

*NCSTA*

*Handbook*

2012

*Section I:*

*Operations*

## ***IMPORTANT ADDRESSES***

North Carolina Science Teachers Association (Business Office)

Business Manager

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National Science Teachers Association

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## **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.

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

District/committee member 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. 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 fax.

Provide an accurate description or the purpose of the expenditure. Receipts or other documentation should be attached to each reimbursement request. If known, the appropriate account number(s) should be indicated on the reimbursement request form.

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

**Form ST01: Request for supplies.** This form should be used to request supplies that the business office may have in stock, such as stationery, conference name badges and badge ribbons, certificates, and forms. Specific instructions are printed on the form.

**Form STP3: Request for a check.** This form should be used to request the preparation of a check in- advance of the expenditure. For example, conference reception entertainment may require a payment on the night of the reception. Do not plan on requesting payments by cash at the last minute. Specific instructions are printed on the form.

**Form STP1: Request for reimbursement of expenses.** 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. 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.

**Form STP2: 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.

**Form STR1: 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.

## **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. Requests for payments reflecting items not included in the budget adopted by the organization must be approved by the President of the organization before payment will be made.

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.

## **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 write 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 of the organization or by another person authorized by the Executive Committee or Board of Directors. 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

All membership records are maintained by the Business Manager. Renewal notices are prepared by the Business Manager and mailed to those persons whose memberships have expired.

Up-to-date mailing labels and membership lists are available at no charge to any officer of the organization or to any other person or organization upon the written authorization of the President. A standard request form is to be used for this purpose. (A copy follows this section.) Present policy allows the Business Manager, with the approval of the President, to prepare membership-mailing labels for mailings by publishers of educational materials or vendors of scientific supplies. A charge

is made for these labels. Although labels and rosters can be prepared on short notice in an emergency situation, thirty days notice should be given in normal situations.

Labels and rosters can be prepared using several different sorting schemes. For example, mailing labels usually are sorted by postal zip codes. Rosters are usually sorted alphabetically. The present data system also allows sorting by NCSTA district and/or North Carolina Education Region. It also allows sorting by school system. However, complete school system data are not available in the organization's files. Membership rosters can also be supplied to authorize persons in an electronic version, either on data disk or by e-mail file attachment.

Not all-available information is printed on labels and most rosters. For example, phone numbers can be provided, if requested.

The Business Manager has on computer file much of the information printed in the North Carolina Education Directory. This makes it possible to prepare certain mailing labels with school addresses. For example, labels for a mailing to CHAIRPERSON, SCIENCE DEPARTMENT, Any town High School, Any town, North Carolina, can be prepared. Unfortunately, these data are often based upon outdated information.

#### 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:**

Joette Midgett  
PO Box 33478  
Raleigh, NC 27636  
Phone: 919-771-1226  
Fax: 919-771-1227  
Cell: 919-621-8077  
[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

## *Section II*

# *Constitution, Bylaws, and Policies*

# **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 31, 2008**

**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 active and student. 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. Such membership entitles the student to full membership privilege.

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 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.

Section 2: The Board of Directors may schedule additional special meetings if a need arises. Special meetings also may be held within thirty (30) days after the holders of at least ten percent (10%) of all votes entitled to be cast on any issue to be considered at the proposed special meeting sign, date, and deliver to the Association's Secretary one or more written demands for the meeting describing the purpose or purposes for which it is to be held.

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 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.

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 copy of the following records at the Association's principal office:

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

## **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.

## **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 to every member of the Association at least 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 ballots are counted.

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 exclusively for the purposes of the Association to the North Carolina Academy of Science for use by the Student Academy of Science.

Section 2: In the event the North Carolina Academy of Science is not in existence at the time of dissolution or is not an organization that qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), the Board of Directors shall designate an organization or organizations 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.

**Policies of the  
North Carolina Science Teachers Association**  
(Revised 2012 )

*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 2012.*

**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)  
Student membership dues were set at \$10.00. (Rev. 7/23/05)
  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 recipients 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.

## 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 board and all district directors shall be polled as to the course of action appropriate for NCSTA. All written responses and other actions of the voting board shall be submitted to all board members no later than the next scheduled board meeting. (Rev. 4/29/00)
- 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. Curriculum Grants.
    - c. Research Grants.
    - d. Study Grants.
  - 2. History and Records.
  - 3. Multicultural.
  - 4. Non-Public Schools.
  - 5. Science Fair.
  - 6. Technology.
  - 7. Trust Fund.
  - 8. Legislative.
  - 9. Science Matters
  - 10. Science Olympiad.
  - 11. Envirothon (05/03/ 2008)

## 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.

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.

B. Student Awards.

1. N. C. Student Academy of Science.

The first place winner in each of the categories of the N. C. Student Academy of Science will receive a plaque from NCSTA.

2. N. C. State Science Fair.

The winners in each category of the State Science Fair will receive an award from NCSTA.

## 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 (**Exception: NBC grants**) must have been a member of NCSTA for at least one year preceding the application. (11/9/98) **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 I (Operations) of the NCSTA Handbook.

## *Section III*

# *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 TIME LINES

	<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	
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 Finalized	6
13) Program Booklet Finalized	6
14) Program to Printer	4
15) Program to Members	2
16) Committee Chairs Meet	

### **III. PLANNING RESPONSIBILITIES**

#### **1) Responsibilities of the Board of Directors**

- 1.1 Approve dates, locations, and facilities for the conferences on recommendation of the Conference Coordinator.
- 1.2 Approve conference budget, including registration, workshops, and meal functions fees charged to participants and exhibitors, on the recommendation of the NCSTA Finance Committee. (12 months before conference)
- 1.3 Determine policy as to who should have registration waived.
- 1.4 Determine policy as to non-profit exhibitors, including any required registration fees.
- 1.5 Determine policy for the assignment of complimentary hotel rooms.
- 1.6 Approve contracts with the Conference Coordinator and with the Business Manager for conference management.

#### **2) Responsibilities of the President of NCSTA**

- 2.1 Maintain budget supervision over all facets of the conference.
- 2.2 Oversee the activities of the conference coordinator.
- 2.3 Be aware of the progress of all conference committees. (This may be accomplished by consulting with the conference chairs.)
- 2.4 Designate the people who are to sit at the head table for all meal functions. Set meal function agenda and send invitations.
- 2.5 Plan the awards presentation in consultation with the conference coordinator.

#### **3) Responsibilities of Conference Coordinator**

- 3.1 Serve as an ex-officio member of all conference planning committees.
- 3.2 Negotiate all business arrangements for space, services, and related matters with hotels and conference centers, subject to the approval of the Board of Directors.
- 3.3 Sign contracts with hotels and conference centers and negotiates billing for facilities and services.
- 3.4 Coordinate with the NCSTA President and Board of Directors plans for dates and locations of future conferences.
- 3.5 Arrange for on-site visits at hotels and conference centers for planning purposes when requested by the president or president-elect.
- 3.6 Work with the past president in the planning and organization of the conference program and in the solicitation of presenters.

- 3.7 Invite publishers and other appropriate exhibitors. Maintain a list of paid-up exhibitors from previous conferences and of potential exhibitors. (10 months before conference)
- 3.8 Include in the invitation: dates, viewing times, cost per booth, description of what is provided for by this cost, and exhibitor registration forms. Using an invoice form approved by the Business Manager, invoice the exhibitors. Forward all checks directly to the Business Manager.
- 3.9 Provide exhibitors with an information packet, to include: confirmation of number of tables, information on electrical and/or telephone hookups, local storage and delivery, booth location, set-up schedule, and display schedule.
- 3.10 Prepare any special name badges for exhibitors.
- 3.11 Prepare a list of exhibitors for the conference program booklet. (6 months before conference)
- 3.12 Negotiate for drapery services for exhibit area.
- 3.13 Work with drapery service on layout of commercial and non-commercial exhibit booths (tables, drapes, outlets, etc.), following any layout restrictions provided by the Business Manager for conference registration facilities.
- 3.14 Carry out the organization's policies with respect to non-commercial exhibitors. (2-3 months before conference)
- 3.15 Prepare, in consultation with the president-elect, all copy (except for the registration form) for any preliminary program publication.
- 3.16 Prepare, in consultation with the president-elect, all copy for the final conference program publication. Arrange for proofreading of all registration-related sections by the Business Manager.
- 3.17 Secure bids and arrange for the printing of the preliminary conference program publication and the final program publication.
- 3.18 Select caterer, menus, and negotiate cost of meals. (8 months before conference) Work with the Business Manager on sale of meal tickets, with President on complimentary tickets, inform caterer of guaranteed meal count, and arrange for appropriate decorations.
- 3.19 Work with the Business Manager to expedite the mailing of the preliminary conference program publication to all members of the organization and to all public and bona-fide private schools in North Carolina.
- 3.20 Obtain list of needed equipment from the Equipment Committee and negotiate with conference center or hotel for that equipment (e.g., large screen for lunch, microphones, tables, etc.). (4 months before conference)
- 3.21 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.
- 3.22 Arrange for security for equipment and exhibits.
- 3.23 Provide copies of all contracts to Business Manager.

- 3.24 Organize and preside at a post-conference debriefing, to include committee chairs, president, president-elect, the Business Manager, conference services coordinator, and the conference and program chairs for the following year's conference.
- 3.25 Adhere to conference budget.
- 3.26 Follow all policies and recommendations established by the Board of Directors.

#### **4)Responsibilities of Immediate Past President**

- 4.1 Develop program outline. (As soon as possible)
  - (a) Number of workshops to be offered and facilities to be used.
  - (b) Number of sessions to be offered and facilities to be used.
  - (c) Determine meal functions to be held and their purposes (awards, speakers, etc.).
  - (d) Determine what special features will be offered. (Conference theme, sub-conference, evening activities, entertainment, special speakers, student exhibits, make it-take it workshops, or other activities.)
  - (e) Time slots for workshops, sessions, meals, and other activities.
- 4.2 Develop, with the NCSTA finance committee, the conference budget in keeping with directives from the Board of Directors. (8 months before conference)
- 4.3 Adhere to committee budget.
- 4.4 Provide names, addresses, and telephone numbers of committee chairs to the President, conference coordinator, the Business Manager, and all committee chairs. (20 months before conference)
- 4.5 Provide information about conference to spring **Reflector**. (8-10 months before conference)
- 4.6 Prepare a program update for distribution at registration. (1 day before conference)
- 4.7 Arrange for the confirmation that all speakers are present at the beginning of their scheduled presentation, and make adjustments as necessary. Where appropriate, have backup presenters available.
- 4.8 Follow through with letters of appreciation to speakers. (1-2 weeks after conference)

#### **5)Responsibilities of the Business Manager**

- 5.1 Serve as an ex-officio member of all conference planning committees
- 5.2 Design and prepare final camera-ready copy for all registration forms.
- 5.3 Process all pre-registrations.
- 5.4 Prepare, package, and distribute all pre-registration receipts, tickets, and name tags.
- 5.5 Prepare additional meal and workshop tickets for on-site sale.

- 5.6 Handle all monies, and process all receipts and request for payment.
- 5.7 Provide cash boxes and change for on-site registration and sales.
- 5.8 Prepare summaries of registration and financial data.
- 5.8 Arrange for on-site registration troubleshooting.
- 5.9 Arrange for on-site registration personnel.
- 5.10 Organize the physical set-up of the conference registration area, to include appropriate signs.

### **7)Responsibilities of the Program Speaker Chair(s)**

- 7.1 Work with the immediate past president and conference coordinator in long-range planning for future major speakers.
- 7.2 Contact people in the state who can suggest names of speakers, identify speakers from publishers, and use the evaluations from the previous meeting (when available) to identify quality speakers and popular topics. (10-18 months before conference)
- 7.3 Prepare, in consultation with the Business Manager, a standard speaker contract agreement.
- 7.4 Invite major speakers: Suggest topic, academic level, and session/workshop. Use the standard speaker form to collect the necessary information. Sample letters should be provided to program committee members (see Appendix). (8-10 months before conference)
- 7.5 Determine, which, if any, speakers should be offered reimbursement for expenses. This should be done in advance consultation with the president-elect.
- 7.6 Prepare the text for the program part of the conference booklet, including room assignments and times, and forward to the program booklet editor. (6 months before conference)
- 7.7 Review and approve final copy for program booklet. (6 months before conference)
- 7.8 Send list of speakers and addresses to the Business Manager (6 months before conference)
- 7.9 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

### **8)Responsibilities of Commercial Exhibits Chair(s)**

- 8.1 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.
- 8.2 Provide for an exhibitor registration area.
- 8.3 Provide exhibitors with a program booklet prior to the conference.

- 8.4 Request signs from the Sign Committee.
- 8.5 Request student pages from the Student Page Committee.
- 8.6 Inform exhibitors where the hospitality area is located and invite them to all special events.
- 8.7 Prepare nametags on-site for exhibitors.
- 8.8 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

**9)Responsibilities of Equipment Chair**

- 9.1 Coordinate receipt of equipment request forms with the Program Chair(s). (6 months before Conference)
- 9.2 Plan and organize equipment needs, and contact companies from which equipment will be borrowed or leased. (8 months before conference)
- 9.3 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

**10) Responsibilities of Sign Chair**

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

- 10.1 Contact Program Chair, other committee chairs, and the Business Manager to determine sign needs and availability. (5 months before conference)
- 10.2 Contact and visit conference facilities regarding mounting and placement of signs and the availability of existing electronic signs.
- 10.3 Organize support personnel for creation, distribution, and collection of all signs before, during, and after the conference. (5 months before conference)
- 10.4 Work with president-elect to confirm on-site location for making and disbursing signs during the conference. (6 months before conference)
- 10.5 Obtain materials for sign creation.
- 10.6 If appropriate, install signs for buildings, rooms, exhibits, sessions, activities, and on-site program changes.
- 10.7 Collect and dispose of or make arrangements for storage of signs after conference.
- 10.8 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

**11) Responsibilities of Student Page Committee Chair**

- 11.1 Set up headquarters for pages with assistance from the president-elect.
- 11.2 Contact committee chairs to determine need for pages. (6 months before conference)
- 11.3 Obtain pages through local colleges, high schools, junior high schools, etc.

- 11.4 Assign pages to assist conference committees as requested.
- 11.5 Assign pages to collect tickets at ticketed meal functions.
- 11.6 Assign pages to monitor utilized rooms, record attendance, and report any problems to president-elect.
- 11.7 Provide, with the assistance of the president-elect, for the safety, transportation, and feeding of pages as is appropriate.
- 11.8 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

## **12) Responsibilities of Hospitality Committee Chair**

- 12.1 Be in charge of hospitality room or area. (Plan 8-10 months before conference)
- 12.2 Be in charge of information desk in the registration area. A message board, first aid information, area restaurant information, area maps, and emergency speaker supplies (i.e.: projector pens, tape, transparencies) should be available. (Organize 4-6 months before conference)
- 12.3 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

## **13) Responsibilities of Publicity Chair**

- 13.1 The Publicity Chair will serve as an ex-officio member of the program committee and attend the Program Planning Meetings.
- 13.2 Provide publicity in the state through the **Reflector**, newspapers, newsletters, and local and state organizations. (Continuously during 12 months before the conference)
- 13.3 Provide photographer for all awards presentations. (1 month before the conference)
- 13.4 Attempt to secure TV and newspaper coverage of the conference. (1 month before the conference)
- 13.5 Be available for any media questions on site.
- 13.6 Adhere to committee budget. Submit all expense reports with receipts to the president-elect for approval.

## *Section IV*

### *Sample Forms*

Please use these as masters for making copies.

# NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION

## Membership Records Request

Please provide the following NCSTA membership records:

### Number of Sets

Original    Data disk  
Copy

\_\_\_\_\_    \_\_\_\_\_    All membership records (Alphabetical sort)

\_\_\_\_\_    \_\_\_\_\_    Membership records for District \_\_\_\_\_ (Alphabetical sort)

\_\_\_\_\_    \_\_\_\_\_    Pressure sensitive labels total membership (Zip code sort)  
\_\_\_\_\_ with, \_\_\_\_\_ without membership number and expiration date shown

\_\_\_\_\_    \_\_\_\_\_    Pressure sensitive labels for District \_\_\_\_\_ (Zip code sort)  
\_\_\_\_\_ with, \_\_\_\_\_ without membership number and expiration date shown

### **Special requests and special instructions:**

Requested by \_\_\_\_\_ Date of request \_\_\_\_\_

Date needed \_\_\_\_\_

Deliver to \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please allow three weeks for normal processing. Emergency runs can be made if absolutely necessary. Please complete a request form for each set ordered.

Send all requests to:

**Business Manager,** Joette Midgett  
PO Box 33478  
Raleigh, NC 27636  
919-771-1226  
Fax: 919-771-1227  
Cell: 919-621-8077  
[ncstabusinessmanager@mindspring.com](mailto:ncstabusinessmanager@mindspring.com)

Routine runs include lists of total or district membership, sorted alphabetically; and mailing labels for total membership or district membership sorted by Zip codes. Special sorts can be run if requested if the sorting information is available. For example, a listing by county or city can be prepared. Expired memberships can be listed, if requested. Membership lists can be provided in electronic formats, either on data disk or as an e-mail attachment.

**NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION**  
**Committee Budget Allocation**  
**Fiscal year \_\_\_\_\_**

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

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

Current budget codes (if any): \_\_\_\_\_

Current budget descriptions (if any): \_\_\_\_\_

	Allocation
<b>Operating expenses:</b>	
Travel and subsistence	\$ _____
Postage	\$ _____
Phone	\$ _____
Supplies	\$ _____
Other	\$ _____
<b>Publications:</b>	
Printing	\$ _____
Postage	\$ _____
Other	\$ _____
<b>Awards:</b>	\$ _____
<b>Other:</b>	
_____	\$ _____
_____	\$ _____
<b>Total request:</b>	\$ _____
<b>Anticipated income:</b>	\$ _____

Remarks:





North Carolina Science Teachers Association

PO Box 33478, Raleigh, NC 27636

Telephone: 919-771-1226 Fax: 919-771-1227

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

REQUEST FOR A CHECK TO A THIRD PARTY

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

**INSTRUCTIONS:** Please use this form to request a check required for payment to a third party for services or supplies ordered. This includes payments to conference/convention speakers and vendors, publication costs, postage deposits, and other major expenditures. Do not use this form for reimbursement of personal expenses or personal travel. Complete a separate form for each check needed. 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 payments for expenses must be within budget allowances or pre-approved by the president.

**AMOUNT OF CHECK \$** \_\_\_\_\_

**DESCRIPTION AND PURPOSE OF EXPENSES:**

**BRIEF DESCRIPTION FOR CHECK STUB** \_\_\_\_\_

\_\_\_\_ **MAIL TO ADDRESS SHOWN**

\_\_\_\_ **OTHER ADDRESS** \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_



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## 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: \_\_\_\_\_



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## REQUEST FOR REIMBURSEMENT OF EXPENSES

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

**INSTRUCTIONS:** Please use this form for the reimbursement of expenses, other than travel, paid personally 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 or committee to be charged for the expense. All payments for expenses must be within budget allowances or pre-approved by the president.

### DESCRIPTION OF EXPENSES:

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_



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### 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.

HONORARIUM.....\$ \_\_\_\_\_

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

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

TRAVEL BY AUTO: \_\_\_\_\_ MILES @ state rates.....\$ \_\_\_\_\_

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

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

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

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

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

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

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

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

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