

HAWAI‘I SCIENCE TEACHERS ASSOCIATION CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Hawai‘i Science Teachers Association, also known as HaSTA, hereafter referred to as the ASSOCIATION.

ARTICLE II. PURPOSES

The ASSOCIATION exists to promote the learning and teaching of science in the state of Hawai‘i and to support the local community of science educators at all levels.

The mission of the ASSOCIATION shall be

- to disseminate information and facilitate communication about issues of science learning and teaching relevant to its members,
- to provide professional development and collaboration opportunities for science educators in Hawai‘i and,
- to partner with other science education and science organizations to promote science and science education.

ARTICLE III. MEMBERSHIP AND DUES

Anyone interested in supporting the purposes of the ASSOCIATION shall be eligible for membership. General membership shall be open to any science educator or supporter of science education at any level, in any setting. Student membership shall be open to any full-time student enrolled in an education or science degree program at any college or university. Other membership categories may be determined by the Executive Committee. Dues shall be payable to the ASSOCIATION; the amounts and membership terms shall be determined by the Executive Committee.

ARTICLE IV. OFFICERS AND ELECTIONS

Section 1. The Executive Committee shall be comprised of the officers of the ASSOCIATION: a President, a President-Elect, a Secretary, a Treasurer, a Membership Director, and a Communications Director. Officers must be members of the ASSOCIATION.

Section 2. A Governing Board will be comprised of the Executive Committee, the immediate Past-President, the Communications Committee, Section Leaders, and Liaisons, as outlined in the By-Laws. Governing board members must be in good standing with the ASSOCIATION.

Section 3. The Election Committee, as defined in the By-Laws of the ASSOCIATION, shall solicit nominations for officers prior to elections, verify consent of nominees, vet nominees, and recommend a ballot to be approved by the Governing Board, and run the election. Nominators and nominees must be members in good standing. Nominees shall be notified of nomination and prepare statements to be shared with the ASSOCIATION prior to the election. Only members in good standing may vote.

Section 4. Election of officers shall be held during the annual fall general membership conference. Installation of officers shall occur January 1 of the following calendar year. Elected officers shall serve for a term of one year. Officers may serve multiple terms in a given position.

Section 5. If a vacancy occurs in the office of the President, the President-Elect shall become President. A vacancy occurring in any other office shall be filled by the appointment of the President and approved by the Executive Committee.

ARTICLE V. MEETINGS

Section 1. There shall be one annual meeting of the membership of the ASSOCIATION, held in the Fall semester. The Governing Board may call additional general membership meetings.

Section 2. Meetings of the Governing Board will be held quarterly, with dates determined by the Executive Committee. Additional Governing Board, Executive Committee, or Standing Committee meetings may be called by those bodies as needed.

ARTICLE VI. VOTING AND QUORA

Section 1. Amendments to this constitution shall be submitted in writing to the Governing Board and seconded by any member. A majority approval by the Governing Board shall require the amendment to be submitted to the membership for a vote. Amendments shall be considered passed when

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approved by a two-thirds majority of members voting. The membership shall be given one month's notice to consider and vote on the amendment.

Section 2. Quorum for voting in Executive Committee matters shall be four of the six Executive Committee members. Voting will be by majority of the Executive Committee members present. Four members of the Governing Board shall constitute a quorum for doing business. Approval of action by the Governing Board shall be by simple majority of voting members.

Section 3. Election of officers shall be majority of the members casting ballots.

HAWAII SCIENCE TEACHERS ASSOCIATION
BY-LAWS

ARTICLE I. GOVERNING AUTHORITY

Section 1. This organization shall be governed by the Executive Committee and the Governing Board, elected or appointed as outlined in the Constitution and By-Laws of the ASSOCIATION. The Executive Committee shall retain the right of review and the right to repudiate or veto the action or actions of any officer, committee, person, or group acting for or in the name of the ASSOCIATION, by a unanimous vote.

Section 2. Removal of an Executive Committee member shall be by a simple majority vote of the ASSOCIATION membership casting ballots, provided that members have been notified at least one month prior to the final vote. The cause and decision for removal shall be determined by a unanimous vote of the Governing Board at a duly called meeting, with the exception of the Executive Committee member in question. The Executive Committee member in question must be notified at least one month prior to the vote of the general membership and may not vote on the matter.

Section 3. Removal of a Governing Board member not on the Executive Committee shall be by a two-thirds vote of the Governing Board, with cause and decision for removal determined at a duly called meeting. The Governing Board member in question shall be notified prior to the vote and may not vote on the matter.

ARTICLE II. DUTIES

Section 1. Executive Committee—The duties of the Executive Committee shall be to transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the membership. It shall recommend a budget to the Governing Board for approval. The Executive Board shall act on all appointments made by the president and approve plans for work for the various committees. Work of the Executive Committee may be conducted in conjunction with, or separately from, the Governing Board.

Section 2. Officers—The duties of the various officers of the ASSOCIATION shall include as follows:
(a) President—The President shall have general charge of the affairs of the ASSOCIATION.

S/he shall serve as chair of the Executive Committee and Governing Board. S/he shall act as ex-officio member of each of the standing committees. S/he shall appoint members to fill vacancies of the Executive Committee, and shall formulate special committees as authorized by the Board. S/he shall appoint Section Leaders and Liaisons. S/he shall prepare an annual report of the activities of the ASSOCIATION to present at the first Governing Board meeting of the new calendar year.

(b) President-Elect—The President-Elect shall act as Programs Chair. The president-elect shall preside over meetings in the case of the absence of the president. If the office of the President is vacated, the President-Elect will serve as President.

(c) Secretary—The Secretary shall keep the minutes of the ASSOCIATION, the Executive Committee, and the Governing Board.

(d) Treasurer—The Treasurer shall receive all monies of the ASSOCIATION. S/he shall keep an accurate record of receipts and expenditures and shall pay out of the ASSOCIATION funds only as authorized by the Executive Committee. The treasurer shall present a statement of accounts at the annual general membership meeting of the ASSOCIATION and at Executive Committee and Governing Board meetings. The treasurer shall solicit funding requests prior to the preparation of the budget. The treasurer's account shall be examined annually by the Executive Committee, who, satisfied that the report is correct, shall sign a statement of fact at the end of the report.

(e) Membership Director—The Membership Director shall chair the Membership Committee. The Membership Director shall be responsible for maintaining and updating membership files. The Membership Director shall work with Section Leaders and Liaisons to promote and encourage membership among potential members. The Membership Director shall be responsible for verifying membership information for purposes of elections or upon request by Governing Board members.

(f) Communications Director—The Communications Director shall chair the Communications Committee and be responsible for disseminating information regarding the ASSOCIATION and its purposes. The Communications Director shall be responsible for recommending to the President nominees to serve on the Communications Committee. The Communications Director

may also serve in one additional position on the Communications Committee: Webmaster, *The Catalyst* Editor, or Social Media Coordinator.

Section 3. The Governing Board shall make motions, debate, and vote on governance matters not exclusively designated to the Executive Committee.

ARTICLE III. COMMITTEES, SECTIONS, AND LIAISONS

Section 1. The Governing Board may establish additional sections, committees, or liaisons, not listed in these by-laws, which may be approved by majority vote of the Governing Board. Members of the ASSOCIATION may propose new sections, committees, or liaisons to the Governing Board, which may be approved by majority vote of the Governing Board.

Section 2. Standing Committees shall be comprised of members of the Governing Board. Members of the ASSOCIATION may volunteer to assist standing committees; general membership volunteers on standing committees shall not be considered voting members of the Governing Board. Standing Committees will include:

- (a) Conference Planning Committee—The Conference Planning Committee shall be chaired by the President-Elect, and can be comprised of any other persons as appointed by the committee chair. One committee member shall serve as a Site Coordinator, to secure, schedule, and make preparations for using the conference site in conjunction with appropriate parties at the conference site. The purpose of the Conference Planning Committee shall be to organize and carry out the Fall Conference, the annual meeting of the general membership.
- (b) Membership Committee—The Membership Committee shall be chaired by the Membership Director, and can be comprised of any other persons as appointed by the committee chair. The purpose of the Membership Committee shall be to maintain and update membership files and promote membership among potential members.
- (c) Communications Committee—The Communications Committee shall be chaired by the Communications Director, and can be comprised of any other persons as appointed by the committee chair. The purpose of the Communications Committee shall be to disseminate information about and relevant to the ASSOCIATION to the membership and potential members.

- (d) Election Committee—The Election Committee shall be chaired by a Governing Board member, appointed by the President and not seeking re-election, and additionally comprised of the Membership Director and two Governing Board members appointed by the president. The purpose of the Election Committee shall be to solicit nominations for office, confirm eligibility of nominators and nominees, confirm consent of nominees, recommend a ballot to the Governing Board, conduct the election, and count votes.

Section 3. Sections shall be units of the ASSOCIATION based on geographic location, content area, or special interest. Section Chairs shall be active or retired educators or professionals from the sections they represent. Section Chairs shall be responsible for disseminating information relevant to their section, coordinating section events, and promoting membership among potential members. Sections leaders shall be appointed by the President on an annual basis and shall be members of the ASSOCIATION in good standing. The President shall call for volunteers and appoint section leaders. Standing Sections are suggested in the Appendix.

Section 4. Liaisons shall serve to foster communication and cooperation between the ASSOCIATION and other organizations with related purposes. Liaisons shall be active or retired educators or professionals in the organizations they represent. Liaisons shall be responsible for sharing relevant information regarding the ASSOCIATION to their organizations, and vice versa, coordinating special events as applicable, and promoting membership in the ASSOCIATION within their organization. Liaisons shall be appointed by the President on an annual basis and shall be members of the ASSOCIATION in good standing. The President shall call for volunteers and appoint liaisons. Liaisons positions are suggested in the Appendix.

Section 5. Committee chairs, section Chairs, and liaisons shall present reports for inclusion in the minutes of the meeting, as appropriate, at each Governing Board meeting.

ARTICLE IV. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, revised, shall govern the ASSOCIATION in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

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ARTICLE V. POLICIES

Section 1. Any statement to the public made in the name of the organization must be made by a member of the Executive Committee or Governing Board, unless pre-approved by the Executive Committee.

Section 2. Committee chairs, section Chairs, liaisons, and members of the ASSOCIATION may not solicit money from any individual or organization in the name of the ASSOCIATION without permission from the Executive Committee.

ARTICLE VI. AMENDMENTS

These by-laws may be amended by a two-thirds majority vote of the members voting provided that the amendment has been proposed at a preceding meeting or that members have been notified at least one month prior to the vote.

**HAWAII SCIENCE TEACHERS ASSOCIATION
BY-LAWS APPENDIX**

Recommended sections of the ASSOCIATION:

- Hawai‘i East–Hilo, Waiakea, Kea‘au, Paho complexes
- Hawai‘i West–Kealahou, Konawaena, Ka‘u complexes
- Hawai‘i North–Kohala and Honoka‘a complexes
- Kaua‘i–Kaua‘i and Ni‘ihau
- Maui County–Lana‘i, Maui, and Moloka‘i
- Elementary–grades K-5
- Middle–grades 6-8
- Aerospace
- Biology
- Chemistry
- Environmental Science
- Marine Science
- Physics
- Technology and Engineering

Recommended liaisons of the ASSOCIATION:

- State of Hawai‘i Department of Education
- University of Hawai‘i at Manoa
 - College of Education
 - Center for Tropical Agriculture and Human Resources
- University of Hawai‘i at Hilo
- University of Hawai‘i at West Oahu
- Hawai‘i Academy of Science
- ‘Imiloa Astronomy Education Center
- ISIS
- NSTA District XVI
- Oceania/National Marine Educators Association
- Pacific Resources for Education and Learning
- Science Olympiad
- Waikiki Aquarium
- Emerging Professionals
- Community Member
- National Association of Biology Teachers
- American Association of Physics Teachers
- American Chemical Society
- Educational Vendors

**CONSTITUTION AND BY-LAWS OF THE
HAWAII SCIENCE TEACHERS ASSOCIATION**