

# POLICY AND PROCEDURES MANUAL



## Science Teachers Association of Texas

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# OVERVIEW

## Maintenance, Distribution, and Revision of STAT Policy and Procedures Manual

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1. The Policy and Procedures Committee will maintain a compilation of all policies of the Science Teachers Association of Texas (STAT), assure the policies' continuity, and advise the Executive Committee of any conflicts between policies, procedures, and bylaws.
2. The Policy and Procedures Manual will be kept using both traditional (hard copy) and electronic versions.
3. The Policy and Procedures Manual shall be updated as determined by the Executive Committee.
4. The Policy and Procedures Manual will be clearly dated to reflect the most recent changes.
5. All officers of STAT—including the Executive Committee, presidents of the Affiliate Congress, and presidents of any STAT affiliate organization—will receive a copy of the latest revision of the Policy and Procedures Manual at the spring STAT Board of Directors meeting.
6. The Executive Director shall be responsible for distributing the Policy and Procedures Manual.
7. There shall be one (1) hard copy of the Policy and Procedures Manual at each called board meeting of STAT.
8. A copy of the Policy and Procedures Manual shall be maintained on the STAT Web site.

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**BYLAWS OF THE SCIENCE TEACHERS  
ASSOCIATION OF TEXAS**

**A NONPROFIT CORPORATION**

ARTICLE 1  
ADMINISTRATION

1.01. CORPORATE NAME

The corporation’s official name is Science Teachers Association of Texas; however, the corporation may be referred to by its abbreviated name “STAT” in its corporate communications.

1.02. CORPORATION PURPOSE

A. GENERAL PURPOSE

The general purpose or purposes for which the corporation is organized are to receive and maintain a fund or funds of real or personal property, or both, and subject to the restriction and limitations hereinafter set forth, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for scientific, literary, or educational purposes either directly or by contributions to organizations that may qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

B. SPECIFIC PURPOSE

The corporation’s specific purpose or purposes are to:

1. facilitate the dissemination of scientific knowledge;
2. encourage scientific thinking and utilization of methods of science;
3. make available to teachers information concerning the selection, organization, and presentation of scientific materials;
4. stress the interrelationships of the sciences to each other and to other educational areas;
5. plan, organize, and administer projects for the advancement and utilization of scientific knowledge;
6. work, in cooperation with other societies, for the improvement of the professional qualifications of science teachers; and
7. foster, encourage, and conduct research in the field of science education through the provision of a state organization for elementary, secondary, and college teachers of science.

#### 1.03. PRINCIPAL OFFICE

- A. The principal office of the corporation shall be located in the State of Texas.
- B. The Executive Committee may determine and/or change the location of such principal office of the corporation.
- C. The corporation may have such other offices, either within or without the State of Texas, as the affairs of the corporation may require.

#### 1.04. REGISTERED OFFICE AND REGISTERED AGENT

- A. The corporation shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical

with such registered office, as required by the Texas Non-Profit Corporation Act.

- B. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Texas, and the address of the registered office may be changed by the Executive Committee.

#### 1.05. CORPORATE DOCUMENTS

The official documents of the corporation that shall set forth guidelines for policies and procedures shall be the Bylaws, Articles of Incorporation, and Policy and Procedures Manual.

### ARTICLE 2 MEMBERSHIP

#### 2.01. Membership Types

- A. Individual Member
- B. Business Member

#### 2.02. MEMBERSHIP DUES

- A. Honorary Members shall be exempt from the payment of annual dues or assessment fees.
- B. The annual dues for all other STAT members shall be determined by the Executive Committee based on recommendations of the Board of Directors and set forth in the Policy and Procedures Manual.

## 2.03. RESIGNATION OF MEMBERSHIP

- A. Any STAT member may resign by filing a written resignation with the Executive Director.
- B. There will be no refunds or proration of dues.

## 2.04. TRANSFER OF MEMBERSHIP

Individual membership in STAT is neither transferable nor assignable.

## ARTICLE 3 AFFILIATE ORGANIZATIONS

### 3.01. APPLICATION PROCESS

Any active statewide science association of Texas with twenty-five (25) or more science educators may become an Affiliate of STAT by fulfilling the following requirements:

- A. The organization shall make formal application in writing to the Executive Director for Affiliate status.
- B. The organization shall submit the following documents and information for review with the letter of application:
  - 1. a copy of the organization's Constitution and/or Bylaws,
  - 2. a membership list including the permanent addresses of its members,
  - 3. the percentage of members who are members of STAT,
  - 4. an accounting of income and expenditures for three (3) years prior to application,
  - 5. copies of any publications,
  - 6. a copy of membership form(s), and

7. a report of organization activities for three (3) years preceding application.
- C. Activities of the organization must be consistent with the purpose of STAT set forth in Article 1 Section 1.02 of the STAT Bylaws.
- D. A majority (51%) of the Affiliate members shall be STAT members.
- E. The application for affiliation shall be submitted to the Board of Directors for review and approval.
- F. The organization shall agree to send a designated Affiliate Congress Representative to at least one regular Board of Directors meeting, with that person serving a term of one (1) year as Affiliate Representative from June 1 to May 31.
- G. Following approval by three-fifths (3/5) of the Executive Committee, the Affiliate organization shall be notified of acceptance by the Executive Director and the Affiliate President, or Affiliate President's designee, shall become an active member of the Affiliate Congress and STAT Board of Directors.

### 3.02. CONTINUED AFFILIATION

- A. Each Affiliate organization, in order to continue affiliation, must send a designated Affiliate Congress Representative to at least one regular Board of Directors meeting, with that person serving a term of one (1) year as Affiliate Representative from June 1 to May 31.
- B. Each Affiliate organization, in order to continue affiliation, must submit an annual report to the Executive Director for review by June 1.

- C. The Executive Director will submit to the STAT President a report of affiliate compliance.
- D. An Affiliate that does not document compliance with eligibility requirements before June 1 may be removed from the Board of Directors by Executive Committee action.
- E. The report shall include the following items:
  - 1. a membership list with all contact information
  - 2. A copy of a current bank statement or the previous year's tax return

#### ARTICLE 4 MEETINGS

##### 4.01. ANNUAL MEMBERSHIP/BUSINESS MEETING

- A. An annual business meeting of STAT shall be held at the Conference for the Advancement of Science Teaching (CAST).
- B. CAST shall be held within the State of Texas.
- C. The site, date, and time of the CAST meeting shall be determined by the Executive Committee.
- D. The agenda for the annual business meeting shall be posted by the STAT President on the website.

##### 4.02. SPECIAL MEMBERSHIP MEETINGS

- A. Special meetings of the members may be called by the President, a quorum of the Executive Committee, unanimous vote of the Affiliate

Congress, or not less than one-tenth (1/10) of the Voting STAT Membership.

- B. Notice shall be given to the President and Executive Director fifteen (15) days prior to a special meeting, stating location, day, hour, and the purpose of the meeting.
- C. The Executive Director shall notify the membership not less than five (5) days prior to this meeting.

#### 4.03. REGULAR MEETINGS OF THE BOARD OF DIRECTORS

- A. Two (2) regular meetings of the STAT Board of Directors, composed of the Affiliate Congress, the Executive Committee, and the Nonvoting Members of the Board of Directors listed in section 7.04 (B), shall be held each year.
- B. The locations, dates, and times shall be announced by the President-Elect (for his/her term as President) at the Spring transition Board of Directors meeting.
- C. Notice of the meetings shall be posted on the website.

#### 4.04. SPECIAL BOARD OF DIRECTORS MEETINGS

- A. Special meetings of the Board of Directors may be called by the President or any five (5) members of the Executive Committee.
- B. Notice of any special meeting shall be given five (5) calendar days prior to the meeting by the Executive Director.

#### 4.05. EXECUTIVE COMMITTEE MEETINGS

- A. Meetings of the Executive Committee of the Board of Directors, composed of elected officers (President, Past President, President-Elect, Vice President, Secretary, Treasurer, and three Members At Large), may be called by the President at any time for the purpose of conducting business related to the corporate and/or financial matters of STAT.
- B. Action may be taken by telephone conference call or other means of communication provided that notification to all members has been dated at least five (5) calendar days before the meeting, there is a participating quorum, and that the identity of all members can be verified.
- C. Notice of meeting place, date, and time shall be given by the Executive Director.

### ARTICLE 5 MEETING QUORUM

#### 5.01. MEETING QUORUM DEFINITIONS

- A. Fifty (50) Members of STAT shall constitute a quorum for the annual STAT membership meeting at CAST.
- B. Fifty percent (50%) of the Executive Committee shall constitute a quorum of that body.
- C. One-tenth (1/10) of the STAT Membership shall constitute a quorum for a special membership meeting.

ARTICLE 6  
EXECUTIVE COMMITTEE

6.01. MEMBERS AND DUTIES

- A. The Executive Committee shall consist of STAT Elected Officers: President, Past President, President-Elect, Vice President, Secretary, Treasurer, and three Members At Large.
- B. Officers shall be Active Voting Members of STAT.
- C. No Officer may receive compensation for performing his/her duties in the administration of the affairs of STAT; STAT Officers shall serve as the Executive Committee of the Board of Directors.
- D. The Executive Committee shall vote on corporate and financial decisions for STAT.
- E. No two (2) offices on the Executive Committee may be held by the same person, except in the event of appointment due to office vacancy.
- F. The Executive Director shall be hired by the Executive Committee with job performance and description reviewed annually.
- G. Editors of the *STATellite* and *The Texas Science Teacher* shall be appointed by the Executive Committee with job performance and description reviewed annually.
- H. The schedule for reimbursement to Board of Directors for meeting attendance will be determined annually by the Executive Committee.

## 6.02. ELECTION AND TERM OF OFFICE

- A. The President-Elect, Vice President, Secretary, Treasurer, and three Members At Large shall be elected annually and shall serve for a term of one (1) year.
- B. STAT Officers shall be elected by the members of STAT, except for the President, who shall assume office after having served as President-Elect, and the Past President, who shall assume the office after having served as President.
- C. The Treasurer may be re-elected to serve no more than five (5) consecutive terms.
- D. The Vice President, Secretary and Members At Large may be re-elected to serve no more than two (2) consecutive terms in that office.
- E. Each STAT Officer shall hold office until his/her successor has been elected and duly qualified.

## 6.03. PRESIDENT

The President shall be the chief executive officer of STAT and shall:

- 1. chair the Executive Committee;
- 2. preside at all STAT Board of Directors meetings;
- 3. perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors;
- 4. authorize the Executive Director or other agent to sign any contracts or other instruments that the Executive Committee has authorized to be executed;

5. appoint members to all Standing and Ad Hoc Committees;
6. set the agenda for the annual STAT membership meeting at CAST;
7. appoint, with Executive Committee approval, pro tem STAT Officers to fill interim vacancies on the Executive Committee;
9. serve as a member of the Budget Committee;
10. arrange for an annual internal audit of STAT financial records and an external audit when the STAT Treasurer leaves office; and
11. schedule an annual evaluation of all appointed and contract positions with the Executive Committee.

#### 6.04. PRESIDENT-ELECT

The President-Elect shall work cooperatively with the President in administering the affairs of STAT and shall:

1. assume the duties of the President in the absence or inability of the President to serve;
2. serve as a member of the Executive Committee;
3. select chairs and members of Standing and Ad Hoc Committees to serve during his/her term as President, and announce the selections at the Spring Board of Directors meeting;
4. announce the locations of the Board of Directors meetings that will be held during his/her term as President at the Spring Board of Directors meeting;
6. chair the Policy and Procedures Committee

7. serve as a member of the Budget Committee.

#### 6.05. PAST PRESIDENT

The Past President shall advise the President and President-Elect, and shall:

1. serve as a member of the Executive Committee;
2. serve as a member of the Budget Committee;
3. chair the CAST Committee for the conference that occurs during his or her term as Past President;

#### 6.06. VICE PRESIDENT

The Vice President shall:

1. serve as a member of the Executive Committee,
2. serve as a member of the CAST Committee, and
3. chair the Membership Committee

#### 6.07. SECRETARY

The Secretary shall:

1. accurately record the minutes of all regular and special Executive Committee meetings, Board of Directors meetings, and the annual membership meeting at CAST;
2. carry out correspondence specifically related to the duties of the office;
3. assist in carrying on the general correspondence of STAT;

4. within thirty (30) calendar days of all meetings that involve action items, send a copy of the minutes to each Board member;
5. serve as a member of the Executive Committee;
6. serve as a member of the Archives Committee; and
7. relinquish copies of all records, documents, and STAT property or equipment to the Executive Director for archiving at the end of his/her term of office.

#### 6.08. TREASURER

The Treasurer shall:

1. serve as a member of the Executive Committee;
2. supervise the maintenance of an accurate record of payment of dues by STAT members;
3. supervise the maintenance of an itemized accounting of STAT income and disbursements;
4. supervise, with the Executive Committee, STAT reserve funds;
5. submit financial reports at each Board of Directors meeting and at the annual membership meeting at CAST;
6. chair the Budget Committee;
7. prepare an annual budget with assistance from the Budget Committee;

8. assist accountant in preparation and submission of the annual financial summary following the Spring Board of Directors meeting to be presented at the annual business meeting at CAST;
9. assist the Executive Director and accountant in preparation of state and federal tax forms and report to the Board of Directors of actions taken; and
10. relinquish copies of all records, documents, and STAT property or equipment to the Executive Director for archiving at the end of his/her term of office.

#### 6.09 MEMBERS AT LARGE

The Members At Large shall:

1. serve as a member of the Executive Committee;
2. perform ad hoc responsibilities at the discretion of the President

#### 6.10 ACTION BY THE EXECUTIVE COMMITTEE

- A. The Executive Committee may take action during an Executive Committee meeting or a Board of Directors meeting, at the discretion of the President, by majority vote of a quorum of Executive Committee members present.
- B. Presence in person or by proxy shall constitute participation in such meeting.
- C. Voting by proxy shall be permitted, providing the proxy is executed in writing and given to another Executive Committee member by an Executive Committee member prior to the scheduled Executive Committee meeting or Board of Directors meeting.

- D. The proxy shall only be valid for the meeting agenda items specified in the proxy.
- E. The Executive Committee may take action in lieu of a face-to-face meeting by means of a telephone conference call or other means of communication provided that notification to all members has been dated at least five (5) days before the meeting and there is a participating quorum.
- F. Results of actions taken by those in attendance shall be recorded by the Secretary, or designee, and reported to the Board of Directors.

ARTICLE 7  
BOARD OF DIRECTORS

7.01. GENERAL POWERS

The Board of Directors shall act as a body to make recommendations to the Executive Committee in such areas as:

1. soliciting ideas for policies from the membership,
2. formulating and disseminating policies of STAT,
3. reviewing the annual budget,
4. establishing working committees to ensure fulfillment of the purpose of STAT,
5. acting on applications for affiliation, and
6. establishing positions on critical issues based on information solicited from the membership of STAT.

7.02. NUMBER OF BOARD MEMBERS AND TENURE

- A. The STAT Board of Directors shall consist of the Executive Committee, the Affiliate Congress, and Nonvoting Members.
- B. Members of the Board of Directors shall be Voting Members of STAT.
- C. No Voting Board of Directors member may receive financial compensation for performing his/her duties during term of office.

#### 7.03. AFFILIATE CONGRESS

- A. The Affiliate Congress shall meet together with the Executive Committee as the STAT Board of Directors to discuss issues pertinent to business related to the corporate matters of STAT.
- B. The Affiliate Congress shall consist of one (1) voting representative from each Affiliate organization.
- C. The Affiliate Representative shall be the Affiliate President or designee from that organization.
- D. The STAT President shall chair the Affiliate Congress as a part of the Board of Directors, and the STAT Secretary, or STAT President's designee, shall be responsible for maintaining a full and accurate record of all business actions.
- E. Each Affiliate is entitled to one (1) vote in the Affiliate Congress.
- F. A majority vote of the Affiliate Congress shall become a motion to the Executive Committee.

#### 7.04. NONVOTING MEMBERS

- A. Nonvoting Members shall report to the STAT Board of Directors and give input concerning STAT matters.

- B. The Nonvoting Members shall consist of:
1. TEA Representative: Representative from the Science Section of the Texas Education Agency. The TEA Representative shall inform the STAT Board of Directors of legislation and issues relative to science education that come before the Texas State Board of Education.
  2. Publication Editors: The duties of the Publication Editors shall be set forth in the STAT Policy and Procedures Manual.
  3. Executive Director. The Executive Director shall be contractual with duties defined in a contract approved and reviewed annually by the Executive Committee.

#### 7.05. TERM OF OFFICE

- A. Annual term of office of the STAT Board of Directors shall be from June 1 to May 31.
- B. Affiliate Congress Representatives shall serve on the STAT Board of Directors for no less than one (1) year, from June 1 until the following May 31.

#### 7.06 OTHER REPRESENTATION DURING OFFICER'S TENURE

- A. Executive Committee members may not be both an Affiliate Representative and a member of the Executive Committee in the same term.

ARTICLE 8  
ELECTIONS

8.01. NOMINATIONS

- A. Call for nominations shall be published in the *STATellite and on the website.*
- B. The Nominating Committee shall certify to the Executive Director at least two (2) nominations for each of the offices of President-Elect, Vice President, Secretary and three At Large positions at the Board of Directors meeting before CAST. The Nominating Committee shall also certify to the Executive Director at least two (2) nominations for the office of Treasurer unless the STAT Executive Committee has voted to allow the current Treasurer to run for office unopposed.
- C. Additional nominations for officers may be made by petition bearing the signatures of no less than one percent (1%) of the Members of STAT as long as this petition is submitted to the President in a manner appropriate for inclusion as an agenda item before the last Board of Directors meeting at CAST.
- D. The Chair of the Nominating Committee shall submit the slate of Officer Nominees along with biographical information and position statements and administrator signoff to the Executive Director on or before the STAT CAST board meeting. The Executive Committee will vote on the slate of Officer Nominees at its board meeting during CAST.
- E. The Executive Director post biographical information and position statements for each candidate on the website.

## 8.02. BALLOTING AND VOTING

- A. Electronic voting shall be accessible for 30 days.

## 8.03. ELECTION RESULTS

- A. Nominees receiving the greatest number of votes shall be declared elected.
- B. In the event of a tie, the tie will be resolved by a ballot vote of the Executive Committee.
- C. The Executive Director shall announce the election results to the Executive Committee and the President shall notify all nominees of election results.
- D. The President shall arrange for the induction of the new officers and inform them of their duties at the Spring STAT Board of Directors meeting.
- E. The results will be published on the website following the notification of candidates.

## ARTICLE 9

### REMOVAL FROM OFFICE AND OFFICE VACANCIES

#### 9.01. REMOVAL FROM OFFICE

- A. Executive Committee members are expected to carry out their activities in a manner consistent with the policies and purposes of STAT and the provisions of the STAT Bylaws.
- B. Any Executive Committee member failing to do so may be removed from office by a two-thirds (2/3) vote of the Executive Committee.

## 9.02. OFFICE VACANCIES

- A. Vacancies of Executive Committee positions due to death, resignation, or disqualification shall be filled for the unexpired portion of the term of office by appointment by the President with approval by a majority of the Executive Committee.
- B. The exceptions are:
  - 1. a vacancy of the office of President shall be filled by the President-Elect,
  - 2. a vacancy of the office of President-Elect shall be filled by the Vice President

## ARTICLE 10 STAT COMMITTEES

### 10.01. STANDING COMMITTEES

- A. The President-Elect shall submit to the Board of Directors selection of chairs and members of the various Standing Committees no later than the fifteenth of May of the President-Elect's term of office.
- B. Chairs and members of committees shall assume their duties beginning June 1 of the year the President-Elect assumes the office of President.
- C. Standing Committees shall be: Archives, Membership/, Policy and Procedures, Legal/Legislative Affairs, CAST, Awards, Nominating/Elections, and Budget.
- D. The term of appointment will coincide with that of the President, unless otherwise provided in the corporation bylaws.

- E. All committees shall meet at least once annually and at other times as necessary.

#### 10.02. ARCHIVES COMMITTEE

- A. The Archives Committee shall be responsible for the collection and preservation of the Corporate Seal and records of STAT, legal documents, and other items of historical interest.

#### 10.03. MEMBERSHIP COMMITTEE

- A. The Membership Committee shall be responsible for promoting and increasing membership.
- B. The Membership Committee shall be chaired by the Vice President.

#### 10.04. POLICY AND PROCEDURES COMMITTEE

- A. The Policy and Procedures Committee shall make recommendations to the Executive Committee concerning critical issues and long-range policies of STAT, either on matters referred to it by the Board of Directors, or an item originating from within the Committee or from the membership.
- B. The President-Elect shall serve as Chair.
- C. Other members of the Policy and Procedures Committee shall consist of at least one (1) Affiliate Congress Representative.

#### 10.05. LEGAL/LEGISLATIVE AFFAIRS COMMITTEE

- A. The Legal/Legislative Affairs committee shall make recommendations to the Executive Committee concerning the state legislature or state agencies deliberations relative to science education.
- B. The committee shall draft STAT positions.

- C. The committee shall monitor developments regarding legal considerations and critical issues of importance to STAT.

#### 10.06 CAST COMMITTEE

- A. The CAST Committee shall be responsible for the program and arrangements of CAST, except for the agenda at the annual STAT business meeting held during the conference.
- B. The duties of the CAST Committee shall be set forth in the STAT CAST Manual and shall be in compliance with policy set by the STAT Board of Directors.

#### 10.07. AWARDS COMMITTEE

- A. The Awards Committee shall nominate a maximum of two (2) candidates each year to be considered for Honorary Membership and shall administer other STAT awards.
- B. The criteria for nomination for awards and responsibilities of the committee shall be as set forth in the STAT Policy and Procedures Manual.

#### 10.08. NOMINATING COMMITTEE

- A. The duties of the Nominating Committee are as set forth in Article 8 of the STAT Bylaws.
- B. The Nominating Committee shall consist of three (3) or more Members of STAT who are not officers of STAT and who will not be on the election ballot.

#### 10.09. BUDGET COMMITTEE

- A. The Budget Committee shall be responsible for reviewing the prior year's budget, and setting the budget for the current year.
- B. The Budget Committee shall consist of the STAT Executive Committee, with the Treasurer as Chair.
- C. The Budget Committee shall meet and prepare the budget to be presented for approval at the Spring Board of Directors meeting.

#### 10.10. SPECIAL COMMITTEES

- A. The President shall appoint such committees not herein provided, as may be necessary to facilitate the management of the corporation.
- B. Such committee appointments shall be made for a term to coincide with that of the President, unless otherwise provided.

### ARTICLE 11 CORPORATE FINANCES

#### 11.01. FISCAL YEAR

The fiscal year for the corporation shall begin on the first day of June and end on the last day of May in each year.

#### 11.02. COMPENSATION

Members of the STAT Board of Directors, except for those under contract with STAT, may not receive a salary for performing their duties of office in order to conform to section 501 (c)(3) of the Internal Revenue Code and its regulations.

#### 11.03. REIMBURSEMENTS FOR BOARD OF DIRECTORS

- A. Directors may receive full or partial reimbursements set by the Budget Committee previous to the Spring meeting for expenses incurred to attend

regular or special meetings of the Board of Directors and CAST as set forth in the Policy and Procedures Manual.

- B. Reimbursements may include reasonable costs for travel, lodging, meals, and STAT business communications, as determined by the Executive Committee.
- C. Reimbursements for attending National and Regional Science Conferences by persons representing STAT shall be approved by the Executive Committee on an individual basis.

#### 11.04. ADVANCEMENT OF FUNDS

- A. Advancement of funds for the purpose of establishing operating fund accounts for the CAST and seed monies for STAT Regional Conferences (Mini-CASTs) shall be by approval of the Executive Committee.
- B. Advancement of funds for other STAT business shall be by approval of the Executive Committee.

#### 11.05. CHECKS, DRAFTS, DEPOSITS, AND CREDIT CARDS

- A. All checks, drafts, orders for payment of money, notes, or other evidences of indebtedness issued in the name of STAT shall be signed by the Treasurer and/or Executive Director.
- B. Credit cards will be issued to the Treasurer, President, CAST Chair and Executive Director for STAT business.
- C. All funds of STAT shall be deposited, to the credit of STAT, in such banks, trust companies, or other depositories approved by the Executive Committee.

#### 11.06. GIFTS

The Executive Committee or the Board of Directors may accept or reject gifts on behalf of STAT. Any contribution, gift, bequests, or devise can be used for general purposes, or for any special purpose of the corporation.

### ARTICLE 12 CONTRACTS

#### 12.01. CONTRACTS

- A. All contracts and instruments entered into in the name of STAT shall be reviewed and approved by the Executive Committee prior to signing.
- B. The Executive Committee shall authorize and appoint an agent to sign contracts. Such authority may be general or confined to specific instances.

### ARTICLE 13 STAT RECORDS AND PROPERTY

#### 13.01. BOOKS AND RECORDS

- A. STAT shall keep correct and complete books and records of accounts, membership records, minutes of the meetings of its members and Board of Directors, and reports of committees having any of the authority from the Executive Committee at a registered or principal office of the corporation.
- B. All books and records of STAT may be inspected by any member or agent or attorney for any proper purpose at any reasonable time.
- C. Important records shall be archived by the Archives Committee.

### ARTICLE 14 PUBLICATIONS

#### 14.01. PUBLICATIONS

- A. The official newsletter of STAT shall be the *STATellite*.
- B. The official journal of STAT shall be *The Texas Science Teacher*.
- C. Editors of any STAT publications shall be appointed by the Executive Committee.
- D. Job descriptions and topics for publication articles shall be set forth in the STAT Policy and Procedures Manual.
- E. STAT may sponsor other publications approved by the Executive Committee.
- F. Any committee of STAT may publish a report or a series of reports approved by the Executive Committee.

#### ARTICLE 15 INDEMNIFICATION PROCEDURES

##### 15.01. DEFINITION OF TERMS

In this article:

- A. “Indemnitee” means:
  - 1. any present or former Director or Committee member of the corporation, and
  - 2. any person nominated or designated by (or pursuant to authority granted by) the Board of Directors or any committee thereof to serve in any of the capacities referred to herein above.

- B. “Official Capacity” means:
1. when used with respect to a Director, the office of Director of the corporation, and
  2. when used with respect to a person other than a Director, the elective or appointive office of the corporation held by such person or the employment or agency relationship undertaken by such person on behalf of the corporation.
- C. “Proceeding” means any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitative, or investigative, any appeal in such an action, suit or proceeding, and any inquiry or investigation that could lead to such an action, suit or proceeding.

#### 15.02. INDEMNIFICATION

- A. The corporation shall indemnify every Indemnitee against all judgments, penalties (including excise and similar taxes), fines, amounts paid in settlement and reasonable expenses actually incurred by the Indemnitee in connection with any Proceeding in which he/she was, is or is threatened to be named defendant or respondent, or in which he/she was or is a witness without being named a defendant or respondent, by reason, in whole or in part, of his/her serving or having served, or having been nominated or designated to serve, in any of the capacities referred to in section 15.01, it is determined in accordance with section 15.04 hereof that the Indemnitee:
1. conducted himself/herself in good faith,
  2. reasonably believed, in the case of conduct in his/her Official Capacity, that his/her conduct was in the corporation’s best

interests and, in all other cases, that his/her conduct was at least not opposed to the corporation's best interests, and

3. in the case of any criminal proceeding, had not reasonable cause to believe that his/her conduct was unlawful; provided, however, that in the event that an Indemnitee is found liable to the corporation or is found liable on the basis that personal benefit was improperly received by the Indemnitee.

B. The indemnification:

1. is limited to reasonable expenses actually incurred by the Indemnitee in connection with the Proceeding, and
2. shall not be made in respect of any Proceeding in which the Indemnitee shall have been found liable for willful or intentional misconduct in the performance of his duty to the corporation. Except as provided in the immediately preceding proviso to the first sentence of section 15.02, no indemnification shall be made under section 15.03 in respect of any Proceeding in which such Indemnitee shall have been:
  - a. found liable on the basis that personal benefit was improperly received by him/her, whether or not the benefit resulted from an action taken in the Indemnitee's Official Capacity, or
  - b. found liable to the corporation. The termination of any Proceeding by judgment, order, settlement or conviction, or on a plea of nolo contendere or its equivalent, is not of itself determinative that the Indemnitee did not meet the requirement set forth in clauses (1), (2), or (3) in the first

sentence of section 15.02. An Indemnitee shall be deemed to have been found liable in respect of any claim, issue, or matter only after the Indemnitee shall have been so adjudged by a court of competent jurisdiction after exhaustion of all appeals therefrom. Reasonable expenses shall include, without limitation, all court costs and all fees and disbursements of attorneys for the Indemnitee.

#### 15.03. SUCCESSFUL DEFENSE

Notwithstanding the limitations of section 15.02 and in addition to the indemnification provided for in section 15.02, the corporation shall indemnify every Indemnitee against reasonable expenses incurred by such person in connection with any Proceeding in which he/she is a witness or a named defendant or respondent because he/she served in any of the capacities referred to in section 15.01, if such person has been wholly successful, on the merits or otherwise, in defense of the proceeding.

#### 15.04. DETERMINATIONS

An indemnification under section 15.02 (unless ordered by a court of competent jurisdiction) shall be made by the corporation duly upon a determination that indemnification of the Indemnitee is proper in the circumstances because he/she has meet the applicable standard of conduct. Such determination shall be made:

1. by the Executive Committee by a majority vote of a quorum consisting of Directors who, at the time of such vote, are not named defendants or respondents in the Proceeding;
2. if such a quorum cannot be obtained, then by majority vote of a Committee of the Board of Directors, duly designated to act in the matter by a majority vote of all Directors, (in which designated Directors who are named defendants or respondents in the Proceeding may participate), such

committee to consist solely of two (2) or more Directors who, at the time of the committee vote, are not named defendants or respondents in the Proceeding;

3. by special legal counsel selected by the Board of Directors or a committee thereof by vote as set forth in clauses (1) or (2) of this section 15.04 or, if the requisite quorum of all of the Directors cannot be obtained therefore and such committee cannot be established, by a majority vote of all of the Directors (in which Directors who are named defendants or respondents in the Proceeding may participate); or
4. by the members in a vote that excludes the voting membership held by the Directors that are named defendants or respondents in the Proceeding. Determination as to reasonableness of expenses shall be made in the same manner as the determination that indemnification is permissible, except that if the determination that indemnification is permissible is made by special legal counsel, determination as to the reasonableness of expenses must be made in the manner specified in clause (3) of the preceding sentence for the selection of special legal counsel. In the event a determination is made under section 15.04 that the Indemnitee has met the applicable standard of conduct as to some matters, but not as to others, amounts to be indemnified may be reasonable prorated.

#### 15.05. ADVANCEMENT OF EXPENSES

Reasonable expenses (including court costs and attorney's fees) incurred by an Indemnitee who was or is a witness or was, is or is threatened to be made a named defendant or respondent in a Proceeding shall be paid by the corporation at reasonable intervals in advance of the final disposition of such Proceeding, and without making any of the determinations specified in section 15.04, after receipt by the corporation of:

1. a written affirmation by such Indemnitee of his/her good faith belief that he/she has met the standard of conduct necessary for indemnification by the corporation under this Article, and
2. a written undertaking by or on behalf of such Indemnitee to repay the amount paid or reimbursed by this corporation if it shall be ultimately determined that he/she is not entitled to be indemnified by the corporation as authorized in this Article. Such written undertaking shall be an unlimited obligation of the Indemnitee but need not be secured and it may be accepted without reference to financial ability to repayment. Notwithstanding any other provisions of this Article, the corporation may pay or reimburse expenses incurred by the Indemnitee in connection with his/her appearance as a witness or other participation in a Proceeding at a time when he/she is not named a defendant or respondent in the Proceeding.

#### 15.06. OTHER INDEMNIFICATION

The Indemnification provided by this Article shall:

1. continue to a person who has ceased to be in the capacity by reason of which he/she was in Indemnity with respect to matters arising during the period he/she was in such capacity, and
2. inure to the benefit of the heirs, executors, and administrators or such a person.

#### 15.07. NOTICE

Any indemnification of or advance of expenses to an Indemnitee in accordance with this Article shall be reported in writing to the members of the corporation with or before the notice or waiver of notice of the next membership meeting or with or before the next submission to the members of a consent to action without

a meeting and, in any case, within the twelve (12) month period immediately following the date of the indemnification or advance.

#### 15.08. CONSTRUCTION

The indemnification provided by this Article 15 shall be subject to all valid and applicable laws, including, without limitation, Article 1396-2.22A of the Texas Non-Profit Corporation Act, and in the event this article or any of the provisions hereof or the indemnification contemplated hereby are found to be inconsistent with or contrary to any such valid laws, the latter shall be deemed to control and this Article shall be regarded as modified accordingly, and as so modified, to continue in full force and effect.

#### 15.09. CONTINUING OFFER AND RELIANCE

The provisions of this Article:

- A. are for the benefit of, and may be enforced by, each Indemnitee of the corporation, the same as if set forth in their entirety in a written instrument duly executed and delivered by the corporation and such Indemnitee, and
- B. constitute as continuing offer to all present and future Indemnitees. The corporation, by its adoption of these Bylaws,
  - 1. acknowledges and agrees that each Indemnitee of the corporation has relied upon and will continue to rely upon the provisions of this Article 15 in becoming and serving in any of the capacities referred to in section 15.01,
  - 2. waives reliance upon, and all notices of acceptance of, such provisions by such Indemnitees, and

3. acknowledges and agrees that no present or future Indemnitee shall be prejudiced in his/her right to enforce the provisions of this Article 15 in accordance with the terms by any act or failure to act on the part of the corporation.

#### 15.10. EFFECT OF AMENDMENT

No amendment, modification or repeal of this Article 15 or any provision hereof shall in any manner terminate, reduce, or impair the right of any past, present, or future Indemnitees to be indemnified by the corporation, nor the obligation of the corporation to indemnify any such Indemnitee under and in accordance with the provisions of the Article 15 as in effect immediately prior to such amendment, modification, or repeal with respect to claims arising from or relating to matters occurring, in whole or in part, prior to such amendment, modification, or repeal, regardless of when such claims may arise or be asserted.

### ARTICLE 16 STAT CORPORATE SEAL

#### 16.01. DESCRIPTION OF CORPORATE SEAL

- A. The Board of Directors shall provide a corporate seal, which shall be used to certify documents of the corporation.
- B. The corporate seal shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words, "Corporate Seal of Science Teachers Association of Texas."
- C. The Executive Director shall be the custodian of the corporate seal.

### ARTICLE 17 WAIVER OF NOTICE

#### 17.01. WAIVER OF NOTICE

Version Created 2002, Edited 2004, Edited July 2005, Edited March 2006, Edited April 2008, Edited , December 2008, Edited December 2009, Edited November 2010, Edited February 2011

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act, or the STAT Articles of Incorporation, or the Bylaws of STAT, a waiver in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE 18  
AMENDMENTS TO BYLAWS, AND POLICY AND PROCEDURES MANUAL

18.01. BYLAWS

The bylaws may be amended, repealed or adopted in one of two ways.

A. One

1. Written notice shall be given prior to the annual membership meeting at CAST alerting the membership that the Bylaws are to be altered, amended, repealed, or adopted and that these changes will be highlighted and posted on the Web site with copies available upon request.
2. The altered or amended Bylaws shall be presented for ratification by a majority vote to the Voting Members in attendance at the annual business meeting at CAST.
3. The Bylaws may be amended, and ratified, by a majority vote at the CAST business meeting.

B. Two

1. Notice shall be given via electronic media alerting the membership that the Bylaws are to be altered, amended, repealed, or adopted and that these changes will be highlighted and posted on the Web site with copies available upon request.

2. No sooner than 30 days after notification and the changes being posted on the web site a vote may be held either electronically or by mail in ballot on the changes to the Bylaws.
3. The Bylaws may be amended, and ratified, by a majority vote of those choosing to vote.

#### 18.02 POLICY AND PROCEDURES MANUAL

- A. The Policy and Procedures Manual shall be reviewed annually by the Policy and Procedures Committee.
- B. Recommendations for alterations to the Policy and Procedures Manual shall be made to the Board of Directors.
- C. The Executive Committee shall amend the Policy and Procedures Manual by a three-fifths (3/5) vote of that body.

## BOARD OF DIRECTORS

### Science Teachers Association of Texas Board of Directors

#### I. Executive Committee –Members

##### Duties:

1. The Executive Committee shall consist of STAT Elected Officers: President, Past President, President-Elect, Vice President, Secretary, Treasurer and three Members At Large.
2. Officers shall be Members of STAT.
3. No Officer may receive compensation for performing his/her duties in the administration of the affairs of STAT; STAT Officers shall serve as the Executive Committee of the Board of Directors.
4. The Executive Committee shall vote on corporate and financial decisions for STAT.
5. No two (2) offices on the Executive Committee may be held by the same person, except in the event of appointment due to office vacancy.
6. The Executive Director shall be hired by the Executive Committee with job performance and description reviewed annually.
7. Editors of the STATellite and The Texas Science Teacher shall be appointed by the Executive Committee with job performance and description reviewed annually.
8. The schedule for reimbursement to Board of Directors for meeting attendance will be determined annually by the Executive Committee.
9. Products that represent STAT must be approved by the STAT Executive Committee before distribution.
10. The STAT Executive Committee can designate another STAT member to serve as spokesperson at events.

#### A. The President shall:

1. Chair the STAT Executive Committee.
2. Preside at all STAT Board of Director meetings.
3. Perform all duties incident to the office of STAT President and such other duties as may be prescribed by the STAT Board of Directors.
4. Appoint members to all STAT Standing and Ad Hoc Committees.
5. Notify appointed members of all committees.
6. Set the agenda for the annual STAT membership meeting at CAST.

7. Appoint, with STAT Executive Committee approval, pro tem STAT Officers to fill interim vacancies on the Executive Committee.
  8. Serve as a member of the Budget Committee.
  9. Arrange for an annual internal audit of STAT financial records.
  10. Schedule an annual evaluation of all appointed and contract positions with the STAT Executive Committee.
  11. Represents the organization at local, regional, state, and national meetings and conferences.
  12. Be the official spokesperson for the organization. The President's, Executive Committee Member's, or designee's comments will reflect the goals and mission of STAT without personal bias.
  13. The STAT President or the STAT Executive Committee may appoint a designee, such as another Executive Committee member or STAT member, to represent the organization at a function or event.
- B. The President-Elect shall:
1. Assume the duties of the STAT President in the absence or inability of the President to serve.
  2. Serve as a member of the STAT Executive Committee.
  3. Select chairs and members of STAT Standing and Ad Hoc Committees to serve during his/her term as STAT President, and announce the selections at the spring STAT Board of Directors meeting.
  4. Announce the locations of the STAT Board of Directors meetings that will be held during his/her term as STAT President at the spring Board of Directors meeting.
  5. Chair the Policy and Procedures Committee and Membership.
  6. Serve as a member of the Budget Committee.
- C. The Past President shall:
1. Advise the STAT President and President-Elect.
  2. Serve as a member of the STAT Executive Committee.
  3. Serve as a member of the Budget Committee.
  4. Chair the CAST Committee for the conference that occurs during the year of the STAT Past President's term of office.
  5. Coordinate and preside at the Past President's Breakfast at CAST.
- D. The Vice President shall:
1. Serve as a member of the STAT Executive Committee.
  2. Serve as a member of the CAST Committee.
  3. Chair the Membership Committee.
  4. Serve in other duties as assigned by Executive Committee or President.

- E. The Secretary shall:
1. Accurately record the minutes of all regular and special STAT Executive Committee meetings, Board of Directors meetings, and the annual membership meeting at CAST.
  2. Carry out correspondence specifically related to the duties of the office.
  3. Assist in carrying on the general correspondence of STAT.
  4. Within thirty (30) calendar days of all meetings that involve action items, send a copy of the minutes to each board member.
  5. Serve as a member of the STAT Executive Committee.
  6. Serve as a member of the Archives Committee.
  7. Relinquish copies of all records, documents, and STAT property or equipment to the STAT Executive Director for archiving at the end of his/her term of office.

- F. The Treasurer shall:
1. Serve as a member of the STAT Executive Committee.
  2. Supervise the maintenance of an accurate record of payment of dues by STAT members.
  3. Supervise the maintenance of an itemized accounting of STAT income and disbursements.
  4. Supervise, with the STAT Executive Committee, STAT reserve funds;
  5. Submit financial reports at each STAT Board of Directors meeting and at the annual membership meeting at CAST.
  6. Chair the Budget Committee.
  7. Prepare an annual budget with assistance from the Budget Committee and Executive Director.
  8. Assist Executive Director and accountant in preparation and submission of the annual financial summary following the spring STAT Board of Directors meeting to be presented at the annual business meeting at CAST.
  9. Assist the STAT Executive Director and accountant in preparation of state and federal tax forms and report to the STAT Board of Directors of actions taken.
  10. Relinquish copies of all records, documents, and STAT property or equipment to the STAT Executive Director for archiving at the end of his/her term of office.
  11. Submit adopted budget for future CAST committees by June 1.

## II. Affiliate Congress – Members

The Affiliate Congress acts as an advisory panel to the Executive Committee of STAT as described in section 7.03 of the Bylaws:

- A. The Affiliate Congress shall consist of one voting representative from each affiliate organization.
  - B. The STAT President shall chair the Affiliate Congress as a part of the STAT Board of Directors, and the STAT Secretary (or STAT President's designee) shall be responsible for maintaining a full and accurate record of all business actions.
  - C. Each affiliate is entitled to one vote in the Affiliate Congress.
  - D. A majority vote of the Affiliate Congress shall become a motion to the STAT Executive Committee.
  - E. The Affiliate Congress shall meet together with the Executive Committee as the STAT Board of Directors to discuss issues pertinent to business related to the corporate matters of STAT.
- III. Non-Voting Members of the Board of Directors
- A. TEA Representative
    - 1. Informs the STAT Board of Directors of legislation and issues relative to science education that come before the Texas State Board of Education.
    - 2. Presents the National Science Foundation's Presidential Award for Excellence in Mathematics and Science Education (PAEMSE).
  - B. Publication Editors (see Publications – Section 800)
    - STATellite* Editor
      - 1. Reviews and edits articles for the four (4) yearly publications.
      - 2. Solicits advertising to defray printing costs.
      - 3. Attends and reports at STAT quarterly board meetings.
    - The Texas Science Teacher* Editor
      - 1. Reviews and edits articles for the two (2) yearly publications.
      - 2. Solicits advertising to defray costs of publications.
      - 3. Attends and reports at STAT quarterly board meetings.
  - C. Executive Director
 

The duties of the Executive Director shall be those outlined in the annual contract.
  - D. Exhibits Manager
 

The duties of the Exhibits Manager are bound by the contract of the employee. The contract should include, but is not limited to, the following:

1. Attending STAT board meetings when required.
2. Soliciting exhibitors for CAST booth space.
3. Setting booth fees in conjunction with STAT Executive Committee.
4. Processing vendor contracts.
5. Arranging for setup, draping, and electrical supply at CAST booth space.
6. Collecting fees.
7. Transferring funds to STAT Treasurer and/or Executive Director.

## AFFILIATE CONGRESS

- I. Affiliation
  - A. In order for a group to become an affiliate of the Science Teachers Association of Texas, it must meet the requirements of the STAT Bylaws as described in section 3.01.
  
- II. The current affiliate organizations of the Science Teachers Association of Texas are:
  - ACT<sub>2</sub>: Associated Chemistry Teachers of Texas
  - ISEA: Informal Science Education Association of Texas
  - TABT: Texas Association of Biology Teachers
  - TAEE: Texas Association for Environmental Education
  - TCES: Texas Council of Elementary Science
  - TESTA: Texas Earth Science Teachers Association
  - TMEA: Texas Marine Education Association
  - TSAAPT: Texas Section, American Association of Physics Teachers
  - TSELA: Texas Science Education Leadership Association
  
- IV. Affiliate Congress
  - A. As described in the Science Teachers Association of Texas Bylaws, each affiliate organization is a sitting member on the STAT Board of Directors (section 7.02), and has a vote in the Affiliate Congress (section 7.03).
  - B. The role of the Affiliate Congress are outlined in section 7.03 of the STAT Bylaws.
  
- V. Affiliate Congress Membership on STAT Board of Directors and Committees
 

As required by the STAT Bylaws, the Board of Directors and the following committees must have an Affiliate Congress member representative: Membership and Policy and Procedures Committee.

## PROPERTY AND RECORDS OF STAT

- I. The STAT corporate seal shall reside with the STAT Executive Director during the term of employment and is passed directly to the next Executive Director at the end of the term of employment.
- II. STAT membership records are the property of STAT and shall be maintained on computer by the STAT Executive Director. Full membership lists will be available to the EC.
- III. The STAT Executive Director will honor requests from education related professional organizations (non-commercial) for mailing labels subject to President's approval and for a charge determined by the STAT Executive Committee.
- IV. STAT membership labels shall not be made available to commercial organizations without the prior approval of the STAT Executive Committee.
- V. Fees for commercial use of the STAT membership lists shall be determined by the Executive Committee.
- VI. Any use of STAT membership lists by commercial organizations shall be single-use only and may not be distributed in any form or archived in any way.
- VII. Any equipment purchased by STAT shall be used for the sole purpose designated by STAT and may not be used for any other purpose.
- VIII. Any property of STAT that is lent for STAT purposes shall be accounted for in full by the STAT Executive Director and a report of all loaned equipment shall be made annually to the STAT Executive Committee.
- IX. The STAT Executive Committee, or its designee, may ask for any lent property to be returned to STAT at anytime.

## REGIONAL MINI-CAST

The purpose of any regional Mini-CAST that STAT sponsors or hosts shall be in accordance with the purpose and mission statement of STAT as outlined in section 1.02 (B) of the Bylaws. STAT may provide seed money up to \$500.00 per regional Mini-CAST per Education Service Center area to help sponsor smaller, regional versions of the Conference for the Advancement of Science Teaching (CAST). An opportunity to join STAT must be made available.

All dues and membership information collected at a regional Mini-CAST must be forwarded to the STAT Executive Director no more than thirty (30) working days after the event.

STAT will fund to each regional Mini-CAST one (1) free, non-transferable registration to the next CAST for use as a door prize. The name of the winner and contact information must be submitted to the STAT Executive Director no later than thirty (30) working days after the regional Mini-CAST.

Once a region has hosted a Mini-CAST sponsored by STAT, it may not apply for another grant for five (5) years.

All regional Mini-CASTs—whether they receive STAT funding or not—must submit a final report to the STAT President-Elect no later than thirty (30) working days after the conference. The report should include, but is not limited to:

1. a copy of the final program including changes/addendums;
2. attendance figures broken down by new STAT members, renewing STAT members, and other attendees;

## STAT AWARDS

### I. Awards Committee

As described in section 10.06 of the STAT Bylaws, this committee shall be responsible for the call for nominations, collection of documentation, and review and awarding of all STAT awards.

- A. The following awards are specific to STAT:
  1. STAT Outstanding Science Teaching Awards (Rookie, Elementary, Middle, High School)
  2. STAT Distinguished Leadership in Science Award (Administrator)
  3. STAT Recognition of Service to Science Education: Business or Industry
  4. Honorary Life Membership
  5. The Virginia Woods Award for Exceptional Contributions and Leadership in Science Education
  6. Gerald Skoog Cup for Outstanding Leadership in Science Teacher Education
  
- B. The following awards are recognized by STAT but are not specific to STAT:
  1. TEA has the option of recognizing the National Science Foundation Presidential Award Winners at CAST

### II. Committee Procedure

- A. The call for nominations for awards recipients shall be posted on the official STAT Web site in December. The Skoog Cup call for nominations will be in *The Texas Science Teacher*.
  
- B. Completed nominee documentation packets will be accepted electronically until March 1 by the STAT Executive Director.
  
- C. The Awards Committee will review nominees and submit recommendations to the STAT Executive Committee by the Spring board meeting. The awards committee may elect not to designate a recipient in one or more of the award categories.
  
- D. The STAT Executive Director shall contact awardees and supply specifics of the award process.

Use the following chart to determine each award's eligibility and criteria:

<b>Award</b>	<b>Eligibility</b>	<b>Recognition</b>	<b>Criteria</b>
Rookie Science Teacher of the Year in Texas	Texas teacher in their 1 <sup>st</sup> or 2 <sup>nd</sup> year of teaching  STAT member	Plaque  Honorarium	Evidence: <ul style="list-style-type: none"> <li>• of creativity</li> <li>• of correlation to TEKS</li> <li>• that classroom management exceeds expectations</li> </ul> that safety procedures are followed
Elementary Science Teacher of the Year in Texas	Gr. EC–4 teacher in Texas  STAT member	Plaque  Honorarium	Evidence: <ul style="list-style-type: none"> <li>• of creativity</li> <li>• of innovation</li> <li>• of correlation to TEKS</li> </ul> that safety procedures are followed
Middle School Science Teacher of the Year in Texas	Gr. 5–8 teacher in Texas  STAT member	Plaque  Honorarium	Evidence: <ul style="list-style-type: none"> <li>• of creativity</li> <li>• of innovation</li> <li>• of correlation to TEKS</li> </ul> • that safety procedures are followed
High School Science Teacher of the Year in Texas	Gr. 9–12 teacher in Texas  STAT member	Plaque  Honorarium	Evidence: <ul style="list-style-type: none"> <li>• of creativity</li> <li>• of innovation</li> <li>• of correlation to TEKS</li> </ul> that safety procedures are followed
STAT Distinguished Leadership in Science Award (Administrator)	Non-Teaching Administrator (Gr. EC–12)	Plaque	Evidence of outstanding support of science education at district or state level
STAT Recognition of Service to Science Education: Business or Industry	Outstanding contribution to science education by a business or industry	Plaque	Evidence of outstanding support of science education at district or state level
Honorary Life Membership	University or college teaching faculty	Big Cup	
Virginia Woods Award	STAT member for 20 years or more	Plaque	The person will have made significant contributions to science education, including any or all of the following: Outstanding leadership and service in STAT activities Longstanding leadership in a field of science education

			Outstanding contributions to the improvement of science curricula Scholarly writing in the field of science education Contributions to science education over a significant length of time Overall excellence of contributions to STAT and science education
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## SAFETY

STAT'S MINIMUM SAFETY GUIDELINES FOR CAST AND MINI-CAST PRESENTERS (ADOPTED FROM NSTA'S MINIMUM SAFETY GUIDELINES) — Adopted by the NSTA Board of Directors, August 1994, and revised July 2000. Modified September 2004, by the NSTA Safety Advisory Board Chair. Adopted by the STAT Board of Directors, April 2008.

### I. Preamble

The Science Teachers Association of Texas (STAT), an organization of science education professionals dedicated to the stimulation, improvement, and coordination of science teaching and learning, supports scientific safety at all levels. Presenters, workshop leaders, contestants, and authors at STAT-sponsored activities serve as role models for other science educators. As role models, these individuals must develop, encourage, and display good safety habits at all times. A good safety role model promotes positive safety in actions, words, behavior, and deeds. Science safety is an integral part of science education and serves as a preparation for life. Accordingly, STAT encourages teachers to offer meaningful and safe science experiences both inside and outside the classroom. STAT requires that all presentations, workshops, and related science-education activities be conducted in accordance with recognized safety procedures and good common sense. The intent of the safety guidelines that follow is to promote safe science practices at all STAT-sponsored activities.

### II. All presenters and workshop leaders must follow the NSTA minimum safety guidelines. The current NSTA safety guidelines may be found at:

<http://www.nsta.org/pdfs/SafetyGuidelines.pdf>

## PUBLICATIONS

- I. Newsletter and Journal Policies
  - A. *The Texas Science Teacher (TST)* is the official journal and the *STATellite* is the official newsletter of the Science Teachers Association Texas (STAT).
  - B. *The Texas Science Teacher* will be published twice a year on a schedule set by the STAT Executive Board.
  - C. The *STATellite* will be published four (4) times a year on a schedule set by the STAT Executive Board.
  - D. An ad hoc Publications Advisory Committee will be established as needed to recommend policy concerning advertising and advertisement price, and to make recommendations to the STAT Board of Directors concerning issues related to publication policies.
  - E. The STAT Executive Committee shall review the performance of the editors of the *STATellite* and *The Texas Science Teacher* at the end of the first year of appointment, and then every two (2) years thereafter.
  - F. Editors Job Description will be according to the contractual agreement.
  - G. Advertising
    - 1. Ads will be accepted for publication in both periodicals.
    - 2. Prices for ads will be reviewed and set periodically by the STAT Executive Committee.
    - 3. Advertising space shall comply with United States Postal Service requirements for the non-profit bulk mailing permits used by STAT.
    - 4. Advertisements must be paid for in advance of publication.
    - 5. Persons or institutions wishing to place an advertisement will contact the Advertising Manager.

## COMMITTEES

### STAT Standing Committees

The chair of all committees shall be published in the *STATellite*.

<b><u>Committee</u></b>	<b><u>Chairperson (bold) and Members</u></b>
<b>Archives</b> Collection and archival of: STAT Corporate Seal Legal documents Historical documents Publications	Three or more STAT Members
<b>Membership</b>	<b>STAT President-Elect</b> Co-Chair Appointed By President-Elect STAT Affiliate Representatives
<b>CAST</b> Plan CAST Develop program Produce printed program Arrange for hospitality Presiders Coordinator	<b>STAT Past President at time of CAST</b> Conference Coordinator- Executive Director Program Coordinator
<b>Policy and Procedures</b> Duties: Chair sees that members get copy of STAT Bylaws and Policy and Procedures Manual. Committee makes recommendations to the Board concerning issues and long-range goals	<b>STAT President-Elect</b> STAT Affiliate Representative
<b>Awards</b> Review nominee documentation during June Nominate two candidates each year for honorary membership Administer other awards Present nominations at the Summer STAT Board of Directors meeting	<b>Appointed by STAT President</b> Two or more STAT board members
<b>Nominating</b>	<b>Appointed by STAT President</b>

<p>Recommend two (2) nominees per office  Submit “Call for Nominations” in February  <i>STATellite</i>.  Meet at CAST and submit nominee  recommendations prior to last General Session at  CAST  Gather vitae for publication in February <i>STATellite</i>  Develop ballot for publication in February (list of  nominees names and online balloting opening date)  <i>STATellite</i>  Report results of voting to STAT Board of  Directors prior to Spring Board of Directors  meeting</p>	<p>Three or more STAT Members</p>
<p><b>Budget</b>  Duties:  Analyze three (3) prior years’ budgets  Propose budget to STAT Board of Directors at  Spring meeting</p>	<p><b>STAT Treasurer</b>  STAT Executive Director  STAT Executive Committee</p>
<p><b>Legal/Legislative Affairs</b>  Duties:  draft STAT positions  monitor and report on developments regarding legal  considerations and critical of importance to STAT  by:  -attending state education board meetings as  needed  -submitting a summary of legislative/legal issues  important to STAT members to the <i>STATellite</i>  twice a year  -submitting an update of legal/legislative issues to  be published on the STAT website after each board  meeting</p>	<p><b>Appointed by STAT President</b></p>

**1000**

## **ELECTIONS**

### Nominations

- A. Call for nominations shall be published on the website.
- B. Forms
  - 1. Nomination Form for STAT Officers
  - 2. Officer Nomination Packet, which contains the following forms:
    - a. Nominee Acceptance
    - b. Administrator Sign Off
    - c. Position Statement

**Science Teachers Association of Texas**  
**Nomination form for STAT Officers for 20\_\_\_\_ – 20\_\_\_\_**

The STAT Nominating Committee is seeking the help of STAT members and other Texas science educators to identify potential candidates for its slate of officers for 20\_\_\_\_ – 20\_\_\_\_. Offices to be filled in the election are listed below. Each officer serves as a voting member of the STAT Board of Directors and Executive Committee. Specific duties are summarized as follows:

**President-Elect** (to serve as President from June 20\_\_\_\_ – 20\_\_\_\_)

Assists with conference planning, serves as chief executive officer in the absence of the STAT President, and works with STAT Regional Directors on membership development and regional Mini-CASTs.

**Vice President**

Chairs Membership Committee

**Treasurer**

Serves as chief financial officer, supervises financial transactions, maintains accurate financial records, and provides monthly financial reports to the STAT Board of Directors.

**Secretary**

Keeps accurate minutes of the STAT Board of Directors and Executive Committee meetings, provides a regular reporting of the minutes to the Board, and writes correspondence as directed by the Board.

**Three (3) Members At Large**

Ad hoc duties as determined by the STAT President

Please consider nominating someone for one or more of these offices. In addition, members of STAT who want to be considered as nominees are welcome to self-nominate for an office. Retired science professionals who are still members of STAT are eligible. Nominees will be sent a nomination packet to complete and return in order to be considered for the slate of officers.

**Nomination form for the office of (circle one)**

	President-Elect	Vice President	Treasurer	Secretary	At Large
Nominee:	_____				
Position/Title:	_____				
School/Institution:	_____				
Home Address:	_____				
Telephone (Home):	_____				
Fax (Home):	_____				
E-mail:	_____				
Nominator:	_____				
Address:	_____				
Telephone (Home):	_____				
Telephone (Office):	_____				
Return form by July 1, 2___ to:					

STAT Nominating Committee

Science Teachers Association of Texas  
5750 Balcones Dr. Ste. 201  
Austin, Texas 78731  
stat@bizaustin.rr.com

### Science Teachers Association of Texas Officer Nomination Packet

You are being considered as a potential candidate for an office in the Science Teachers Association of Texas (STAT). We have received paperwork nominating you for the office of

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The duties and responsibilities of an officer of STAT require attendance at the annual Conference for the Advancement of Science Teachers (CAST), which is held in the fall, and four (4) STAT Board of Directors meetings throughout the year.

**President-Elect** (to serve as President June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_) Assists with CAST planning, serves as chief executive officer in the absence of the STAT President, and works with STAT Regional Directors on membership development and regional Mini-CASTs.

**Vice President** shall chair the Membership Committee

**Treasurer** Serves as chief financial officer, supervises financial transactions, maintains accurate financial records, and provides monthly financial reports to the STAT Board of Directors.

**Secretary** Keeps accurate minutes of the Board and STAT Executive Committee meetings, provides a regular reporting of the minutes to the Board, and writes correspondence as directed by the Board.

**Member At Large** performs ad hoc responsibilities at the discretion of the President

To accept this nomination and continue your name for consideration, the Nominating Committee must receive the following information and documentation from you by **August 1, 20\_\_\_\_**:

1. Signed acceptance form (see attachment)
2. One letter of support from a STAT member in good standing
3. A biographical sketch of approximately 300 words, which may include:
  - Name
  - Position/Title
  - Institution
  - Degrees
  - Summary of professional teaching experience
  - District, regional, state, and national professional involvement
  - STAT activities
  
  - Special honors or awards
  - Other professional involvement

4. A position statement (see attachment)
5. An administrator sign-off sheet (see attachment)

It is the responsibility of the Nominee to ensure that the nomination packet is completed and returned to the Nominating Committee Chair. Please submit all materials in one envelope to:

**STAT Nominations**

Science Teachers Association of Texas  
5750 Balcones Dr. Ste. 201  
Austin, Texas 78731

**Science Teachers Association of Texas**  
**Nomination Packet for STAT Officers for June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_**

**Nominee Acceptance**

Nominee for Office of \_\_\_\_\_

Name of Nominee \_\_\_\_\_

School/Institution \_\_\_\_\_

School/Institution Address \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail \_\_\_\_\_

Fax: \_\_\_\_\_

I am a member of the Science Teachers Association of Texas and am willing to have my name submitted for consideration by the Nominating Committee.

Signature of  
Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

**Science Teachers Association of Texas**  
**Nomination Packet for STAT Officers for June 1, 20\_\_\_\_\_ to May 31, 20\_\_\_\_\_**

**Administrator Sign Off**

It is with pleasure that we inform you of the nomination of \_\_\_\_\_ as an officer for the Science Teachers Association of Texas (STAT). Consideration for office from a membership of over 5,000 is indeed an honor to both the individual and his/her institution.

The duties and responsibilities of an officer of STAT require attendance at the annual Conference for the Advancement of Science Teachers (CAST), which is held in the fall, and four (4) STAT Board of Directors meetings throughout the year.

Expenses incurred for these events are underwritten by STAT. With the exception of the annual conference, every effort is made to schedule the meetings outside the school workweek.

Other expenditures incurred during performance of duties, such as postage and phone calls, are also reimbursed by STAT.

Your signature on this notification is an indication of your support for the above-named nominee in the event of his/her election.

Signature of Institution Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title of Institution Supervisor: \_\_\_\_\_

**Science Teachers Association of Texas**  
**Nomination Packet for STAT Officers for June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_**

**Position Statement**

Please describe in 300–500 words a position statement for consideration by the Nominating Committee.

If you are nominated, this statement may be printed in the balloting materials.

Your statement may include any or all of the following:

- your reason(s) for seeking an office in STAT and related qualifications
- your goals for STAT in its service to science teachers
- your philosophy of science education
- your position on one or more science education issues

Signature\_\_\_\_\_

Nominee for the office of\_\_\_\_\_

## ENDORSEMENTS

### I. ENDORSEMENT PROCEDURES

Endorsement of activities, projects, or educational materials by STAT are made only when such endorsements are consistent with the purposes or functions of STAT and help further its goals.

#### A. Procedures

1. Requests for endorsements shall be submitted to the STAT President in writing.
4. The STAT Executive Committee will receive that recommendation, along with the Executive Director's, concerning any fiscal and operational considerations.
6. Approved applications shall be filed with the STAT Executive Director. Endorsed activities, projects, or products shall be continuously reviewed by the Executive Committee. Significant changes likely to affect STAT endorsement shall be reported to the STAT President, who shall refer the changes to the STAT Executive Committee through the normal endorsement procedure.

## FINANCES

### I. STAT FINANCES

#### A. Rationale

The Voting Members of the Board of Directors of the Science Teachers Association of Texas (STAT) and holders of STAT appointed positions shall be reimbursed for expenses incurred in performance of the duties of the elected office or appointed task.

#### B. Reimbursement for Board Meetings

1. Meetings for reimbursement:
  - a. CAST annual membership meeting
  - b. Mid-winter STAT Board of Directors meeting (usually held January/February)
  - c. Spring Board of Directors meeting (usually held Spring)
  - d. Fall Board of Directors meeting (usually held August/September)
  - e. Special committee meetings as designated by the Board. These meetings shall be approved by a two-thirds vote of the Board.

#### C. Participants to be reimbursed actual expenses for travel, lodging, and meals:

1. President
2. President-Elect
3. Immediate Past President
4. Vice President
5. Secretary
6. Treasurer
7. At-Large Members
8. Executive Director
9. *TST* Editor
10. *STATellite* Editor

#### D. Affiliate Representatives, Proxies, Holders of Appointed Positions, Guests

1. Affiliate Congress members or their proxies shall attend the two (2) annual board meetings. Affiliate Representatives to the STAT Board of Directors shall be provided meals, lodging, and a travel allowance for expenses associated with the board meeting. The STAT Executive Committee shall determine the annual travel allowance for Affiliate Representatives no later than the April board meeting. Every effort should be made to keep expenses to a minimum. Each affiliate is encouraged to budget for its representative to attend STAT board meetings to help defray personal expenses.

2. The STAT President may invite holders of STAT appointed positions to attend the annual STAT board meetings. They shall be reimbursed for actual expenses for travel, lodging, and meals if they attend.
  3. Guests invited by the STAT President to attend STAT board meetings for the purpose of providing assistance to the Board shall be reimbursed for actual expenses for travel, lodging, and meals.
- E. Spring Meeting
1. Both current and incoming STAT Executive Committee members who attend the spring meeting shall be reimbursed actual expenses for travel, lodging, and meals.
  2. All current and incoming STAT Affiliate Representatives who attend the spring meeting (Spring) shall be provided lodging, meals, and the annual Affiliate Representative travel allowance.
- II. Other Authorized Travel
- A. The STAT President, and/or Board designees, shall attend the annual national convention of the National Science Teachers Association held in the spring. He/She shall be reimbursed for expenses for travel, lodging, and meals.
  - B. The STAT President, President-Elect, and Executive Director, or Board designee(s), shall attend the annual summer meeting of the Chapters and Affiliate Groups (CAGs) of the National Science Teachers Association. They shall be reimbursed for expenses for travel, lodging, and meals.
  - C. The STAT President, or Board designee, shall be reimbursed for expenses incurred for attendance at STAT-sponsored regional Mini-CASTs.
- III. STAT Reimbursement Regulations
- Any travel for which reimbursement is to be made by STAT shall be in accordance with the following:
- A. Travel to STAT Board of Directors meetings and room reservations shall be made through the STAT Executive Director, unless the STAT President authorizes other arrangements, at least two (2) weeks prior to the meeting.
  - B. Hotel room costs will be reimbursed fully, but travelers are expected to select reasonably priced hotels or motels. When a person whose travel is not reimbursed by STAT shares a room with a person who is traveling at STAT expense, STAT will reimburse only the single room rate. When two persons share a room and both are traveling at STAT expense, the full room cost may be reimbursed to either person, or half that amount may be reimbursed to each person.
  - C. Travel by personal automobile will be reimbursed up to the lowest cost airfare. Otherwise, it must be authorized in advance by the STAT President.

- D. Automobile rental expenses will be reimbursed only when authorized in advance by the STAT President.
- E. Bus and taxi fares are reimbursable, but taxi fares to or from airports are reimbursable only if shuttle service is not available. When frequent shuttle service is available, taxi fare will be reimbursed only up to the cost of shuttle service.
- F. The per diem meal allowance is \$40.00.
- G. Meals and/or other hospitality costs paid by a STAT official for another person may be reimbursed as hospitality expenses if approved by the STAT President. In such circumstances, the STAT official's expenses may also be fully reimbursed. The per diem meal cost will be prorated as described in part F.
- H. Gratuities (up to a maximum of 20%) are reimbursable for taxis, hotel porters, and airport or railroad porters.
- I. Gratuities for meals are reimbursable if the total reimbursement remains within the prorated meal allowance.
- J. Travel expense advances will be issued by STAT only in cases when failure to do so would cause financial hardship.
- K. Receipts are required for all reimbursable expenses except per diem meal allowances described in part F above, and telephone charges, for which copies of the original bill may be used.
- L. A travel and expense voucher shall be submitted to the STAT Treasurer within thirty (30) days of the last day of travel. Travel vouchers may be obtained from the Treasurer.

#### IV. CAST Expenses

- A. Members of the STAT Board of Directors and STAT appointees shall provide receipts for:
  - 1. Mileage for conducting STAT business.
  - 2. Postage used for conducting STAT business.
  - 3. Telephone expenses for conducting STAT business.
  - 4. "Out-of-pocket" expenses for conducting STAT business. Out-of-pocket expenses greater than \$250 but less than \$500 must be approved by the STAT President. Out-of-pocket expenses greater than \$500 must be approved by the STAT Executive Committee.
- B. Any purchase of materials, supplies, or services for the purpose of conducting STAT business shall require submission of a requisition form to the STAT Treasurer prior to purchase. The purchase order must be approved by the STAT President prior to purchase. Following approval of the requisition, the Treasurer

shall draft a check to the merchant named on the requisition. A tax-exempt form shall be submitted with the purchase requisition.

- V. This policy shall be automatically reviewed if expenses exceed 15% of the annual STAT budget.
- VI. All reimbursements are *subject to* the current financial conditions of STAT.
- VII. Journal and Newsletter Advertising Rates (**Rates are per ad, per publication**)
  - A. *The Texas Science Teacher* Advertising Rates will be set each year by the EC and published in the STATellite and *The Texas Science Teacher*.

## COMPUTER RECORDS

- I. Duties of Computer Records Manager Pertaining to STAT and Affiliate Memberships
  - A. Maintain a complete and up-to-date STAT membership database. Membership information shall include:
    - a. Name
    - b. ESC Region
    - c. Address
    - d. Home phone
    - e. Work phone
    - g. E-mail address
    - h. School District
    - i. Institution
    - l. Grade level taught
    - m. Teaching fields
    - n. Type of membership – voting, student, corporate, honorary, complimentary
    - o. Amount of STAT dues paid
    - p. STAT membership expiration date
    - q. EPLI option and dues paid
    - r. User name for logging in to STAT website
  
  - B. Provide a complete affiliate membership list to each Affiliate President each year. List should include name, address, home phone, work phone, school district, e-mail address, and Affiliate dues expiration date.

## APPENDIX

### ***STATellite* – AUGUST 15 DISTRIBUTION (August 1<sup>st</sup> ARTICLE DEADLINE)**

#### INSIDE FRONT COVER:

STAT position statements  
STAT history  
STAT about us  
STAT affiliation with NSTA

#### ARTICLES:

STAT PRESIDENT'S REPORT  
SPRING

\*STAT CALENDAR THAT CONTAINS BOARD  
MEETING DATES, NSTA DATES, AFFILIATE  
CONFERENCE AND MEETING DATES, AND ANY  
OTHER PERTINENT DATES

\*LIST OF COMMITTEE CHAIRS' NAMES, ADDRESSES, PHONE NUMBERS

\*SBOE NAMES, ADDRESSES, PHONE NUMBERS, E-MAILS, DISTRICTS

\*AFFILIATE REPORTS

(CONTACT STAT AFFILIATE PRESIDENTS ONE MONTH PRIOR TO  
DEADLINE)

\*REGIONAL MINI-CAST REPORTS

(CONTACT STAT REGIONAL DIRECTORS FOR  
DETAILS)

\*REGIONAL MINI-CAST GRANT NOTICE

\*FREE AND INEXPENSIVE TEACHING MATERIALS

\*ADVERTISEMENTS

(ADVERTISING POLICY/PRICES NOTICE)

\*AWARD/SCHOLARSHIP APPLICATIONS

\*NOTICE OF UPCOMING WORKSHOPS AND  
SYMPOSIA

\*CALL FOR NOMINATION OF STAT OFFICERS

\*NOTICE OF NSTA CONVENTIONS

#### ELECTION NOTIFICATION FOR NEXT SPRING:

\*CALL FOR NOMINATIONS FOR STAT OFFICERS

\*STAT OFFICER JOB DESCRIPTION

UPCOMING CAST:

\*HOUSING FORM, MAP OF HOTELS, PRICES

\*CALL FOR PRESIDERS

\*CAST PROGRAM HIGHLIGHTS

LINK TO STAT WEBSITE WHICH TAKES READERS TO MEMBERSHIP FORM

BACK COVER:

\*STATELLITE SUBMISSION GUIDELINES

\*EDITOR'S CONTACT INFORMATION

\*STAT CORPORATE ADDRESS

\*PUBLICATION DATES FOR STATELLITE ISSUES

**STATellite – DECEMBER 15 DISTRIBUTION  
(DECEMBER 1<sup>st</sup> ARTICLE DEADLINE)**

INSIDE FRONT COVER

STAT position statements

STAT history

STAT about us

STAT affiliation with NSTA

ARTICLES:

\*STAT PRESIDENT'S REPORT

\*STAT CALENDAR THAT CONTAINS BOARD MEETING DATES, NSTA DATES, AFFILIATE CONFERENCE AND MEETING DATES, AND ANY OTHER PERTINENT DATES

\*LIST OF COMMITTEE CHAIRS' NAMES, ADDRESSES, PHONE NUMBERS

\*SBOE NAMES, ADDRESSES, PHONE NUMBERS, E-MAILS, DISTRICTS

\*AFFILIATE REPORTS

(CONTACT STAT AFFILIATE PRESIDENTS ONE MONTH PRIOR TO DEADLINE)

\*REGIONAL MINI-CAST OPPORTUNITIES

\*FREE AND INEXPENSIVE TEACHING MATERIALS

\*ADVERTISEMENTS

(ADVERTISING POLICY/PRICES NOTICE)

\*NOTICE OF UPCOMING WORKSHOPS AND SYMPOSIA

\*NOTICE OF NSTA CONVENTIONS

MOST RECENT CAST:

\*CAST PHOTOS AND HIGHLIGHTS

\*LIST OF AWARD WINNERS

UPCOMING CAST:

\*LOGO AND ANY OTHER ADVERTISING INFO TO CREATE A TEASER FOR NEXT YEAR'S CONFERENCE

BACK COVER:

\*STATELLITE SUBMISSION GUIDELINES

\*EDITOR'S CONTACT INFORMATION

\*STAT CORPORATE ADDRESS

\*PUBLICATION DATES FOR STATELLITE ISSUES

**STATellite – FEBRUARY 15 DISTRIBUTION  
(FEBRUARY 1<sup>st</sup> ARTICLE DEADLINE)**

INSIDE FRONT COVER

STAT position statements

STAT history

STAT about us

STAT affiliation with NSTA

ARTICLES:

\*STAT PRESIDENT'S REPORT

\*STAT CALENDAR WITH CONTACT PERSON  
ADDRESS

(CONTACT CALENDAR CONTACT PERSON FOR UPDATE)

\*LIST OF COMMITTEE CHAIRS' NAMES, ADDRESSES, PHONE NUMBERS

\*SBOE NAMES, ADDRESSES, PHONE NUMBERS, E-MAILS, DISTRICTS

\*AFFILIATE REPORTS

(CONTACT STAT AFFILIATE PRESIDENTS ONE MONTH PRIOR TO  
DEADLINE)

\*REGIONAL MINI-CAST REPORTS

(CONTACT STAT REGIONAL DIRECTORS FOR  
DETAILS)

\*REGIONAL MINI-CAST OPPORTUNITIES

\*FREE AND INEXPENSIVE TEACHING MATERIALS

\*ADVERTISEMENTS

(ADVERTISING POLICY/PRICES NOTICE)

\*AWARD/SCHOLARSHIP APPLICATIONS

\*NOTICE OF UPCOMING WORKSHOPS AND  
SYMPOSIA

\*NOTICE OF NSTA CONVENTIONS

LIST OF NOMINATED STAT MEMBERS FOR OFFICE  
AND NOTIFICATION OF ONLINE BALLOTING  
PROCESS

\*CALL FOR COMMITTEE VOLUNTEERS TO SERVE BEGINNING JUNE 1  
(LIST OF COMMITTEES AND JOB DESCRIPTIONS TO STAT PRESIDENT-  
ELECT BY MARCH 31)

UPCOMING CAST:

- \*CALL FOR WORKSHOP PROPOSALS
- \*CALL FOR SHORT COURSE PROPOSALS
- \*CAST TEASERS
- \*CALL FOR PRESIDERS

BACK COVER:

- \*STATELLITE SUBMISSION GUIDELINES
- \*EDITOR'S CONTACT INFORMATION
- \*STAT CORPORATE ADDRESS
- \*PUBLICATION DATES FOR STATELLITE ISSUES

**STATellite – JUNE 15 DISTRIBUTION  
(JUNE 1<sup>ST</sup> ARTICLE DEADLINE)**

INSIDE FRONT COVER

- \*STAT position statements
- \*STAT history
- \*STAT about us
- \*STAT affiliation with NSTA

ARTICLES:

- \*STAT PRESIDENT'S REPORT
- \*STAT CALENDAR
- \*LIST OF COMMITTEE CHAIRS' NAMES, ADDRESSES, PHONE NUMBERS
- \*SBOE NAMES, ADDRESSES, PHONE NUMBERS, E-MAILS, DISTRICTS
- \*AFFILIATE REPORTS  
(CONTACT STAT AFFILIATE PRESIDENTS ONE MONTH PRIOR TO DEADLINE)
- \*REGIONAL MINI-CAST REPORTS  
(CONTACT STAT REGIONAL DIRECTORS FOR  
DETAILS)
- \*REGIONAL MINI-CAST OPPORTUNITIES
- \*FREE AND INEXPENSIVE TEACHING MATERIALS
- \*ADVERTISEMENTS  
(ADVERTISING POLICY/PRICES NOTICE)
- \*AWARD/SCHOLARSHIP APPLICATIONS
- \*NOTICE OF UPCOMING WORKSHOPS AND  
SYMPOSIA
- \*NOTICE OF NSTA CONVENTIONS

\*CALL FOR STAT AWARDEE NOMINATION,  
SELECTION CRITERION, APPLICATION PROCESS  
\*SUMMER OPPORTUNITIES

UPCOMING CAST:

\*LIST OF CAST SPONSORS  
\*CAST TEASERS  
\*CALL FOR PRESIDERS

BACK COVER:

\*STATELLITE SUBMISSION GUIDELINES  
\*EDITOR'S CONTACT INFORMATION  
\*STAT CORPORATE ADDRESS  
\*PUBLICATION DATES FOR STATELLITE ISSUES