

# By-Laws of the Connecticut Science Supervisors' Association



## **ARTICLE I -- MEMBERSHIP**

### **Section 1. Rights and Privileges**

- A. Active and Life Members shall be entitled to vote, hold office, and serve on the Board of Directors**
- B. Honorary and Institutional Members of CSSA shall not be entitled to vote, hold office, or serve on Board of Directors.**
- C. All Members in good standing shall enjoy those services described in the Constitution and By-laws.**

### **Section 2. Dues**

- A. 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 of Directors is necessary in order to effect any change in dues.**
  - 3. The following procedures will be followed:**
    - B. The current dues for each category of membership shall be published in the Newsletter and on the Membership Application Form.**
    - C. The proposed change in dues shall then be announced to the Membership in an issue of the Newsletter.**
    - D. The Membership will be given appropriate time in which to react to the proposed change by communicating with any member of the Board of Directors.**
    - E. A motion to accept the proposed change in dues will be made at a meeting of the Board of Directors prior to the next Membership Meeting. This motion shall be approved by a unanimous vote of said Committee.**
    - F. Any change in dues shall take effect at the beginning of the fiscal year, July 1.****

## **ARTICLE II -- OFFICERS AND APPOINTED MEMBERS OF THE BOARD OF DIRECTORS**

### **Section 1. Criteria and Term Length for Officers**

- A. Candidates for the office of President-elect shall have served on the Board of Directors.**
- B. All Officers must be members in good standing at the time of nomination.**
- C. The length of term for all Officers shall be two years.**

### **Section 2. Duties of Officers**

**A. The President shall:**

- 1. Serve as a member of the Board of Directors;**
- 2. Preside at the meetings of the Association and at the meetings of the Board of Directors and Executive Committee;**
- 3. Appoint all committees and chairs not provided for otherwise;**
- 4. Be responsible for seeing that all directives of the Board of Directors are executed;**
- 5. Serve as an ex-officio member of all committees except the Election Committee;**
- 6. Serve as a voting member of the Budget Committee and work with the Budget Committee as a voting member to build an annual budget;**
- 7. Assure that the Association minutes are submitted in a timely manner to the Board of Director for revision and approval;**
- 8. Establish and arrange for publication of a calendar on the web site and on the membership form of meeting dates for the Board of Directors and Membership Meetings;**
- 9. Work with the Professional Development Committee and the Arrangements Coordinator to secure locations for meetings of the Board of Directors, secure speakers or plan activities for Membership Meetings, and to secure sponsors for Membership Meetings;**
- 10. Prepare and send an agenda to the Board of Directors for Board of Directors meetings;**
- 11. Prepare and deliver an annual report to the Membership at the final Membership Meeting of the fiscal year;**
- 14. Represent CSSA at state and other functions appropriate to the role;**
- 15. Appoint a replacement for any officer unable to complete the term of office other than those specified in these By-laws. This replacement shall be approved by the Board of Directors; and**
- 16. Share fiduciary responsibilities for the Association with the Treasurer.**

**B. The President-elect shall:**

- 1. Serve as a member of the Board of Directors and Executive Committee;**
- 2. Assist the President as appropriate and necessary;**
- 3. Serve on the Budget and Executive Committees;**
- 4. Assume the duties of the President when necessary;**
- 5. Serve as an ex-officio member of all committees except the Election Committee;**
- 6. Serve as Chair of Awards Committee;**
- 7. Represent the Association as the liaison to the Connecticut Science Teachers' Association Board of Directors; and**
- 8. Chair the delegation and serve on the annual Connecticut Science Educators' Annual Conference Planning Committee.**

**C. The Membership Secretary shall:**

- 1. Serve on the Board of Directors and Executive Committee;**

2. Maintain an on-going account of Membership and their status;
3. Receive dues and membership forms, send dues money to the Treasurer in a timely manner, provide membership updates and status to the Arrangements Coordinator in a timely manner, and provide an updated means of paying dues for current members.
4. Prepare a Membership brochure including but not limited to; the purpose of the association, membership information, and meeting dates;
5. Provide an electronic membership brochure to all prospective members in the summer of each year and paper membership brochures for distribution at conferences and professional meetings;
6. Send Membership Meeting reminders with a web site link to all members at least two weeks prior to meeting; and work with web page provider to update reminder.
7. Create and distribute an electronic membership directory by October 31 of each year including but not limited to work and home addresses and phone numbers, purpose of Association, membership information, meeting dates, and recipients of Sig Abeles Science Advocate Award, the Fred J. Simone Outstanding Science Supervisor Award, and the Babu George Award.

**D. Corresponding/Recording Secretary shall:**

1. Serve on the Board of Directors and Executive Committee;
2. Prepare and send required forms annually to the Connecticut Secretary of State and the Internal Revenue Service as required by law.
3. Prepare and distribute to the Board of Directors a directory of home and work telephone numbers of the Directors;
4. Send announcements of the Board of Directors meeting, directions to the meeting, and minutes of the previous meeting to Board members at least two weeks prior to the next meeting;
5. Prepare and send appropriate “thank you” letters to speakers and supporting agencies;
6. Prepare and send condolences to Board members who have suffered a family death;
7. Maintain and keep readily accessible a record of the minutes of all meetings of the Board of Directors;
8. Submit documentation of any action taken during a Membership Meeting to the President in a timely manner;
9. Transcribe the minutes taken by a Secretary pro tem;

**E. The Treasurer shall:**

1. Serve on the Board of Directors and Executive Committee;
2. Receive monies and keep a continuous and complete record of the finances of the Association;
3. Pay all bills as budgeted and authorized by the Board of Directors in a timely manner;
4. Monitor Insurance policies of the organization and ensure that coverage is maintained
5. Prepare and present an updated Treasurer’s Report at each meeting of the Board of Directors and at any other time as requested by the President;

6. Submit an Annual Financial Report to the President for inclusion in the Annual Report;
7. Provide Officers and Committee Chairs with information concerning previous expenditures for the purpose of assisting in the creation of new budgets; remind Board members to submit budget requests by March 1 for the subsequent fiscal year.;
8. Serve on the Budget Committee;
9. Be a non-voting member of the Audit Committee and have the responsibility of ensuring the distribution of the Committee's report to the Membership; and
10. Open, transfer, and close bank accounts held in the name of the Association as directed by the Board of Directors.

**F. The Immediate Past President shall:**

1. Serve on the Board of Directors and Executive Committee;
2. Act in an advisory capacity to the President;
3. Chair the Elections Committee; and
5. Serve as an advocate for the CSSA.

**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 President-elect shall assume the office of President for the remainder of the unexpired term of office which the President being replaced would normally have served. The President-elect would then meet the responsibilities of both offices and serve as President during their regular term.
- B. President-elect -- the Immediate Past President shall assume the office of President-elect until the Board can take the necessary steps to fill the position.
- 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 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 the Board of Directors.
- E. Immediate Past President -- the President shall appoint a prior Past-President to complete the term of office.
- F. In the event of a simultaneous death, resignation, or incapacitation of two or more of the officers of CSSA, the Board of Directors shall 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 Board of Directors**

All duly appointed Board of Directors shall:

- A. Serve as the primary liaison between the Membership and the Board of Directors and Committees;
- B. Attend all meetings of the Board of Directors;
- C. Actively promote membership in the CSSA;
- D. Actively serve on Committees as determined by the President;
- E. Be responsible for promoting science education through active involvement in other organizations and activities; and
- F. Submit written reports of any activities to the President for inclusion in the Annual Report.

## **Section 5. Affiliate and Associate Groups**

### **A. Procedure for becoming an Associate or Affiliate Group:**

1. The President of the organization seeking CSSA Affiliate status will provide a letter of request to the CSSA President. Appended to this letter must be the following documentation: a constitution, by-laws, and/or other documents of organization; a current list of officers; and a signed agreement of protective exclusion.
2. Upon receipt of this letter and complete documentation, the CSSA President shall present the petition to the Board of Directors which shall vote for approval at the next regularly scheduled Committee meeting.
3. The President will inform the petitioning organization of the outcome and classification designation.
4. In the case of denial, the rationale for refusal will be outlined to the petitioning group.
5. A group which has been denied Associate status may resubmit an application for Associate status after a period of one year.
6. An Associate may change its status by following the procedure as described herein.

### **B. Termination of Relationship**

1. The President or appropriate individual of an Affiliate Group may discontinue its relationship with the CSSA at any time by submitting a certified letter to the CSSA President citing the Group's decision to initiate separation procedures.
2. The CSSA may conclude an Affiliate relationship upon majority approval by the Board of Directors. The CSSA President shall submit a certified letter to the Group President or appropriate designee citing the decision of the Board and reasons for such action.
3. Separation shall take place at the end of the CSSA fiscal year and after all mutual financial debts and obligations have been met.

## **ARTICLE III. -- MEETINGS OF THE BOARD OF DIRECTORS**

- A. A quorum of the Board of Directors shall consist of forty percent of its voting members.
- B. All Board of Directors meetings shall be open to the Membership. Members attend on a non-voting basis. The President may invite other guests to attend meetings of the Board of Directors.

## **ARTICLE III -- COMMITTEES**

### **Section 1. Quorum**

A quorum of all Committees shall consist of a majority of its members.

## **Section 2. Executive Committee**

- A. The Executive Committee is authorized to have the power and authority of the Board of Directors and act on behalf of the Membership, except that the Executive Committee cannot modify any action taken by the full Board. .**
- B. The Executive Committee shall review and oversee the legal obligations of the Association, especially those pertaining to insurance coverage, incorporation, and employment.**
- C. The Executive Committee shall be responsible for the development of long-range goals and objectives. The Executive Committee is further responsible for presenting such goals to the appropriate individual, Committee, or full Board of Directors as appropriate for discussion, adoption, implementation, and facilitation. As appropriate, and with full Board approval, the Executive Committee may engage in implementation and facilitation of such goals.**

## **Section 3. Standing Committees and Appointments**

### **A. Election Committee**

#### **1. Composition**

**The Elections Committee shall consist of two individuals selected from the members of the Board of Directors and the Immediate Past President. These individuals shall serve on this Committee for two years. Neither the President nor President-elect may serve on this Committee. The Immediate Past President will serve as Chair of this Committee.**

#### **2. The Elections Committee shall:**

- a. Publicize upcoming election of Officers in the Newsletter and call for nominations;**
- b. Notify all candidates who have been nominated and seek their acceptance;**
- c. Prepare a slate of candidates for each position; and**
- d. Present the slate, count the votes and announce the results of the election to the Membership at the final Membership Meeting of the fiscal year. Any tie vote shall be resolved by a secret ballot of the Board of Directors.**

### **B. Awards Committee**

**1. The Awards Committee shall consist of a minimum of three individuals appointed annually by the President. The President-elect shall serve as chair of this committee.**

#### **2. The Awards and Grants Committee shall:**

- a. Establish criteria for all awards bestowed by CSSA and decide upon recipients of those awards;**
- b. Seek funding for awards; and**
- c. Work in collaboration with other organizations in the granting of awards, as appropriate.**

### **C. Budget Committee**

**1. The Budget Committee shall be chaired by the President and shall consist of the President-elect, Treasurer, and others as deemed appropriate by the President.**

**2. The Budget Committee must receive all proposed expenditures from all appropriate committees and individuals by March First. The Committee shall submit to the incoming Board of Directors a proposed budget for the Association at the June meeting of the Board of Directors.**

#### **D. Professional Development Committee**

**1. The Professional Development Committee shall be chaired by a member of the Board of Directors appointed by the President. Other members of the committee may be appointed to serve at the recommendation of the Chair and appointment by the President.**

**2. The Professional Development Committee is responsible for providing a thematic series of professional development activities at dinner meetings that meet specified goals set up by the Board of Directors.**

**3. This Committee is a working committee involved in the creation, development, implementation and evaluation of professional development activities. This may be done in conjunction with other organizations interested in the enhancement of science teaching.**

#### **E. Newsletter Committee**

**1. This Committee shall be chaired by the Editor of the Newsletter. Other members may be appointed at the discretion of the President.**

**2. The Newsletter Committee shall:**

**a. Create one Newsletter per Membership Meeting, with a minimum of four per year;**

**b. Obtain a column from the President for each newsletter;**

**c. Provide Newsletters to the Web Page Administrator for publication on web site.**

**d. Distribute the Newsletter electronically before the reply date for each Membership Meeting, highlighting the activities of the meeting and with a summary of previous Professional Development for those unable to attend;**

#### **F. Audit Committee**

**1. The Audit Committee shall consist of three members of the Board of Directors, one of whom shall be a member of the Executive Committee (other than the Treasurer) and one active member of the CSSA who is not on the Board of Directors. The Treasurer is a non-voting, ex-officio member.**

**2. This Committee shall convene upon the close of the fiscal year.**

**3. The duty of this Committee shall be to review all financial records of the Association and to present a financial report to the Board of Directors at its first meeting of the fiscal year.**

#### **Section 4. Other Appointed Positions**

**A. Archivist: The Archivist shall: receive, catalog, and maintain past Association records;**

**B. Arrangements Coordinator: The Arrangements Coordinator will work with sites where dinner meetings are held to set up menus and meal prices, receive registrations for membership**

meetings, collect dinner meeting money and provide attendance records to Treasurer and Membership Chair;

C. **Web Page Administrator:** Web Page Administrator will update web pages as needed and provided by President, Newsletter Committee, and Membership Chair, maintain domain name and url, and provide for means to upload materials to web site.

**ARTICLE IV -- 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 at least eight weeks prior to a vote to amend the By-laws. Amended By-laws will be published in the newsletter and on the web site immediately following adoption.

**ARTICLE V -- APPROVAL**

The By-laws were approved for presentation to the Membership by the Board of Directors of the Connecticut Science Supervisors' Association on September 25, 2013



**By-laws Committee**

Eloise Farmer Chair

Sarah Faulkner