

# NCSTA Handbook

2020

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# Section I

## Constitution and Bylaws

# **CONSTITUTION**

**(AS REVISED October 31, 2008)**

## **NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION**

### **ARTICLE I**

#### **NAME**

Section 1: The name of this organization shall be the North Carolina Science Teachers Association.

### **ARTICLE II**

#### **PURPOSE**

Section 1: The purpose of the North Carolina Science Teachers Association shall be the advancement, stimulation, extension, improvement, and coordination of Science teaching in all fields of science at all educational levels.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1: Membership is available to those actively engaged in the teaching of science and those interested in science education.

Section 2: The eligibility and classification of members shall be defined in the Bylaws.

### **ARTICLE IV**

#### **ORGANIZATION AND OFFICERS**

Section 1: The North Carolina Science Teachers Association shall be governed by a Board of Directors consisting of the elected officers and the elected directors as designated in the Bylaws.

Section 2: The Officers of the North Carolina Science Teachers Association shall be the President, President-Elect, Secretary, Treasurer, and the Immediate Past President. These officers shall constitute the Executive Committee.

Section 3: The powers and duties of officers and directors, together with the method of their election, shall be as prescribed in the By-laws.

## **ARTICLE V**

### **QUORUM**

- Section 1: A majority of the members of the Executive Committee and a majority of the elected directors shall constitute a quorum of the Board of Directors.
- Section 2: A majority of the members of the Executive Committee shall constitute a quorum of that body.

## **ARTICLE VI**

### **AMENDMENTS**

- Section 1: Suggestions for amendments to the Constitution may originate in the Board of Directors or may be sent by any member of the organization to the Board.
- Section 2: A proposed amendment, if approved by the Board of Directors of the North Carolina Science Teachers Association, shall be submitted to the membership for adoption or rejection. The method to be used is outlined in the Bylaws.

# **NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION BYLAWS**

**AMENDED AND RESTATED October 2020**

## **ARTICLE I**

### **NAME**

Section 1: The name of this organization shall be the North Carolina Science Teachers Association (the "Association").

## **ARTICLE II**

### **PURPOSES**

Section 1: The purposes of the North Carolina Science Teachers Association shall be the advancement, stimulation, extension, improvement, and coordination of science teaching in all fields of science at all educational levels.

## **ARTICLE III**

### **MEMBERSHIP**

Section 1: Membership shall be open to those individuals actively engaged or interested in the teaching of science in public or independent schools, pre-kindergarten through university level, in the State of North Carolina.

Section 2: The membership classifications for the Association are member, student member, and retired member. The active membership of the Association will consist of those persons who are engaged or interested in teaching science and have paid annual membership dues or received free membership. Active membership entitles the holder to full privilege, including the receipt of specified publications approved by the Board of Directors. Any full time undergraduate or graduate student may become a student member by paying annual student membership dues. Any retired person may become a retired member by paying annual retired membership dues. Such membership entitles the student or retired person to full membership privilege. [December 2019]

Section 3: The annual membership dues of the Association shall be established by the Executive Committee and approved by the Board of Directors.

## ARTICLE IV

### MEMBER MEETINGS

- Section 1: There shall be at least one membership meeting that is the annual conference of the Association each year at such place, date and time as shall be determined by the Board of Directors. The Board of Directors will establish registration fees for the annual meeting/conference called the Professional Development Institute (PDI). Should there be a national or state emergency that the Board of Directors deems would have a negative impact on the conference's attendance, they may amend the date, postpone, or cancel the event.
- Section 2: The Board of Directors may schedule additional special member meetings if a need arises. Special member meetings also may be called by members by submitting a written request agreed upon by at least 10% of the current membership. Request should be submitted to the NCSTA secretary. The Association Secretary will sign, date, and deliver the electronically written request to the Board describing the purpose or purposes for which it is to be held. All efforts will be made to have meeting within 30 days of the receipt of the request.
- Section 3: Written or printed notice of all meetings of members shall be delivered no fewer than ten (10) days, or, if notice is mailed by other than first class, registered or certified mail, no fewer than thirty (30) nor more than sixty (60) days before the meeting date, to all members of record (determined as of the close of business on the business day preceding the day on which notice is given) entitled to vote at such meeting. The notice shall state the date, time, and place of the meeting and, in the case of a special meeting, the purpose or purposes for which such meeting were called.
- Section 4: The Association shall prepare an alphabetical list of the names and addresses of all its members who are entitled to notice of such meeting. Each member is entitled to one vote. The Association shall prepare on a current basis through the time of the membership meeting a list of members, if any, who are entitled to vote at the meeting, but not entitled to notice of the meeting. This list shall be prepared on the same basis as and be part of the list of members. Beginning two (2) business days after notice is given of the meeting for which the list was prepared and continuing through the meeting, the list of members shall be available at the Association's principal office or at a reasonable place identified in the meeting notice in the city where the meeting will be held for inspection by any member for the purpose of communication with other members concerning the meeting. A member, personally or by or with his representatives, is entitled on written demand to inspect and, subject to the limitations of §§55A- 16-02(c) and 55A-16-05 of the North Carolina Nonprofit Corporation Act (the "Act") and at his expense, to copy the list at a reasonable time during the period it is available for inspection. The Association shall make the list of members available at the meeting, and any member, personally or by or with his representatives, is entitled to inspect the list at

any time during the meeting or any adjournment.

Section 5: Unless the Act, the Articles of Incorporation, or these Bylaws provide for a higher or lower quorum, one percent (1%) of the votes entitled to be cast on a matter shall be represented at a meeting of members to constitute a quorum on that matter.

Section 6: Unless the Act, the Articles of Incorporation, or these Bylaws provide for a greater vote or voting by class, if a quorum is present, the affirmative vote of a majority of the votes cast is the act of the members.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

Section 1: The North Carolina Science Teachers Association shall be governed by a Board of Directors (the "Board") consisting of the elected officers and the elected directors as designated herein. There shall be eight directors (known as "District Directors"), one from each of the eight districts of the Association. The District Directors will serve two-year terms. The terms of the District Directors of the odd-numbered districts (1,3,5,7) will be staggered with those from the even numbered districts (2,4,6,8). The District Directors are elected by the membership within that district. There shall also be five officers, elected according to the provisions of Article VI, who shall serve on the Board.

Section 2: The Board shall transact the business, 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 Association.

Section 3: The immediate Past President of the Association will serve as the Parliamentarian for the Board.

A science representative from the State Department of Public Instruction will be invited to attend all Board meetings.

A quorum of the Board consists of a majority of the officers and a majority of the District Directors in office immediately before a meeting begins. If a quorum is not present at a designated meeting, the Board cannot make a final decision on any business but can make recommendations to a general meeting or during a later Board meeting when a quorum is present.

Section 4: Each member of the Board shall discharge his or her duties as a member of the Board, including his or her duties as a member of a committee, in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he or she reasonably believes to be in the best interest of the Association.

Section 5: A regular annual meeting of the Board shall be held in conjunction with the annual meeting/conference of members.

Section 6: Special meetings of the Board may be called by or at the request of the presiding officer of the Board, the President, or by twenty percent (20%) of the members of the Board then in office. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of North Carolina, as the place for holding such special meeting.

In the event that actions are necessary with such time restrictions that a special Board meeting cannot not be scheduled quickly enough to deal with an unexpected item of business, an electronic ballot may be called by the President or by twenty percent (20%) of the members of the Board then in office.

(a) A discussion of the issue in question must be held by electronic mail, conference call or other appropriate means prior to any vote. Both voting and non-voting board members shall be given the opportunity to participate in this discussion.

(b) All Board members' messages concerning the issue in question shall be copied to the Secretary and held as part of the Board minutes. In the event that a conference call is used as a means of discussion, minutes of the call shall be taken.

(c) A quorum of elected Board members, as defined in the by-laws, must participate in the discussion and vote on the issue.

(d) A simple majority of the elected members voting shall decide the issue in question.

(e) The vote must be recorded by the Secretary as part of the Board minutes. The results of the vote shall be posted for all members of the association to review.

Section 7: Any corporate transaction in which a member of the Board has a direct or indirect interest must be authorized, approved, or ratified in good faith by a majority, not less than two (2), of the members of the Board who have no direct or indirect interest in the transaction even though less than a quorum; provided, however, no such transaction shall be authorized, approved, or ratified by a single member of the Board. For purposes of this Section, a member of the Board has an indirect interest in a transaction if:

(a) Another entity in which he has a material financial interest or in which he is a general partner or is a party to the transaction; or

(b) Another entity of which he is a director, officer, or trustee is a party to the transaction and the transaction is or should be considered by the Board.

Section 8: In addition to other liabilities imposed by law upon members of the Board, a member of the Board shall be subject to the following liabilities:

(a) All members of the Board who vote for or assent to any distribution of assets

of the Association contrary to any lawful restrictions in the Act, the Articles of Incorporation, or these bylaws, shall be jointly and severally liable to the Association for the amount of the distribution that exceeds what could have been distributed without violating such restrictions.

(b) All members of the Board who vote for or assent to the making of any loan or guaranty or other form of security by the Association to or for the benefit of the District Directors or officers of the Association, or any of them, except loans, guaranties or other forms of security made to full time employees of the Association who are also District Directors or officers of the Association and which were made in accordance with Sections 4 and 7 of this Article and this Section, shall be jointly and severally liable to the Association for the repayment or return of the money or value loaned, with interest thereon at the legal rate until paid, or for any liability of the Association upon the guarantee.

(c) A member of the Board shall not be liable under the provisions of subparagraphs (a) or (b), above, if he performed his duties in compliance with Section 4 of this Article or (unless his actual knowledge concerning the matter in question makes such reliance unreasonable) he relied on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by (i) one or more officers or employees of the Association whom the Board member reasonably believes to be reliable and competent in the matters presented; (ii) legal counsel, public accountants, or other persons as to matters the Board member reasonably believes are within their professional or expert competence; or (iii) a committee of the Board of which he is not a member if he reasonably believes the committee merits confidence.

## **ARTICLE VI**

### **OFFICERS**

Section 1: The Officers of the Association, known as the Executive Committee, shall be the President, President-Elect, Secretary, Treasurer, and the Immediate Past President.

Section 2: Only those actively engaged in or interested in science education, who are members in good standing, shall be eligible for office, or as chairs of standing committees.

Section 3: Officers are elected by the members of the Association. Active and student members of the Association are eligible to vote for all of the officers of the Association.

Section 4: In an election for an officer in which the top candidate does not receive more than 50% of the votes, a run-off will be held between the two top candidates.

Section 5: The officers of the Association shall be governed by the provisions in the Act

governing Directors, unless the Articles of Incorporation or bylaws provide otherwise.

## **ARTICLE VII**

### **DUTIES OF OFFICERS**

Section 1: Except as otherwise provided in these Bylaws the duties of the various officers shall be those, which are customary for such officers.

Section 2: The President shall preside at all business sessions and all meetings of the Executive Committee and the Board. The President shall appoint Standing Committee chairs subject to ratification of the Executive Committee. Each committee chair shall have the general charge of the affairs of such committee.

Section 3: The President-Elect shall perform the duties of the President in his/her absence.

Section 4: The Secretary shall keep a correct record of the proceedings of the Association, of the Executive Committee, and of the Board.

The Secretary shall conduct the correspondence of the Association.

The Secretary shall send notices of regular and special meetings of the Executive Committee, Board and members.

The Secretary shall keep a digital copy of the following records in the Associations electronic files.

(a) Its Articles of Incorporation or restated Articles of Incorporation and all amendments to them currently in effect.

(b) Constitution, bylaws or restated bylaws and all amendments to them currently in effect.

(c) Resolutions adopted by the Board relating to the number or classification of Directors.

(d) A list of the names and business addresses of its current Directors and officers.

(e) Its most recent annual report delivered to the Secretary of State under §55A-16-22 of the Act.

Section 5: The Treasurer shall oversee all financial operations of the Association and shall Chair the Finance Committee.

Section 6: Officers with discretionary authority shall discharge their duties under that authority in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and in a manner they reasonably believe to be in the best interests of the Association.

Section 7: Officers are not liable for any action taken as officers, or any failure to take any action, if the officers performed the duties of their offices in compliance with Section 6, above, or (unless their actual knowledge concerning the matter in question makes such reliance unreasonable) they relied on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by (i) one or more officers or employees of the Association whom the officers reasonably believe to be reliable and competent in the matters presented; or (ii) legal counsel, public accountants, or other persons as to matters the officers reasonably believe are within their professional or expert competence.

## **ARTICLE VIII**

### **EXECUTIVE COMMITTEE**

Section 1: The officers of the Association shall constitute the Executive Committee. The Executive Committee shall have power to act for the Board and ratify all appointments.

Section 2: A majority of the members of the Executive Committee shall constitute a quorum of that body.

Section 3: Committees vested with the authority to act on behalf of the Board in the management of the Association shall not:

(a) Authorize distributions;

(b) Approve dissolution, merger or the sale, pledge, or transfer of all or substantially all of the Association's assets;

(c) Elect, appoint or remove Directors, or fill vacancies on the Board or on any of its committees; or

(d) Adopt, amend, or repeal the Articles of Incorporation or bylaws.

## **ARTICLE IX**

### **DISTRICTS OF THE ASSOCIATION**

Section 1: The Association shall be divided into eight districts throughout the State of North Carolina.

Section 2: The District Director is the official representative of the Association in the geographic area and shall oversee the Association's program and promote the Association's objectives in the district. The Association shall refer all district inquiries to the appropriate District Director for action.

Section 3: The District Directors are elected by the membership within that district.

## **ARTICLE X**

### **COMMITTEES**

Section 1: The standing committees shall be: Goals, Membership, Finance, Nominating, Publication, Conference, and Constitution and Bylaws. These committees shall be appointed by the President and ratified by the Executive Committee.

Section 2: It shall be the duty of the Goals Committee to initiate and implement well-coordinated programs in line with the purposes of the Association. A Past President shall serve as Chair of the Goals Committee.

Section 3: It shall be the duty of the Membership Committee to promote, expand, and stabilize the membership of the Association and keep an accurate list of all members. The Membership Committee will be chaired, each year, by a Past President to promote an increase in membership.

Section 4: It shall be the duty of the Finance Committee to prepare an annual budget for the Association, to have general supervision of all expenditures, and to perform other duties as outlined in the Finance Operations Section of the NCSTA Handbook. The chair of the Finance Committee shall be the current Treasurer and a member of all committees that disburse money. The Finance Committee shall be responsible for providing or obtaining an annual audit of the financial records of the Association.

Section 5: It shall be the duty of the Nominating Committee to prepare a slate of nominees of officers and District Directors.

Section 6: It shall be the duty of the Publications Committee to be responsible for all of the Association's electronic and printed publications. The editors of the publications shall be members of this committee.

Section 7: It shall be the duty of the Conference Planning Committee to coordinate all conference related activities, including:

- (a) Identifying and arranging site locations for future conferences,
- (b) Designating responsibilities for local arrangements committee,
- (c) Keeping a conference planning manual,
- (d) Coordinating advance conference publicity,
- (e) Assisting with forms and deadlines for program planning,

(f) Selecting sites and negotiating for facilities for the Association's annual meeting/conference, coordinating the planning for this meeting and providing for transition and continuity from year to year, and

(g) Other responsibilities that are best handled by a long-range planning committee.

Immediate Past President shall serve as chair of this committee.

Section 8: It shall be the duty of the Constitution and Bylaws Committee to propose needed changes in the Constitution and Bylaws, carefully examine all proposed amendments from other approved sources, and present the same to the Board of Directors for consideration. (11/1/1993)

## **ARTICLE XI**

### **NOMINATIONS AND ELECTIONS**

Section 1: The Nominating Committee shall prepare and present a slate of nominees for officers and District Directors to the Board.

Section 2: Election of the officers and District Directors shall be by ballot; however, the Board will approve specific voting procedures.

Section 3: The term of office shall be defined as one year for the President, President-Elect, and Immediate Past President and two years for the Secretary and the Treasurer.

Section 4: With the exception of the Secretary and the Treasurer, no officer shall hold the same office for more than one consecutive term. An interval of three years shall elapse before a President is again eligible for election as President-Elect.

Section 5: In the event the President shall vacate that office prior to completion of the term of office, then the President-Elect shall become President for the remainder of that term. The succeeding President shall remain in the office of the President through the term for which she/he has been elected President.

Section 6: In the event the office of Secretary or Treasurer or any District Director shall become vacant, the position will be filled for the length of the unexpired term by appointment of the President with approval of the Board.

Section 7: In the event the office of President-Elect shall become vacant, Section 6 applies to the filling of President-Elect for the unexpired term.

The position of President for the upcoming year will be filled by the outgoing president who will continue as president for a second year. If the outgoing president declines to serve, the office of President will revert to preceding past Presidents in descending order.

Section 8: The term of office for District Directors shall be two years and limited to two consecutive terms. A period of at least two years shall elapse before a District Director shall be eligible to serve as District Director of the same district again. This policy applies to the terms of elected District Directors. Persons appointed to fill unexpired terms will not be bound by this regulation.

Section 9: In the event any elected member of the Board of Directors is absent for two consecutive meetings without a satisfactory reason, that member will be contacted by the President and asked to resign.

Section 10: Candidates to be considered for the Executive Committee must have a history of previous experience in the Association in either an elected or appointed position.

Section 11: All elections may be conducted electronically. Only those individuals who are members in good standing will be allowed to vote.

## **ARTICLE XII**

### **DUES**

Section 1: The annual dues shall be established by the Executive Committee and approved by the Board of Directors.

## **ARTICLE XIII**

### **FISCAL YEAR**

Section 1: The fiscal year of this Association shall end as of the thirty-first of December of each year.

## **ARTICLE XIV**

### **AMENDMENTS**

Section 1: The Articles of Incorporation and Bylaws may be amended by vote of two-thirds (2/3) of the members of the Board in office at the time of the amendment and by two-thirds (2/3) of the votes cast by members' ballots.

Section 2: A copy of the proposed amendment(s) shall be sent electronically to every member of the Association at least thirty (30) days in advance of the voting deadline date. This notice will also be posted on the organization's website.

Section 3: Suggestions for amendments to the Articles of Incorporation and the Constitution and Bylaws may originate in the Board or may be sent by any member of the Association to the Board.

Section 4: A proposed amendment, if approved by the Board, shall be submitted to the membership for adoption or rejection.

## **ARTICLE XV**

### **INDEMNIFICATION**

Section 1: Each person who was or is a party or is threatened to be made a party to or is involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal (hereinafter, a "proceeding" and including without limitation, a proceeding brought by or on behalf of the Association itself), by reason that he is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or as a trustee or administrator under an employee benefit plan, where the basis of such proceeding is alleged action in an official capacity as a director, officer, employee or agent or in any other capacity while serving as a director, officer, partner, employee, agent, trustee or administrator, shall be indemnified and held harmless by the Association to the fullest extent authorized by the Act as the same exists or may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits the Association to provide broader indemnification rights than the Act permitted the Association to provide prior to such amendment) against all expense, liability and loss (including attorneys' fees, judgments, fines, excise taxes or penalties and amounts paid or to be paid in settlement) reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to serve in the capacity that initially entitled such person to indemnification hereunder and shall inure to the benefit of his heirs, executors and administrators; provided, however, that the Association shall indemnify any such person seeking indemnification in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Board.

The right to indemnification conferred in this Section 1 shall be a contract right and shall include the right to be paid by the Association the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that, if the Act so requires, the payment of expenses incurred by a director, officer, employee or agent in his capacity as such (and not in any other capacity in which service was or is rendered by such person while a director, officer, employee or agent including, without limitation, service to an employee benefit plan) in advance of the final disposition of a proceeding shall be made only upon delivery to the Association of an undertaking, by or on behalf of such person, to repay all amounts so advanced if it shall ultimately be determined that such person is not entitled to be indemnified under this Section or otherwise.

Section 2: If a claim under Section 1 hereof is not paid in full by the Association within ninety (90) days after a written claim has been received by the Association, the claimant

may at any time thereafter bring suit against the Association to recover the unpaid amount of the claim and, if successful in whole or in part, the claimant also shall be entitled to be paid the expense of prosecuting such claim. It shall be a defense to any such action (other than an action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition where the required undertaking, if any is required, has been tendered to the Association) that the claimant has not met the standards of conduct which make it permissible under the Act for the Association to indemnify the claimant for the amount claimed, but the burden of proving such defense shall be on the Association. Neither the failure of the Association (including its Board or independent legal counsel) to have made a determination prior to the commencement of such action that indemnification of the claimant is proper in the circumstances because he has met the applicable standard of conduct set forth in the Act, nor an actual determination by the Association (including its Board or independent legal counsel) that the claimant has not met the applicable standard of conduct, shall be a defense to the action or create a presumption that the claimant has not met the applicable standard of conduct.

Section 3: The right to indemnification and the advancement and payment of expenses conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any law (common or statutory), the Articles of Incorporation, these bylaws, any agreement, the vote of disinterested Directors, or otherwise.

Section 4: The Association may maintain insurance, at its expense, to protect itself and any person who is or was serving as a director, officer, employee or agent of the Association or is or was serving at the request of the Association as a director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise against any liability asserted against and incurred by that person in any such capacity, or arising out of his status as such, whether or not the Association would have the power to indemnify that person against such liability under the Act.

Section 5: If the Association indemnifies or advances expenses to a director in connection with any proceeding by or in the right of the Association, the Association shall give written notice of the indemnification or advance to the members.

Section 6: If this Article or any portion hereof shall be invalidated on any ground by any court of competent jurisdiction, then the Association shall nevertheless indemnify and hold harmless each director, officer, employee and agent of the Association, as to costs, charges and expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement with respect to any action, suit or proceeding, whether civil, criminal, administrative or investigative to the full extent permitted by any applicable portion of this Article that shall not have been invalidated and to the full extent permitted by applicable law.

## **ARTICLE XVI**

### **DISSOLUTION**

Section 1: Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association. The Board of Directors shall designate a North Carolina organization or organizations that are organized and operated exclusively for educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) as recipient of the assets of the Association.

## **ARTICLE XVII**

### **RULES OF ORDER**

Section 1: The meetings of the Association shall be conducted in accordance with Robert's Rules of Order, Newly Revised, unless otherwise stated in the Articles of Incorporation or Bylaws.

# Section II:

# Operations

## REIMBURSEMENT PROCEDURES

The following schedules for reimbursement of expenses have been approved by action of the Board of Directors of the North Carolina Science Teachers Association.

### 1. Travel to attend Board of Directors meetings.

All constitutional members of the Board of Directors, standing and/or ad-hoc committee chairs, and other approved persons are eligible for travel reimbursement according to the following schedule:

Transportation: personal automobile - current rate as approved by the Internal Revenue Service for income tax purposes. As of 2007 the organization will reimburse based on current state rates.

Actual cost of public transportation, not to exceed tourist class airfare.

Hotel/motel: Actual cost, not to exceed approved state rate. As of 3/23/2013, NCSTA will pay up to this rate. If there is no adequate hotel/motel available near the location of a NCSTA board meeting that offers the North Carolina State Employee rate, the treasurer, with assistance, if needed, of a board member residing in or near the district in which the meeting is scheduled, is to research the quality and rates of area hotels and identify to the NCSTA Board a hotel to be used for lodging with rates closest to the North Carolina State employees rate. Reimbursement for lodging at another hotel will be limited to the rate of the recommended facility. (1/2019)

Meals: As of 1/21/06, the Board decided to discontinue reimbursement for meals.

District/committee chair allotment may be used for substitute pay not to exceed the allotted yearly amount and must be paid directly to the school system by NCSTA. Prior request must be submitted by the board member to the President.

Reimbursement of transportation costs will be made for attendance at the Board of Directors meeting scheduled at the annual Conference. Hotel/motel expenses for one/two night(s) at this meeting will be reimbursed not to exceed allotment. As of 2011, the organization will reimburse a third night, prior to the Pre-Conference meeting with the PDI facility, for the Business Manager, Conference Coordinator, Conference Planner and current President.

### 2. Travel to attend committee meetings.

Members of official committees are entitled to reimbursement of travel and lodging expenses, not to exceed budgeted amounts, at the same rates as listed for members of the Board of Directors. Expenditures exceeding budgeted amounts must have the prior approval of the President of the organization.

### 3. Postage, supplies, and phone calls.

Reimbursement of actual expenses not in excess of approved budgeted amounts will be made to members of the Board of Directors and to members of all official committees of the Board. Expenditures exceeding budgeted amounts must have the prior approval of the President of the organization.

All requests for reimbursement are to be made on appropriate forms and given to the Business Manager, after obtaining Treasurer's signature. Copies of current forms are included in this manual. Please make copies of them as needed. Requests for reimbursement will not be accepted by telephone. You may send requests by email.

Provide an accurate description of the purpose of the expenditure. All reimbursements must include a copy of the receipt and the committee responsible for the expense. Please use the forms for reimbursements. (1/10/2004)

Different forms are used for different purposes. The use of the correct form expedites processing. The following forms should be used as indicated:

**Request for payment of Expenses/Purchases.** This form should be used to request reimbursement for necessary approved expenditures paid for with personal funds or credit card, such as telephone calls, postage, and small supplies. Use this form also for direct payment to vendors. Major expenditures are usually planned, so that the vendor bills NCSTA directly. However, small expenses may have to be paid by the officer/committee chair. Specific instructions are printed on the form.

**Request for reimbursement of travel expenses.** This form should be used to request reimbursement for necessary approved travel expenses. Specific instructions are printed on the form.

**Report of funds received.** Occasionally, committee members may be given checks or cash at an NCSTA function. Although this should be avoided, there are times when it may be necessary to accept such funds. This form should be used to report these funds. It should accompany the actual cash or checks when mailed or delivered to the Business Manager. Specific instructions are printed on the form.

**Committee Budget Request.** Form for funds to be included in the next budget, to be submitted to the Treasurer at year end for the next fiscal year.

## **BUDGET INFORMATION**

The Board of Directors of NCSTA adopts an annual budget at the first meeting of each fiscal year, usually in January. This budget is prepared and recommended to the Board by the finance committee of the organization and is based upon the requests submitted by the various officers and committee chairs of the organization.

Requests for payments reflecting approved budgeted amounts may be submitted directly to the business office of the organization. These will be routinely paid. Between meetings, the president can permit increases upon consultation with the business manager. For expenses over \$200, the executive committee must approve the request. The board would approve all other requests for changes in the budget at the regular board meeting. (1/10/2004)

The budget for an officer or committee will be shown in the budget report adopted at the first Board meeting of the fiscal year.

Requests for funds for the next fiscal year should be submitted at the last Board of Directors' meeting of the fiscal year, usually at the annual conference, on a form provided for that purpose.

Profit and Loss and Budget vs. Actual Expenditure reports should be sent to all board members two weeks prior to a board meeting.

The yearly budget will include a line item for the Sunshine Fund to acknowledge the loss of an immediate family member of a board member. The immediate family members will include parents, life partners, or children. (7/23/2011)

## **BUSINESS MANAGEMENT OPERATIONS**

The following business procedures have been adopted by NCSTA and should be followed by all officers and committee chairpersons of the organization.

### **I. Fiscal year**

NCSTA operates on a fiscal year coinciding with the calendar year.

### **II. Handling of receipts**

All receipts in the form of checks received by any officer or other responsible persons should be sent directly to the Business Manager. The checks will be deposited directly to the checking account of the organization. Any cash receipts from any source should be converted to check or money order and sent directly to the Business Manager for deposit. In emergency situations, the Treasurer is authorized to carry out these functions. No officer or committee chairperson, other than the Treasurer, should make any deposits. Checking or savings accounts are to be opened in the name of the organization only by the Business Manager.

### **III. Investment of funds**

From time to time, funds should be transferred between NCSTA's checking account and appropriate interest-bearing savings accounts or certificates of deposit. The finance committee of the organization establishes guidelines for these fund transfers and oversees all such investments. The Business Manager makes actual transfers.

### **IV. Expenditure of funds**

All requests for payment of any type must be in writing using standard forms adopted by NCSTA for that purpose. The authorized officer or committee chairperson will approve checks for budgeted items routinely upon presentation of a proper request. The authorized officer or committee chairperson must sign requests for payment by other than properly authorized persons. Requests for payment of non-budgeted items must be authorized by the President, Executive Committee, or the Board using the guidelines stated above. The Business Manager is authorized to write checks for approved, scheduled payments, such as insurance, postage permits, and contractor payments on a scheduled basis without individual authorization.

Checks are written in batches on a regular schedule. Special requests for checks should not be made except in an emergency.

The Business Manager will sign all checks. The Treasurer is authorized to sign checks in emergency situations.

Petty cash accounts may be established at Conferences. Cash handled at conferences

must be accounted for in an approved manner.

#### V. Purchase of supplies and services

No purchases of supplies or services should be made without first consulting with the Business Manager. In many cases, such items may be in stock. At other times, less expensive sources may be available. In still other cases, standardization may be appropriate. For example, the printing of stationery should be centralized so that the approved logo of the organization is consistently used. Certain services may also be available. For example, computer software may be available for more efficient operations.

#### VI. Records

The Business Manager maintains all financial records of the organization. A standard computerized accounting system is used, with summary reports prepared for regular Board meetings. A copy of these reports is sent to the Treasurer of the organization on a periodic basis. Additional copies will be provided for other officers as requested.

The Business Manager will provide storage for and maintain an archive of NCSTA financial records according to the "Archive Retention Schedule" approved by the Board on January 31, 1998.

#### VII. Federal and state tax reports

The Business Manager shall prepare or have prepared and submit to appropriate authorities all state and federal internal revenue reports at appropriate times.

All committees selling items in the name of the organization (for example, T- shirts) should check with the Business Manager as to the necessity for collecting state sales taxes.

#### VIII. Budget preparation

An annual budget proposal is to be prepared by the finance committee of the organization. Prior to the preparation of this budget, each officer and each committee chairperson should submit to the finance committee a request for funds for the next fiscal year. Forms are available on which to prepare budget requests. The finance committee will compile these requests and propose a budget for the year. The Board of Directors at its first meeting of the fiscal year presents this budget for approval.

#### IX. Membership records

The business office shall maintain an accurate NCSTA membership database and the membership database shall be the property of NCSTA.

Under no circumstances is the NCSTA membership database or subset thereof to be used for

personal gains.

Throughout the year, the business office will provide NCSTA electronic files for use only to the members of the NCSTA board of directors for use in the business of the organization, i.e. promotion of conferences, distribution of information concerning educational opportunities. Such membership data may not be used for commercial purposes or released to parties outside the NCSTA board members except on a case by case written permission of such request after review by the NCSTA executive committee. Upon written approval by the NCSTA executive committee, a set of mailing labels or electronic equivalent may be provided on a fee basis, for single use only, to a commercial or non-profit organization. The charge per name will be a fee set annually by the board, with half the total fee going to the NCSTA treasury and the other half going to the business office operation expenses. An NCSTA membership electronic database may be used by the NCSTA web site only for purposes of membership verification. Due to privacy concerns, the membership database itself may not be made accessible. Under no circumstances is the NCSTA membership data or portion thereof to be released into a database or website of any other entity without the specific written permission of the NCSTA executive committee. (8/24/2002)

#### X. Conference registration

The Business Manager will plan and conduct all conference registration procedures, contracting for any assistance as needed.

The Business Manager will process all conference pre-registration forms and monies. Summary reports of all such pre-registrations will be made available to appropriate officers as needed. The Business Manager will also process all on-site registration forms for conferences and prepare summary statistical reports as soon as possible.

#### XI. Audit procedures

The finance committee of the organization shall have responsibility for providing or obtaining all auditing as needed and/or desired by the organization. It is expected to verify the accuracy of records maintained by the Business Manager and to recommend changes in management procedures as needed. This committee is to make an annual report of its findings to the Board of Directors.

#### XII. Procedural changes

Any changes made to these operational procedures are to be made by the Board of Directors and transmitted in writing by the Secretary to the Business Manager. Such changes will be shown in an updated operations manual.

#### XIII. Business office

All correspondence to the Business Office should be sent to:

**Business Manager:**

NCSTA  
PO Box 33478  
Raleigh, NC 27636

[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

# Section III:

# Policies

# Policies of the North Carolina Science Teachers Association

(Revised 2020)

*NCSTA policies are those actions officially adopted by the organization's Board of Directors that affect the direct operation of the organization. In most cases, these policies provide detailed procedures for implementing the Constitution and By-Laws of the organization. They are intended to provide on-going directions and therefore do not include one-time authorizations for specific committee actions or position papers. In addition to the policies listed here, those operational procedures or policies found in the Articles of Incorporation, any operation manual otherwise adopted by the organization, and contracts for services should also be considered to be policies of the organization.*

*Unless otherwise stated, those policies listed without a date of Board action were adopted prior to the last revision of this manual in 2020.*

## I. ORGANIZATIONAL MEMBERSHIP

- A. Classification. The membership classifications for this organization are regular, student, and retired.
1. Regular. The regular membership of this organization will consist of those persons who are engaged or interested in teaching science and have paid annual membership dues or received free membership. Active membership entitles the holder to full privilege, including the receipt of the Science Reflector and the Journal. (Rev 10/9/98)
  2. Student. Any full time undergraduate or full-time graduate student may become a student member by paying annual student membership dues. Such membership entitles the student to full membership privilege including the receipt of the Science Reflector and the Journal. (Rev 10/9/98)
  3. Retired. Members retired from the North Carolina School system are eligible for membership at a reduced rate. Such membership includes all privileges of regular membership.
- B. Dues. The annual membership dues of this organization shall be established by the Executive Committee and approved by the Board of Directors.
1. Board of Directors and Standing Committee Chairpersons. Board members and standing Committee Chairpersons will receive free membership to NCSTA for the duration of their service on the Board. (1/27/90) (Rev 10/9/98)
  2. Reflector and Journal Editors. The Reflector and Journal editors will receive free membership for the duration of the term as editor. (1/27/90) (Rev 10/9/98)
  3. Past Presidents of NCSTA. Past Presidents will receive free lifetime membership. (1/27/90)
  4. Vi Hunsucker Outstanding Educator Award Recipients. The recipients of the Outstanding Educator Award will receive free lifetime membership.
  5. Outstanding Student Teacher Award Recipients. The recipients of the three outstanding student teacher awards (including the Hampton award) will receive a one-year free membership. (Rev. 12/9/92)
  6. District Outstanding Science Teacher Award Recipients. The recipients of the award will receive a one-year free membership. (Rev.5/1/99)

7. Distinguished Service Award Recipients. The recipients of the award will receive a one-year free membership. (Rev. 5/1/99)
  8. Presidential Award Winners in Science Education. The recipient of the award will receive a one-year free membership. (Rev. 9/9/00)
- C. Renewal. Each member of the organization will be sent a notification to renew his/her membership in advance of the expiration of membership.
- D. A discount of \$5.00 for a group membership has been established for groups of 15 or larger. The group memberships must be paid in full in one payment by check or credit card to NCSTA. (9/10/2011)

## II. OFFICERS

- A. Elected Officers. (Reference: Bylaws, Articles VI, VII.)
- B. Parliamentarian. The immediate Past President of the organization will serve as the Parliamentarian for the Board of Directors.

## III. COMMITTEES

- A. Executive Committee. (Reference: Bylaws, Article VI, Section 1; Article VIII, Sections 1, 2, 3; Article XI, Section 10.) As time-sensitive, science education impacting material is received by the officers of the NCSTA board, the full executive committee and all district directors shall be polled as to the course of action appropriate for NCSTA. Polling may be conducted by email. A two thirds affirmative majority of the elected board members shall be required for adoption of any proposed action. Individual elected board member's ballots shall be electronically copied to all other members of the voting board. Printed copies of each member's email ballot shall be retained by the secretary and made available for inspection by all board members at the next scheduled board meeting. This procedure shall not be used for routine business. (2012)
- B. Standing Committees. (Reference: Bylaws, Article VI, Section 2; Article VII, Section 2.)
1. Goals. (Reference: Bylaws, Article X, Sections 1, 2.)
  2. Membership. (Reference: Bylaws, Article X, Sections 1, 3.)
  3. Finance Committee. (Reference: Bylaws, Article X, Sections 1, 4.)
  4. Nominating Committee. (Reference: Bylaws, Article X, Sections 1, 5; Article XI, Section 1.)
  5. Publications Committee. (Reference: Bylaws, Article X, Sections 1, 6.)
  6. Conference Planning Committee. (Reference: Bylaws, Article VII, Section 3; Bylaws, Article X, Sections 1, 7.)
  7. Constitution and Bylaws. (Reference: Bylaws, Article X, Section 1.)
- C. Ad Hoc Committees.
1. Teacher Services and Recognition.
    - a. Awards.
    - b. Grants – Study Grants and Innovative Curriculum Grants.

2. History and Records.
3. Diversity and Equity
4. Non-Public Schools.
5. Student Competitions.
6. Communications.
7. Trust Fund. As of 9/22/2012, the Trust Fund is named ‘The Paul H Taylor NCSTA Trust Fund”
8. Legislative.
9. Science Matters.
10. University Liaison/Pre-Service Teacher.

#### **IV. Nominations and Elections**

- A. Nominations. (Reference: Bylaws, Article XI, Section 1.)
- B. Elections. (Reference: Bylaws, Article XI, Section 2)

#### **V. ANNUAL CONFERENCE**

- A. Planning. Planning of the annual conference is under the supervision of the Immediate Past President and the Conference Planning Committee. (Reference, Bylaws, Article VII, Section 3; Article X, Section 7)
- B. Fees. All fees, including registration fees and exhibitor fees, are proposed by the Finance Committee and approved by the Board of Directors. (Reference: Bylaws, Article IV, Section 1.)
- C. Operations. Specific conference duties have been delegated to the Conference Coordinator and Business Manager, as specified in their respective contracts on file.

#### **VI. AFFILIATIONS**

- A. NSTA. NCSTA has chapter status with the National Science Teachers Association, therefore supporting the aims and purposes of that organization. The Association (NCSTA) was chartered as an NSTA Chapter in July 1973.
- B. Liaison Person. The Board of Directors designates a person to serve as liaison between NCSTA and NSTA.

#### **VII. AWARDS**

- A. Special Awards.
  1. Distinguished Service in Science Education.  
 To recognize excellence of contribution(s) to science education in North Carolina  
 To be presented at the annual conference each year beginning in 1979.  
 To recognize contributions in seven categories: (1) elementary, (2) middle school/junior high, (3) senior high, (4) college, (5) administrator/supervisor, (6) commercial, and (7) non-school setting. The number of awards to be given each year will be determined by the Awards/Selection Committee, based on the qualifications of the nominees.

The award given in the elementary category will be known as the Jo Duckett Wallace Award, college category will be known as the Dr. Donald Bailey Award. The award given in the middle category will be known as the Ann Watkins Award. High School Distinguished Service Award is named in memory and honor of Mrs. Nancy Wynne. The award given for the administrator/supervisor category will be named in memory and honor of Ann and Bill Palmer and will be named the Ann and Bill Palmer Award.

2. District Awards for Outstanding Science Teachers.

To recognize excellence in science teaching in North Carolina public or private schools or science resources institutions or organizations. Open to NCSTA members and non-members. (04/17/2010)

To be presented at the NCSTA annual conference.

To consist of a plaque.

To recognize one winner per district. The awards committee is given the authority to give additional awards for different levels (elementary, middle, and high) as they see deserved within districts. (Rev. 11/10/99)

To recognize excellent science teaching at all levels: elementary, middle school, junior high, senior high, or college.

3. Outstanding Student Teacher Awards.

To recognize undergraduate senior teacher education students seeking certification, from North Carolina colleges who have demonstrated outstanding ability as well as promise in the teaching of science. The recipients must be seniors, graduating by May or August of the year of the award. (Rev. 4/27/96)

To be presented at the NCSTA annual conference.

To consist of plaques

The award given to the middle school student teacher will be known as the Dr. Carol Hampton Award.

The award given to the high school student teacher will be known as the John Park High School Student Teaching award.

4. Vi Hunsucker Outstanding Science Educator of North Carolina Award.

The Vi Hunsucker Outstanding Science Educator of North Carolina Award will be presented when deemed appropriate by the Awards Committee of NCSTA.

5. Lifetime Achievement Award

The Lifetime Achievement Award will only be awarded to individuals exhibiting extraordinary accomplishments and commitment to the organization and the enhancement of science education. Provisions regarding the award include:

- a. There may be more than one recipient in one year
- b. Will not be given every year
- c. The award may be given posthumously or to a living individual

## VIII. GRANTS

- A. Innovative Curriculum Support Grants.  
Purpose. The purpose of the Innovative Curriculum Support Grant is to give members of NCSTA seed money to carry out innovative curriculum activities.
- B. Research Grant.  
Purpose. The purpose of the Research Grant is to provide a member(s) of NCSTA with money to conduct an education research project in the area of science education.
- C. Study Grant.  
Purpose. The purpose of the Study Grant is to provide a member(s) of NCSTA with funds to pursue advanced study through activities beyond the usual graduate program in science education. (1/27/90) (There has been discussion whether this is suitable for attendance at NCSTA PDIs.)
- D. Grant Selection
  - 1. Eligibility. All grant recipients must have been a member of NCSTA for at least one year preceding the application. (11/9/98) Grants are not transferable. (2/19/2000) Winners of an Innovative Curriculum Grant will need to wait three years before they are eligible to apply for another Innovative Curriculum Grant. (08/23/2008)
  - 2. Procedures. Award and grant applications are to be reviewed by a minimum of three committee members, with a record of committee members kept. (11/9/98)
- E. Grant Budgeting  
Grant amounts are determined annually as part of the budget procedure. Grant checks will be made in the name of the grant recipients(s) and not the school. (Rev. 2/19/00) Curriculum grant checks may be written to either the recipient or his/her school or organization. (2/2/2008)

## IX. Other Operational Policies

- A. Management and Operational Duties. Other duties dealing with the operations of the organization are designated in contracts to the Business Manager and the Conference Coordinator. (Reference: Current contracts on file.)
- B. Reimbursement Policies. Additional reimbursement procedures and business management operational policies are in Section II (Operations) of the NCSTA Handbook.
- C. NCSTA has adopted the NSTA Safety Guidelines as the safety guidelines of our organization. (1/28/1995)
- D. Memorials received by NCSTA will be placed in the Trust Fund unless designated otherwise by the donor.
- E. Endorsements of individuals are not allowed.
- F. The minutes and profit/loss statements presented and approved at each board meeting shall be posted in the public section of the NCSTA website.

## G. Broadcast email Policy

1. Primary email program is to be used only for membership, newsletter, PDI related information and approved NCSTA activities and information.
2. Non-NCSTA information to be disseminated using alternate methods:
  - a. Existing list serves
  - b. Separate email programs following the guidelines for properly emailing unsolicited email. (1/9/2016)

## VIX. POSITION STATEMENT

### **NCSTA Diversity and Equity Statement**

The NC Science Teachers Association (NCSTA) was formed in 1969 with the mission of promoting excellence in science teaching and learning in North Carolina. The purpose of NCSTA shall be the advancement, stimulation, extension, improvement, and coordination of science teaching in all fields of science at all educational levels. We believe that science instruction should be provided and accessible to all students, as well as professional development opportunities for those that provide such instruction.

As science educators, we recognize the uniqueness of each student's background and the contributions he or she brings to the science world. As an organization we are charged with fostering quality science education for all students regardless of race, creed, ethnicity, religion, and gender expression.

In order for equitable science to be attainable for all, we believe the following must be accomplished:

- Schools and informal science settings provide quality instruction and/or programming for all students.
- Science educators are knowledgeable about and use culturally relevant teaching pedagogy and instructional strategies.
- Lessons should be designed or curriculum should be selected that positively, accurately, and equitably portrays individuals.
- Science educators should be reflective and cognizant of their own biases and learn how to combat such bias.
- Science educators should create inclusive learning environments that allow all students to participate in science, encouraged to take risks and know that their opinions and voices matter.
- Science educators should highlight the successes of those in the science world, especially individuals from the LGBTQ+ community and all underrepresented groups such as women and minorities.

As an organization we will help with these instructional strategies and professional characteristics by providing quality professional development.

# Section IV

## Conference Planning

## I. INTRODUCTION TO THE CONFERENCE PLANNING GUIDE

The purpose of this Guide is to assist the various committees/chairs in the planning, development, and implementation of the annual North Carolina Science Teachers Association State Conference.

## II. Conference PLANNING TIMELINES

	<u>Months Prior to Conference</u>
1) Select Location	120
2) Tentative Agreement for Facilities	120
3) Sign Contracts for Facilities	36
4) Appoint Conference Chair(s) and Program Chair(s)	24
5) Conference Steering Committee Meets	23
6) Program Committee Chair Invites Prospective Keynote Speakers	18
7) Appoint Program Committee and Committee Chairs	20
8) Committee Chairs Commence Planning and Organization	18
9) Program Committee Invites Prospective Other Speakers	12
10) Commercial Exhibitors Invited	10
11) Publicity in Reflector	8
12) Program Schedule of Events Finalized	6
13) Program Booklet Finalized	2
14) Program to Printer	1
15) Preliminary Program posted online	1
16) Committee Chairs Meet	

### **III. PLANNING RESPONSIBILITIES**

#### **Conference Evaluation**

- Prepare conference evaluation form for participants. Provide to the Business Manager for emailing to conference attendees.
- Prepare and evaluate responses to the conference evaluation and create report for the past president, conference planner, business manager and the board.

#### **Program Speaker(s)**

- Work with the immediate past president and conference coordinator in long-range planning for future major speakers.
- Contact people in the state who can suggest names of speakers, identify speakers from publishers, and use the evaluations from the previous meetings (when available) to identify quality speakers and popular topics. Coordinate with conference coordinator to determine possible speakers supplied by major vendors or sponsors.
- Invite major speakers: Suggest topic, academic level, and session/workshop (as determined by the past president and the board).
- Determine which speakers, if any, should be offered reimbursement for expenses. This should be done in advance and included in the conference budget. If a speaker opportunity should arise where reimbursement exceeds budget, obtain board approval for budget amendment.
- Prepare the text and obtain picture of the speaker for the program part of the conference booklet, web page and emails. Send list of speakers and addresses to the Business Manager. Coordinate with Business Manager to obtain W-9 information, if necessary (for payments to speakers  $\geq$ \$600).
- Adhere to committee budget.
- Work with speakers to determine AV and other requirements and forward the requests to the conference coordinator.
- Determine and coordinate transportation needs (airport pickup, etc.) and room requirements for speakers. Forward room requirements to the business manager and conference coordinator.
- Coordinate and/or provide any appropriate hospitality. This may include meals, thank you gifts. Check with past -president and business manager for budget allowance.
- Prepare spreadsheet information of selected speakers and potential speakers with contact information that may be used in subsequent years.

#### **Commercial Exhibits – Coordinate with Conference Coordinator to make sure each of these items are addressed.**

- Label exhibitors' booths before setup time. Be on hand during setup and take down times to assist exhibitors with any concerns. Periodically check throughout conference

to see if there are problems.

- Provide exhibitors with a program booklet at conference check-in.
- Request signs from the Sign Committee.
- Request student pages from the Student Page Committee.
- Inform exhibitors where the hospitality area is located and invite them to all special events.
- Prepare nametags on-site for exhibitors.
- Coordinate with President and President-Elect to issue invitations to exhibitors for next year's conference. Give them 'Save the Date' cards and Conference Coordinator information.
- Adhere to committee budget.
- Submit all expense reports with receipts to the president-elect for approval.

## **Signs**

(Note: Responsibility of the sign chair will vary greatly depending upon the conference location.)

- Contact Program Chair, other committee chairs, and the Business Manager to determine sign needs and availability. (5 months before conference)
- Consult with Conference Coordinator regarding mounting and placement of signs and the availability of existing electronic signs.
- Organize support personnel for creation, distribution, and collection of all signs before, during, and after the conference. (5 months before conference)
- Work with president-elect to confirm on-site location for making and disbursing signs during the conference. (6 months before conference)
- Obtain or create signs, within budget. Adhere to committee budget. Check with the President-Elect or Business Manager for approved budget amount.
- If appropriate, install signs for buildings, rooms, exhibits, sessions, activities, and on-site program changes.
- Collect and dispose of or make arrangements for storage of signs after conference.

## **Student Pages**

- Set up headquarters for pages with assistance from the president-elect.
- Contact committee chairs to determine need for pages. (6 months before conference)
- Obtain pages through local colleges, high schools, junior high schools, etc.
- Assign pages to assist conference committees as requested.
- Assign pages to collect tickets at ticketed meal functions.
- Assign pages to monitor utilized rooms, record attendance, hand out evaluation information and report any problems to president-elect.
- Provide, with the assistance of the president-elect, for the safety, transportation, and feeding of pages as is appropriate.
- Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

## **Hospitality**

- Coordinate with conference coordinator to provide a hospitality room for the vendors and sponsors. Determine when and if snacks will be provided.
- If vendor food is provided, coordinate with the conference coordinator to select menu items and to schedule break times. Conference coordinator can provide venue menu and will place food order with venue. Food orders must adhere to budget and decisions made by the conference committee. Food orders will be assessed a service charge and taxes.
- Monitor the hospitality room or area during the snack period. Greet vendors and make sure that only vendors and sponsors access the food during the snack period.
- Oversee information desk in the registration area. A message board, first aid information, area restaurant information, area maps and general conference information should be available.
- Schedule a board member to be at information during busiest conference times.
- Prepare post conference report: note busiest times at information desk to determine when it should be 'manned' during the conference in subsequent years. Note location of desk and determine if it should be re-located. Comment on vendor food: do we need more? Were there leftovers at end of break period? Save information to aid in future planning.

## **Publicity**

- Provide publicity in the state through newspapers, newsletters, and local and state organizations. Determine opportunities for publicity at statewide science events, such as science fairs, Olympiads, other science conferences. Provide for a presence at these events for publicizing the conference (may be able to coordinate with other board members who are attending these events)
- Provide publicity information to Reflector editor to be included in the Reflector.
- Provide text to Business Manager for NCSTA email blasts. Provide a timeline for sending email blasts. (Continuously during 12 months before the conference)
- Provide information to social media chairperson to be posted on Facebook, Twitter, etc. Prepare a timeline for these posts.
- Provide for photography at the conference and the awards ceremony.
- Make sure all photos are forwarded to the web master to be posted on the web site.
- Attempt to secure TV and newspaper coverage of the conference.
- Be available for any media questions on site.
- Prepare a spreadsheet of information with name, email and any other contact information of people to be contacted in subsequent years.
- Provide an example press release for teachers to use in their district.

## **Awards Ceremony**

- Find out from the Awards Chairperson how many awards will be presented.
- Coordinate with the Past President to determine what other events will take place at the ceremony, such as door prizes, raffle, guest speaker.

- Find out if there will be a reception before or after the awards ceremony and plan for the transition between the events.
- Coordinate with the Past President, Awards Chairperson and the Conference Coordinator to determine the place, time and length of the awards program.
- Provide ceremony time and location to the conference coordinator for the on-site program.
- Coordinate with any other chairs (raffle, speaker, etc.) to determine time allotments and AV requirements.
- Forward AV requirements to the conference coordinator.
- Create a schedule for the Awards Ceremony and communicate the schedule to everyone involved during the scheduled time. Since multiple activities may be scheduled, no one should be allowed to exceed the time allotted to them. Stress this! Be prepared to speed things up during the ceremony, if necessary.
- Check with the Conference Publicity Chair and the Awards Chair regarding photographs of award winners. Pictures and names of award winners will be forwarded to the webmaster for posting to the website.
- Create a post ceremony report, outlining successes and failures. Make suggestions for subsequent years.

### **Board Sleeping Rooms**

- Find out the conference reimbursement policy for the current year
- Create and send form (or email) to determine the sleeping room needs of board members. Find out if NCSTA needs to reserve room, if NCSTA needs to pay for room (refer to reimbursement procedure, currently ½ the room), if board member is willing to share a room and if so, who they will share with.
- Find out the deadline for submitting room information to venue from Conference Coordinator.
- Forward completed spreadsheet of room information to Business Manager before deadline.

### **Ceremonies - Reception – Only if budget allows**

- Coordinate with the Past President and Conference Coordinator to determine time and place of the reception.
- Coordinate schedule with the Awards Ceremony.
- Coordinate with the Past President to determine if any other events will take place at the reception, such as door prizes, raffle, guest speaker. If so, determine schedule of these events during the reception time allotment and communicate schedule to associated chairpersons.
- Provide schedule information for the on-site program to that conference coordinator.
- Check with the Conference Publicity Chair regarding photography.

- Using menus from past receptions, make menu selections for the reception. Ask conference coordinator for current menu items and pricing from the venue. Find out the budget for the food from the business manager and do not exceed budget. Keep in mind that taxes and service charges will be added to the food prices. Forward the menu to the conference coordinator. You will not need to contact the venue for any of this: conference coordinator will be in charge of placing the menu order.
- Be sure to stay for the entire ceremony. Count the number of attendees. Take notes on the food: what was popular, where were there a lot of leftovers. Prepare a report to be used in subsequent years for menu planning. (Easy to take pictures with your phone).

### **Other Ceremonies**

From time to time, we may honor passed members with ‘gatherings’ of friends and families. In the past, we have set aside a room and provided refreshments at a scheduled time. Other types of celebrations may also be considered.

- Determine whether or not we need to honor anyone. This is usually due to a death of one of our members. Consult with the Past President and the board.
- Determine what type of ‘celebration’ is appropriate, with input from board.
- Coordinating with the conference coordinator, find a room and a time for the gathering.
- Within budget, plan refreshment order and give the order to the conference coordinator. Consult with the conference coordinator about pricing and suggestions.
- Prepare a report outlining the ceremonies. Time, place, number of attendees, menu, cost. Make suggestions for subsequent years.

### **General Session Planner**

- Inform President, District Directors and other officers of their roles at the general session.
- Solicit and organize any announcements that need to be made at the general session and forward them to the president: might include information about sessions, sponsors, changes in schedule, special guests, special recognitions, thank yous to sponsors, etc. Coordinate with the President and Past-President to prepare agenda for the General Sessions. Include welcome, introductions, announcements, business meeting agenda items, speeches and thank yous to conference sponsors.
- Coordinate with the Speakers chair regarding keynote speakers. You will need to address AV equipment and speaker introductions; this role is overlapping with the Speakers Chair role.
- Prepare post conference report: what worked well, what needs to be improved.

## NCSTA Booth

- Along with the Conference Chair and the board, determine the activities that will take place at the booth in the Exhibit Hall at the PDI.
- Contact the Conference Coordinator to reserve a booth and give any requirements regarding the booth space.
- Create and maintain a sign-up list for covering the booth at the PDI.
- If there will be items sold at the booth, coordinate with the Business Manager.
- Determine if membership join/renew will take place at booth. If so, coordinate with Business Manager.
- Check with Conference Chair regarding booth sharing with NCSLA and/or NSTA. If booth will be shared, coordinate with other groups regarding manning the booth.

## Registration/Check-In

- Schedule board members to help at the registration desk. Obtain information from the Business Manager regarding the number of people and the time slots that help is needed.
- Schedule board members to help at the presenter check in desk. Obtain information from the Conference Coordinator regarding the number of people and the times that help is needed.
- Ask the Business Manager if there are any non-board members that have volunteered that should be contacted about working.
- Provide schedule to Business Manager and Conference Coordinator one week prior to conference.
- Maintain list of non-board member volunteers.
- Prepare post conference report: was help adequate? Suggestions for improvement? Successes?

## Sessions

- Attend the sessions selection meeting in June or July to select sessions for the PDI
- Assign rooms and times to the presentations. Work with Past President in creating a plan for assigning session types to rooms (science area, level, strand, etc, considering room sizes and presentation types)
- Resulting spreadsheet will be maintained by Conference Coordinator
- Get board member volunteers for back-up sessions for no shows. Maintain list with times of availability and subject.
- Work with conference coordinator to identify no shows at the conference and notify back-up presenters.
- **Need to address Quality Control of Sessions** – Ideally, we should be collecting feedback from sessions (quality of sessions, number attending session) and using information in subsequent years. This is not a simple task. Need to brainstorm and create a plan. A rubric may be needed for selection. Need to develop and implement a plan to evaluate sessions and give report for use in subsequent years.

## **Share-a-Thon**

- Coordinate with Past President to determine Share-a-thon strands.
- Consult with conference coordinator to coordinate space requirements/restrictions and to assign conference space to the Share-a-thon.
- Determine the ideal number of presenters for each strand.
- Appoint Share-a-thon strand leaders and instruct them on their duties, primarily securing presenters for their strands.
- Provide strand leaders with email texts to send to potential presenters outlining expectations regarding attendance numbers, content, etc.
- Check the progress of strand leaders frequently and provide aid if necessary.
- Give the conference coordinator the names and affiliations of presenters for each strand (spreadsheet) so the lists can be put into the program booklet. Check with conference coordinator for the deadline for this information.
- Design Share-a-thon space based on the area provided at the conference. Determine the number of tables and provide information to the conference coordinator. Determine signage and provide information to the Sign Chair.
- Run the Share-a-thon at the conference.
- Prepare a spreadsheet of strand leaders and presenters, with names, email addresses and phone numbers. This will be updated yearly and used as appropriate for subsequent years.

## **Reality Check – see University Liaison Committee Duties**

## **Conference Coordinator**

- Negotiate all business arrangements for space, services, and related matters with hotels and conference centers, subject to the approval of the Board of Directors.
- Sign contracts with hotels and conference centers and negotiate billing for facilities and services.
- Coordinate with the NCSTA President and Board of Directors plans for dates and locations of future conferences.
- Arrange for on-site visits at hotels and conference centers for planning purposes when requested by the president or past-president.
- Invite publishers and other appropriate exhibitors. Maintain a list of paid-up exhibitors from previous conferences and of potential exhibitors.
- Provide exhibitors with an information packet to include: confirmation of number of tables, information on electrical hookups, local storage and delivery, booth location, set-up schedule, and display schedule.
- Prepare name badges for exhibitors.
- Prepare a list of exhibitors for the conference program booklet.
- Negotiate for drapery services for exhibit area.
- Work with drapery service on layout of commercial and non-commercial exhibit booths (tables, drapes, outlets, etc.), and registration area.

- Prepare, in consultation with the past-president, all copy (except for the registration form) for any program publication.
- Arrange for proofreading of all registration-related sections of the program by the Business Manager.
- Arrange for proofreading of printed program before publication.
- Secure bids and arrange for the printing final program publication.
- Select menus and negotiate cost of meals. Inform caterer of guaranteed meal count and arrange for appropriate decorations.
- Obtain list of needed equipment and negotiate with conference center or hotel for that equipment.
- Supervise all on-site conference operations, with the exception of the registration and financial operations. Coordinate with the Business Manager for maximum effectiveness in registration and financial operations.
- Arrange for security for equipment and exhibits.
- Arrange for necessary interpreters.
- Obtain board rooming list from room chair and forward to motel.
- Handle invitation to present and maintain list of presentations. Meet with committee to select presenters and prepare schedule for the conference. Notify presenter applicants of selection or non-selection and times of presentation.
- Coordinate with Business Manager regarding presenter registration and presenter name badges.
- Handle presenter check-in.
- Coordinate with past-president to prevent no-shows.
- Provide a current list of program changes publicly to be posted at the conference.
- Coordinate with venue regarding onsite issues that may arise.
- Coordinate with past-president to provide exhibitors with information and invitation to next year's conference.
- Serve as an ex-officio member of all conference planning committees.

## **Business Manager**

- Design and prepare final copy for all registration forms.
- Set up registration process online.
- Process all pre-registrations.
- Prepare and process procedures for additional conference activities: meals, field trips, workshops, etc.
- Handle all money. Process all receipts. Process all requests for payment.
- Provide cash boxes and change for on-site registration and sales.
- Provide name badges for all pre-registered attendees and presenters. Provide on-site name badges.
- Purchase necessary supplies for registration: name badges, name badge holders, any other budgeted items.
- Prepare summaries of registration and financial data, before and after the conference.
- Arrange for on-site registration troubleshooting.
- Arrange for paid on-site registration personnel within budget allowance.
- Organize the physical set-up of the conference registration area.
- Along with Conference Coordinator, approve onsite changes to equipment, rooms, etc. with venue representatives.

- Coordinate with Registration/Check-in chair for registration volunteers from the board.
- Send periodic emails to database to advertise conference according to schedule set up by past-president.
- Provide pre-registration information, as requested by the board.
- Oversee board sleeping room list provided by sleeping room chairperson.
- Serve as an ex-officio member of all conference planning committees.

# Section V

## District Directors/Committees

## **It is the responsibility of all board members, elected individuals and committee chairpersons, to:**

- Attend all board meetings.
- Submit reports to the Reflector and to the board
- Assist with the PDI

## **District Directors**

- Promote NCSTA at science workshops and meetings within your district.
- Recruit new members.
- Submit district reports to the Reflector, web site and at board meetings.
- Attend all board meetings and retreats. In case of emergency, notify the President as soon as possible. If a district director is unable to attend meetings, he/she will be asked to resign.
- Assist conference program chair as needed – must attend and work at the PDI.
- Find potential nominees for the board as district directors and make recommendations for committee chairpersons to the president.
- Solicit presentations for annual PDI - 4 high school, 3 middle school and 3 elementary sessions.
- Compile contact information for key science education personnel within your district.
- Distribute promotional materials to contacts and key leaders in your district.
- Promote awards program and submit recommendations for awards.
- Maintain on-going communication with NCSTA members in your district. Request an updated membership list from the Business Manager whenever you need to email your district members.
- Use NCSTA stationery for all written communications. Printed stationery is available as well as digital letterhead.
- The district director shall host a district drive-in, when requested.
- The district director can serve for two consecutive terms with at least one term lapsing before eligible for another term.
- The district director receives a free membership for each year of his/her term.

## **Awards**

- Chair the awards selection committee.
- Determine, with the board, the deadline for award nominations. (Currently it is May 31.)
- Obtain and maintain a list of prior award winners. This list should be used to check for repeats.
- Prepare email text for bulk emailing to the database for award nominations and submit to the Business Manager. Determine a frequency timeline and give to Business Manager for repeated emails.
- Contact district directors, other board members and key science leaders for submitting award nominations.

- Monitor nominations during the nomination period and contact key people in areas with no nominations. This should be done before the deadline.
- Adhere to the awards nomination deadline.
- Meet with the awards committee to select award winners.
- Contact award winners and their nominators. Send an email to the award winners that contains a form. This form should include an acceptance of the award, name as it should be printed on the plaque, whether they will attend the PDI, address for mailing plaque if not attending, all membership information. They will be receiving a free one-year NCSTA membership.
- Contact nominators of the non-winners and encourage them to submit nominations next year. Retain their support letters.
- Present awards at the NCSTA annual PDI. Prepare narrative for Distinguished Service award winners and other special awards. Only names will be called for the District Awards at the ceremony.
- Forward all awardee information to the Business Manager for free memberships and SMT award banquet invitations.
- Recruit new members for NCSTA.
- Attend NCSTA meetings and retreats.

### **Conference Committee (see PDI duties files for more details)**

- Current Past President plans and coordinates the annual Institute for the membership.
  - Help identify and select site locations for future conferences.
  - Designate responsibilities for local arrangements committee.
  - Keep a PD Institute planning manual.
  - Coordinate advance conference publicity.
  - Assist with forms and deadlines for program planning.
  - Create timeline for email blasts and forward timeline and text to the Business Manager for email blasts to the database.
  - Help negotiate for facilities for the NCSTA PD Institute, coordinate the planning for this meeting and help with future transitions.
- 
- Report all decisions to the board about all updates and information of the Institute.
  - Attend the NCSTA retreats and board meetings.
  - Use NCSTA stationary for all communication.
  - Recruit new members for NCSTA.

## **Constitution and By Laws Committee**

- Prepare any constitutional changes for emailing to the membership for a vote.
- Help the board members with policies and procedures at the board meetings.
- Be prepared to look up and interpret Constitution and By-Laws when issues arise that need clarification.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationary for all communication.
- Recruit new members for NCSTA.

## **Finance Committee**

- Current NCSTA Treasurer is the chair of committee and a member of all committees that disburse money.
- Prepare an annual budget for NCSTA.
- Supervise all expenditures of NCSTA.
- Obtain check signing privileges at NCSTA banks for backup purposes. All checks are written by the Business Manager.
- Perform other duties as outlined in the Finance Operations Section of the NCSTA Handbook.
- Provide or obtain the annual audit of the financial records of NCSTA.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationery for all communication.
- Recruit new members for NCSTA.

## **Goals Committee**

- A Past President will establish a set of yearly goals intended to meet the mission of the organization. Plan should be submitted to the board for comments and suggestions and approved by the board.
- Within reason, create an assessment tool to determine effectiveness of the plan.
- Share results of the goal assessment at the January meeting.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationery for all written communication.
- Recruit new members for NCSTA.

## **Membership Committee**

- A Past President will develop a plan for increasing NCSTA membership. Plan should be submitted to the board for comments and suggestions and approved by the board.
- Within reason, create an assessment tool to determine effectiveness of the plan.
- Implement the plan.
- Assist and coordinate with District Directors to increase membership.
- Prepare a membership report for each board meeting.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationery for all written communication.

## **Multicultural Committee**

- Determine the needs of the Associations membership related to multicultural issues and devise a plan to meet those needs and serve culturally diverse members in a competent manner.
- Publicize multicultural issues to the board in email and other channels and to the entire membership, when appropriate.
- Encourage program sessions and content at the annual PDI and other suitable meetings to teach skills and principles involved in working with multicultural groups.
- In collaboration with appropriate committees, work on developing ways to facilitate racial and ethnic diversity and knowledge within the field of science education.
- Work to diversify the membership of the association by responding to concerns relevant to racial and ethnic identity.

## **Nominating Committee**

- Prepare the slate of nominees of officers and district directors.
- Contact district directors, other board members and key science leaders for submitting nominations.
- Know the requirements for each position and vet potential candidates for eligibility.
- Forward to potential nominees the duties associated with their potential position and obtain commitment from them of willingness and ability to carry out duties.
- Obtain bios of the nominees and submit to the Web Master for posting.
- Submit slate of nominees to Business Manager for setting up online voting.
- Report results to the membership and the board at NCSTA board meetings. Submit to the Web Master for posting on the web site. Submit to Facebook admin for posting on Facebook.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationary for all communication.
- Recruit new members for NCSTA.

## **Publications**

- Develop marketing strategies, brochures and pamphlets for the membership.
- Attend the NCSTA retreats and board meetings.
- Use NCSTA stationery for all communication.
- Recruit new members for NCSTA.
- Publish the Reflector - The Reflector is written three times a year (winter, spring and fall) and contains articles from each district director and the president as well as featured science education topics across the state. It is emailed to our membership. All district directors and the President are required to submit articles to the editor. Items that can be included in the Reflector are accomplishments by teachers, upcoming events or workshops by local universities or colleges, competitions, science fairs, and other important information that the members might find interesting. Board members are encouraged to write articles that relate to their appointment on the board. (Conference chairperson would submit article about the conference, study grant coordinator would submit article about the selected participants).

## **Communications**

- Review the website for any changes or corrections. Contact committee chairs for accuracy of their related information.
- Provide feedback on the website to our Webmaster.
- Provide technology support at the PDI and board meetings.
- Maintain social media: Facebook, Twitter. Approves posts to Facebook according to NCSTA guidelines.
- Recruit new members for NCSTA.

## **University Liaison**

### **Purpose:**

- To increase the awareness of NCSTA among pre-service teachers and university professors who serve as methods faculty.
- To encourage the involvement of both pre-service teachers and science methods faculty with the NCSTA PDI as both presenters and participants.
- To host the Reality Check. (This session is designed exclusively for education majors, pre-service educators, student teachers and their advisors. It affords the students an opportunity to meet experienced professionals who have “been there – done that,” and to learn from their experiences. Here they will get the opportunity to talk with accomplished teachers and share experiences with their peers in an informal relaxed session. A light lunch is served. This always happens on Thursday – the first day of the conference.)

**Procedures:**

- Fall
  - Update the university methods faculty contact spreadsheet making necessary corrections/ additions to ensure accuracy of list. This is best done by calling the Schools of Education at the various universities and requesting the names of faculty within the School or science departments that teach the science methods courses, including elementary science.
  - Email methods/science faculty encouraging them to engage their pre-service and science education students to attend the NCSTA fall PDI (conference) and participate in the PDI by having them present at the appropriate share-a-thon (elementary, middle, and various high school subject areas). Note: students who present must be registered for the PDI.
  - Ensure the PDI program includes the Reality Check and its description and the conference coordinator has ordered food for the lunch. Depending on the size of the room, you may need to divide the students into two shifts. Ask them to visit the Exhibit Hall when they are not in the Reality Check lunch.
  - Invite the current president and some past presidents to attend the Reality Check to talk with the pre-service teachers.
  - Request the Business Manager email all participants registered as a “student” to remind them of the Reality Check (and the two times they can come if you divide the session).
  
- Spring
  - Email methods/science faculty requesting they encourage their pre-service and science education students attend the NCSTA fall PDI and participate in the PDI by having them present at the appropriate share-a-thon (elementary, middle, and various high school subject areas) at the fall PDI. Remember, some methods courses are taught in the fall. Note: students who present must be registered for the conference.
  - Encourage them to nominate student teachers for the outstanding student teacher awards for elementary, middle school, and high school, as well as teachers for the outstanding science teachers in their district (nomination forms are on the NCSTA website and are due by the end of spring, check the website for specific dates). Neither the nominator nor nominee is required to be a member of NCSTA.

# Section VI

## Sample Forms

Please use these as masters for making copies.



North Carolina Science Teachers Association

**NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION**

**Committee Budget Request**

**Fiscal Year \_\_\_\_\_**

Name of committee: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Purpose of proposed expenditure:

**Itemized request:**

**Operating expenses:**

Travel and subsistence

**Amount**

\$ \_\_\_\_\_

Postage

\$ \_\_\_\_\_

Phone

\$ \_\_\_\_\_

Printing

\$ \_\_\_\_\_

Supplies

\$ \_\_\_\_\_

Other \_\_\_\_\_

\$ \_\_\_\_\_

**Publications:**

Printing

\$ \_\_\_\_\_

Postage

\$ \_\_\_\_\_

Other \_\_\_\_\_

\$ \_\_\_\_\_

**Awards:**

\$ \_\_\_\_\_

**Other:**

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

**Total request**

\$ \_\_\_\_\_

**Anticipated income**

\$ \_\_\_\_\_

**Explanation or justification:**



North Carolina Science Teachers Association

PO Box 33478, Raleigh, NC 27636

Telephone: 919-621-8077

[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

**REQUEST FOR PAYMENT OF EXPENSES/PURCHASES**

**PAY TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS:** Please use this form only for the reimbursement or payment of expenses or purchases, other than travel, paid in carrying out necessary NCSTA duties. Complete a separate form for each related group of expenses. Make copies of this form, if necessary. Give complete descriptions and attach appropriate receipts or invoices. Designate the office, district or committee to be charged for the expense. All requests for payments must be requested by the appropriate officer or committee chair in charge of the account. For approval, forward this completed form to the treasurer or business manager. Requests for payments in excess of annual budgeted amounts must be pre-approved by the president. Incomplete forms will be returned unpaid.

**DESCRIPTION OF EXPENSES:**

TOTAL EXPENSES \$ \_\_\_\_\_

LESS ADVANCE \$ \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_

**PURPOSE OF EXPENSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**OFFICE, REGION OR COMMITTEE:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_



North Carolina Science Teachers Association

PO Box 33478, Raleigh, NC 27636

Telephone: 919-621-8077

[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

**REPORT OF FUNDS RECEIVED**

RECEIVED FROM \_\_\_\_\_

**INSTRUCTIONS:** Please use this form to report cash or check receipts from conventions/conferences, sales of materials, contributions, or any other NCSTA activity. Complete a separate form for each related group of receipts. Make copies of this form, if necessary. Give complete descriptions and attach appropriate records. Designate the office, district, or committee to be credited for the receipt, if appropriate. Please give any special instructions to the Business Office if any follow-up is needed. If a formal receipt or confirmation is needed, this should be indicated.

DESCRIPTION OF RECEIPTS:

PLEASE ATTACH ANY SUPPORTING DOCUMENTS

	Check No.	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>Total Amount</b>	_____

SUBMITTED BY: \_\_\_\_\_

OFFICE, REGION OR COMMITTEE: \_\_\_\_\_

DATE OF RECEIPT: \_\_\_\_\_

OFFICE, REGION OR COMMITTEE: \_\_\_\_\_



North Carolina Science Teachers Association

PO Box 33478, Raleigh, NC 27636

Telephone: 919-621-8077

[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

**REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES**

PAY TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** Please use this form for the reimbursement of travel expenses, paid personally in carrying out necessary NCSTA duties. Complete a separate form for each trip. Make copies of this form, if necessary. Give a complete description and attach appropriate receipts. Designate the office or committee to be charged for the travel expense. All payments for expenses must be within budget allowances or pre-approved by the president according to board policy.

HOTEL/MOTEL .....\$ \_\_\_\_\_

MEALS AND TIPS.....\$ \_\_\_\_\_

TRAVEL BY AUTO: \_\_\_\_\_ MILES @ \_\_\_\_\_ cents/mi.....\$ \_\_\_\_\_

TRAVEL AND LOCAL TRANSPORTATION.....\$ \_\_\_\_\_

OTHER EXPENSES.....\$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

LESS TRUST FUND DONATION \$ \_\_\_\_\_

LESS GENERAL FUND DONATION \$ \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

OFFICE, REGION OR COMMITTEE: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ Approved: \_\_\_\_\_



North Carolina Science Teachers Association

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