

# **BYLAWS OF THE NATIONAL EARTH SCIENCE TEACHERS ASSOCIATION**

## **Article I (Officers)**

Section 1: Only those who are members in good standing shall be eligible for elected or appointed office.

Section 2: The President shall appoint a member of NESTA to fill the vacancy of an elected or appointed office. These appointments will terminate at the end of the regular term of office for that position. All appointments are subject to approval by the Executive Committee.

## **Article II (Duties)**

Section 1: The President shall preside at all meetings of the Executive Committee, Board of Directors, and at all business sessions of a planned conference. Upon taking office, the President shall appoint Committee Chairpersons, Committee Members, Editors, State Contacts, Coordinators and Advisors. The President, under the direction of the Board of Directors shall have charge of the affairs of NESTA.

Section 2: The Executive Director conducts the business of the association, manages the overall administrative functions of NESTA, and provides advice to the Board of Directors regarding ways and means that NESTA may more completely reach its goals. Based on knowledge, informed vision, experience and emerging trends in Science Education the Executive Director serves and promotes the interests of NESTA, overseeing, coordinating, and organizing efforts to realize the mission of NESTA.

The Executive Director:

- A) Oversees production of print and web-based NESTA products, such as the peer-reviewed journal, The Earth Scientist, E-News, social media postings, and website features.
- B) Promotes, coordinates, and facilitates professional development experiences.
- C) Works to maintain the financial integrity of NESTA.
- D) Communicates and collaborates with other professional education associations, scientific societies, and federal agencies to support NESTA programs and to advocate for Earth Science education.
- E) Where appropriate, applies for external funding to support NESTA efforts.
- F) In concert with the President, the Executive Director acts as Spokesperson and Representative for NESTA.

Section 3: The President-Elect shall preside at all meetings in the absence of the President. The President-Elect shall carry on the regular duties of the President in any instances where the President is incapacitated or unavailable to perform their duties.

Section 4: The role of Past President shall be to advise in the governance of the organization.

Section 5: The Secretary shall keep an official record of the proceedings of NESTA, and send communications as directed by the President and Executive Director.

Section 6: The Treasurer shall have charge of all NESTA monies and shall submit to the Board of Directors an annual report.

Section 7: The Executive Committee shall have power to act for the Board of Directors and shall ratify all presidential appointments.

Section 8: The Board of Directors shall set policy, approve budgets, plan the overall program for the year, make recommendations regarding proposed amendments to the Bylaws, and devise and carry out measures for the growth and welfare of the organization. They shall establish annual dues and authorize additional publications and productions.

Section 9: The number of Appointed Directors allowed shall be equal to the combined total number of the elected Regional Directors plus the Directors-at Large.

Section 10: One or more State Contact Persons shall be appointed from each state. Their duties shall be to support and increase membership in the organization, to report on Earth Science activities in the area they represent. State Contact Persons are encouraged to attend the NESTA General Membership Meeting.

Section 11: Coordinators shall be appointed by the President to assist in the affairs of NESTA, and shall report to the Board of Directors.

Section 12: Advisors shall be appointed at the discretion of the President to advise and assist in the affairs of NESTA, and shall report to the President.

### **Article III (Committees)**

Section 1: The President shall appoint the members of Standing Committees. The President shall establish other committees as needed, and appoint the members required to populate them.

Section 2: Committee membership is open to all members in good standing.

### **Article IV (Nominations and Elections)**

Section 1: The Nominations and Elections Committee shall be appointed by the President to prepare and present a slate of nominees to the membership by mail and/or electronic means prior to the date when officers are to be elected. Any member in good standing may submit nominations to the committee. The Committee shall also conduct the election in accordance with established guidelines.

Section 2: A Teller Committee will oversee the election results.

Section 3: The election of officers shall be by mail ballot and/or electronically by voting on a secure online platform.

Section 4: Balloting for regional directors shall be limited to the membership in the designated region.

Section 5: NESTA elections shall be conducted by Board approved election procedures. The official term of office for newly selected leaders shall be two years, with the exception of the Board Member Representative to the Executive Committee, which shall be one year. All terms begin on May 1st. The Board is authorized to temporarily set the term of office for a newly created Board position at one or two years which ever is needed, to achieve balance in the election cycle.

Section 6: Appointed Directors will be selected from those Appointed Officers (Article IV, Section 3 of the Constitution) applying for the office by a vote of the Executive Committee.

Section 7: The period allotted for voting shall be not less than 15 days.

Section 8: Re-election to any office shall not be limited in any way.

Section 9: The President shall be offered the role Past President of NESTA upon completion of his/her term of office. If they decline, the role of Past President will be filled by a past president of NESTA as selected by the Executive Committee.

#### **Article V (Meetings)**

Section 1: At least one Board of Directors Meeting and one General Membership Meeting shall be held annually.

Section 2: Additional meetings may be called as needed by any member of the Executive Committee.

Section 3: Meetings of the Executive Committee, Board of Directors, and committees may be conducted electronically as long as all participants can be heard by all other participants.

#### **Article VI (Dues and Publications)**

Section 1: Membership dues, and dues categories, shall be established by the Board of Directors. Changes in the membership dues shall be effective one month after established. Annual membership shall expire 12 months from the date of joining.

Section 2: *The Earth Scientist* shall be the official journal of NESTA, and shall be made available to all members in good standing in a timely manner by mail or electronic delivery.

Section 3: The Editor of the journal shall be appointed by the President, shall bear responsibility for publication of *The Earth Scientist*, and shall be a member the Publications Committee.

Section 4: The Board of Directors may authorize additional publications and productions.

#### **Article VII (Amendments)**

Section 1: Proposed amendments to the Bylaws shall be presented to the Board of Directors by any NESTA member in good standing. Proposed amendments to the Bylaws, if approved by a majority vote of the Board of Directors, shall be submitted to the membership by mail and/or electronic means for ratification.

Section 2: These Bylaws may be amended by a two-thirds vote of those members responding to the mail or electronic ballot, providing a copy of the proposed amendment(s) shall be available to every member before it is to be voted upon.

Section 3: The Bylaws may be amended at any planned General Membership Meeting by a two-thirds vote of the membership present, provided a copy of the proposed amendments have been made available to all members 5 days prior to the planned meeting.

Section 4: The Bylaws may be edited for grammar, spelling, or numbering without membership approval as long as meanings are not altered.

### **Article VIII (Parliamentary Authority)**

Section 1: In all questions of parliamentary law not covered by the Constitution and Bylaws, *Robert's Rules of Order Newly Revised* shall prevail.

### **Article IX (Establishment of Official Associated Groups of NESTA)**

Section 1: The Board of Directors shall establish policies, criteria and operational procedures for groups wishing to affiliate with NESTA. These affiliation policies, criteria and operational procedures shall be subject to review and modification by the Board of Directors at any time.

### **Article X (NESTA Membership in Associated Organizations)**

Section 1: The Board of Directors shall establish policies, criteria and operational procedures for NESTA to enter into membership or affiliation with other associated organizations. These memberships and affiliations shall be subject to review by the Board of Directors at any time.

### **Article XI (Governance Policies)**

Section 1: The Board of Directors shall establish and maintain an **Employee Protection (Whistleblower) Policy**.

Section 2: The Board of Directors shall establish and maintain a **Conflict of Interest Policy** governing all NESTA Elected Officers (Constitution Article IV, Section 1), Appointed Officers (Constitution Article IV, Section 3), the Executive Director, and committee members.

Section 3: The Board of Directors shall establish, maintain, and enforce a **Record Retention and Document Destruction Policy** governing NESTA documents and information.

9-01-88 Original Constitution

6-01-02 Revision approved by Membership Vote

1-29-07 Revision approved by Membership Vote

3-27-08 Revision approved by Membership Vote

3-21-09 Revision approved at General Membership Meeting

2-20-10 Revision approved by Membership Vote

2-15-14 Revisions approved by Membership Vote

9-?-16 Revisions approved by Membership Vote