for the Office of President shall have served on the Board of Directors for a minimum of three years preceding election to said Office.

b. All other Officers shall have served on the Board of Directors in some capacity for a minimum of one year preceding election to their offices. In the event that no candidate can be found with one year’s experience on the board Article IV Section 5C of the Constitution shall apply.

Section 2. Duties of Officers

a. The President shall:

1. Preside at the meetings of the Board of Directors, the Executive Committee, and the Annual Meeting, expediting the business of the Association in every way compatible with the rights of those assembled and within appropriate rules of order.

2. Call special meetings as required.

3. Be responsible for seeing that all actions of the Board of Directors are fully executed and be responsible for the administration of the activities of the members of the Board of Directors.

4. Appoint chairpersons and members of all committees except the Elections Committee.

5. Appoint individuals to fill all vacant positions not filled by the electoral process.

6. Chair the Finance Committee, and with that committee create and revise the fiscal policies to support the business of the board.

7. Oversee the submission of all governmental and insurance forms and payments to maintain the Association as a non-profit organization under the laws of the State of Connecticut and in compliance with Section 501(c) (3) of the Internal Revenue Code.
8. Shall arrange for a biennial audit by an outside agency following NSTA guidelines. The results of this audit will be made available to the membership.

9. Create ad hoc committees as deemed necessary.

10. Serve as an ex officio member of all committees except for the Elections Committee.

11. Submit an Annual Report to the Membership.

12. Oversee the updating of the CSTA Operating Policies and Procedures and provide access to the members.

13. Monitor those who attend and actively participate at Board meetings and contact members regarding their participation.

14. Be responsible for contacts between CSTA and other organizations and individuals interested in science education.

15. Monitor all public functions of CSTA, activities of Associates and other events of importance to the Association, or appoint another member of the Board of Directors to do the same.

16. In the event the Secretary is not able to attend a meeting, the President shall prior to calling the meeting to order, designate a member of the Board to act as Secretary of the meeting.

b. The Vice President shall:

1. Assist the President as appropriate and necessary.

2. Assume the duties of the President when necessary.

3. Chair the Conference Committee and be voting member of the Budget Committee.

4. The Vice President is excluded from membership on the Elections Committee.

c. The Secretary shall:

1. Prepare and submit minutes in a timely fashion to the Board of Directors for its revisions and approval.
2. Maintain and post on the website a record of the minutes of all meetings of the Board of Directors and the Executive Committee.

3. Transcribe the minutes taken by a Secretary pro tem.

4. Compile an on-going account of attendance of members of the Board of Directors at its meetings.

5. Compile and post Board member information for the use of the board.

d. The Treasurer shall:

1. Receive moneys and keep a continuous record of the finances of the Association.

2. Pay all bills and debts as budgeted and authorized by the Board of Directors in a timely manner.

3. Prepare and present an updated Treasurer’s Report at each meeting of the Board of Directors.


5. Submit in a timely manner to the Executive Committee an annual review of the Association’s financial responsibilities.

6. Be a non-voting member of the Finance Committee and have the responsibility of ensuring the distribution of the Committee’s report to the Membership.

7. Under the direction of the President, provide information necessary for submission of all governmental and insurance forms and payments to maintain the Association as a non-profit organization under the laws of the State of Connecticut and in compliance with Section 501(c) (3) of the Internal Revenue Code.

8. Under the direction of the President arrange for a biennial professional audit by an outside agency following NSTA guidelines. Results of the audit will be provided to the membership.

Section 3. Succession of Office

In the event of the death, resignation, or incapacitation of an officer of the Association, this succession procedure shall be followed as stated for each office:
a. President— the Vice-President shall assume the office of President for the remainder of the unexpired term of office, which the President being replaced, would normally have served.

b. Vice-President — the President will appoint an Acting Vice President to serve in that position for the unexpired term of office. The President will submit the appointment for approval by a two-thirds vote of the Board of Directors.

c. Treasurer — the President will appoint an Acting Treasurer to serve in that position for the remainder of the unexpired term of office. The President will submit the appointment for approval by a two-thirds vote of the Board of Directors.

d. Secretary — the President will appoint an Acting Secretary to serve in that position for the remainder of the unexpired term of office. The President will submit the appointment for approval by a two-thirds vote of the Board of Directors.

e. Immediate Past President — the President shall appoint a prior past-President to serve in that position for the remainder of the unexpired term of office.

f. In the event of a simultaneous death, resignation, or incapacitation of two or more of the officers of CSTA, the Board of Directors should assume the responsibility for filling the officers’ positions in the most appropriate manner, after seeking the recommendations of the Elections Committee.

Section 4. Duties of Voting Representatives

All voting board representatives shall:

a. Serve as the primary liaisons between their constituencies and the Board of Directors and shall represent their constituencies at meetings of the Board and its Committees.

b. Obtain listings of Members whom they represent from the Membership Director and actively promote membership in CSTA.

c. Actively serve the Conference Committee, and other committees as determined by the President.

d. Be responsible for the promotion of science.

e. Assume other such duties, as the Board of Directors shall specify.

f. Become familiar with the Operations and Procedures of CSTA.
Section 5. Associate Groups

a. Procedure for Becoming an Associated Group

1. The President of the organization seeking CSTA Associate status will provide a letter of request to the CSTA President. Appended to this letter must be the following documentation: a current list of officers, minutes, and / or other documents and publications, including annual budgets and financial reports, and a signed agreement of protective exclusion.

2. Upon receipt of this letter and documentation, the CSTA President shall present the petition to the Executive Committee, which shall present it to the Board of Directors for review and approval.

3. The President will inform the petitioning organization of the outcome and classification designation.

4. In the case of denial, the rationale for the refusal will be outlined to the petitioning group.

5. A group, which has been denied Associate status, may resubmit after the period of one fiscal year of the CSTA.

b. Termination of Relationship

1. The President or appropriate individual of an Associate Group may discontinue its relationship with CSTA at any time by submitting a registered letter to the CSTA President citing that Group’s decision to initiate separation procedures.

2. The CSTA may conclude an Associate’s relationship upon majority approval by the Board of Directors. The CSTA President shall submit a registered letter to the Group President or appropriate individual citing the decision of the Board and reasons for this decision.

3. Separation shall take effect at the end of the CSTA’s fiscal year and after all mutual financial debts and obligations have been met.

Section 6. Duties of Appointed Members

a. The Membership Director shall:

1. Chair the Membership Committee.
2. Initiate, organize and coordinate activities to promote membership in the Association.

3. Prepare and distribute an Annual Membership Application Form to the Membership, receive all dues, and transfer dues to the treasury in a timely manner.

4. Maintain and make accessible an accurate list of all members of the Association.

5. Coordinate activities with Associate Groups as directed by the Board of Directors.

6. Maintain a Membership Database.

7. Assume other such duties, as the President shall specify.

b. Publication Chair shall:

1. Facilitate work with the Editor of the Newsletter to publish the Newsletter quarterly.

2. Facilitate work with the Editor of the Connecticut Journal of Science Education to publish a minimum of two issues per year.

c. Publicity Chair shall:

1. Provide clear and consistent communication under the direction of the board.

d. Webmaster shall:

1. Promote the interests of CSTA members.

2. Update the website on a regular basis.

3. Post-official communiqués only with the approval of the Board of Directors.

4. Chair the website committee.

5. Work closely with board members to assure that the website is user friendly and reflects the needs of CSTA members.
ARTICLE IV — MEETINGS OF THE BOARD OF DIRECTORS

a. The Board of Directors shall meet not less than three times per year to determine the policies of the Association. The Board shall have the general charge of and responsibility for the affairs of the Association.

b. The first meeting of said Board shall be held in September, at which time it shall approve the budget for the new fiscal year. The Audit Committee report and its reviewed fiscal policies shall be presented to the Board at its meeting in September.

c. A quorum of the Board of Directors shall consist of fifty percent of its voting members.

d. A virtual meeting of the Board may be held via web, e-mail or telephone conference. Virtual meetings must also meet the quorum requirement to conduct business.

e. All Board of Directors meetings shall be open to the Membership. Members may attend on a non-voting basis. The President may invite guests to attend the meetings.

ARTICLE V — DUTIES OF THE BOARD OF DIRECTORS

a. All board members are expected to attend all meetings of the Board. If unable to attend board members are to notify the President and/or Secretary in a timely manner.

b. Board members shall approve the President’s appointment of individuals to all vacant positions not filled by the elections process or process of succession.

c. All members shall serve on a minimum of two committees. Due to the nature of their responsibilities, the Membership Director and editors of the Newsletter and the Connecticut Journal of Science Education, and webmaster are exempt from this requirement.

d. The Board shall review and evaluate policies and actions that affect science education in Connecticut.

ARTICLE VI — COMMITTEES

Section 1. Quorum

A quorum of all Committees shall consist of a simple majority of its members.
Section 2. Executive Committee

a. The Executive Committee may not modify any action taken by the Board.

b. The Executive Committee shall review and oversee the legal obligations of the Association, especially those pertaining to insurance coverage, fiscal responsibility, tax liability, incorporation and employment.

Section 3. Standing Committees

a. Elections Committee

1. The Elections Committee shall consist of the Immediate Past President and two individuals, not currently running for election, selected from the members of the Board of Directors three months prior to the elections.

2. Publicize upcoming vacancies on the Board of Directors two months prior to the elections to call for nominations.

3. Notify all candidates who have been nominated and seek their acceptance.

4. Prepare a slate of candidates for each position on the Board that needs to be filled.

5. Be responsible for the preparation and distribution of electronic ballots to the Membership.

6. Tally the votes and announce the results of the election to Membership on the website and by electronic notification.

7. Any tie vote for an elected office shall be resolved by a secret ballot of the Board of Directors.

8. Voting shall be completed before the end of the fiscal year.

b. Awards Committee

1. Shall consist of a minimum of three individuals appointed annually by the President.

2. Establish and publish criteria for all awards to CSTA members and associates.
3. Work in collaboration with other organizations in the granting of awards as appropriate.

c. Grants Committee

1. Shall consist of a minimum of three individuals appointed annually by the President.

2. Establish and publish criteria for all grants and requests for financial support to CSTA members and associates.

3. Work in collaboration with other organizations in the grants to teachers as appropriate.

d. Finance Committee

1. The Finance Committee shall be chaired by the President and shall consist of the Vice President, Treasurer, and others deemed appropriate by the President.

2. The Committee shall submit to the Board of Directors a proposed budget for the Association at least one week prior to the September Meeting.

3. Review and reconcile all financial records of the association and present a summary report to the Board of Directors at the September meeting.

4. Review and revise fiscal policies of CSTA as necessary and present them for Board approval at the September meeting.

5. After approval by the Board of Directors, the budget shall be posted online on the CSTA website.

e. Membership Committee

1. The Membership Committee shall consist of the Membership Chair and other selected individuals.

2. Shall oversee the accuracy of the membership database.

3. Shall revise and publish the membership brochure.

4. Shall act as a liaison between membership and the Board in matters regarding membership.

f. Conference Committee
1. This Committee shall be co-chaired by the Vice President and by another person to be appointed by the board and shall consist of other all board members and other individuals as deemed appropriate by the chairs.

2. This Committee is responsible for The Association’s involvement in the Connecticut Science Education Professional Development Day.

3. This committee shall provide a final report to the Board prior to the end of the fiscal year and will follow the fiscal policies of the board.

ARTICLE VIII — AMENDMENT

These By-Laws may be amended by a two-thirds vote of the Board of Directors. The Membership shall be informed of any proposed changes and any proposed changes shall be posted online on the website at least four weeks before the vote to amend the By-Laws is taken.

ARTICLE IX — APPROVAL

This revised By-Laws was approved for presentation to the Membership by the Board of Directors of the Connecticut Science Teachers Association, Incorporated on April 29, 2017.

It was approved by the membership on June 30, 2017.

Constitution and By-laws Committee 1993
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