



“Fostering a coherent vision of excellence in the world of science education and its practices.”

APAST

POLICY and PROCEDURES

As amended at APAST Board Meeting on April 3, 2014

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APAST JOB DESCRIPTIONS

President

The President

1. is a member in good standing;
2. is elected to hold office for a two year term. The full term begins at end of the annual business meeting and concludes at the end of the business meeting two years later;
3. is a member in good standing;
4. is a member of the Executive Committee and is expected to attend all meetings;
5. presides at the annual Board meeting, breakfast meeting, business meeting and other general meetings of the association;
6. calls and presides at special meetings as deemed necessary;
7. reviews annual budget established by treasurer;
8. sees that all actions of the Board are fully executed and is responsible for the administration of the activities of the members of the Board;
9. appoints individuals to fill all vacant positions in unexpired terms on the Board, with approval of the Board;
10. appoints chairpersons and members of all committees, notifying the Board;
11. appoints Newsletter Editor, with notification of the Board, who becomes ex-officio member of board;
12. appoints Program Chairperson, with notification of the Board, who becomes ex-officio member of board;
13. appoints the Webmaster, with notification of the Board, who becomes ex-officio member of board;
14. appoints two members to serve on audit committee with treasurer to review the treasury accounts of the Association;
15. announces results of election and facilitates exchange of duties at the business meeting;
16. submits a report to the membership at the business meeting of the membership and includes said report in the next issue of the APAST Newsletter following NSTA National Conference;
17. serves as liaison or appoints liaison between APAST and other organizations, notifies the Board;
18. designates a member of the Board to act as Secretary for the duration of any meeting in the event the Secretary is not able to attend a meeting;
19. represents APAST or appoints an APAST representative to various functions (i.e.; PAEMST recognition week, NSTA Summer Congress) as deemed necessary, with board notification. First representative will be past president followed by president-elect, secretary, treasurer;
20. facilitates online voting on motions including approval of minutes (added to secretary duties)
21. oversees annual revision of Policy & Procedure document, revision posted on website
22. reviews all potential solicitation for support for the association (including official APAST fundraising, contributions, grants, sponsorships and capital funds.);
23. acts as primary spokesperson or appoints spokesperson/representative for the association; representative shares information with president;
24. acts as primary disseminator of information or appoints spokesperson/representative to the membership body; representative shares information with president;
25. approves all communication on the APAST website and newsletter prior to post;
26. monitors the website for accuracy and functionality;
27. may establish additional ad-hoc committees as deemed necessary and appropriate to carry out the business of the association.

Annual Report

The annual report from the President is presented at annual Board meeting.

Timelines for Presidential Duties:

Ongoing:

- Conduct regular conference calls among directors and board members

January

- Write columns for APAST Newsletter
- Communicate with convention events coordinator at NSTA
- Coordinate planning with hotel event manager for breakfast and business meeting
- Provide NSTA with home and school addresses of APAST officers and the editor of APAST Newsletter
- Obtain material from sponsors for breakfast and business meeting for insertion in newsletter
- Appoint two members to serve on audit committee with treasurer

February

- Notify candidates of election results and post results of election on APAST website

March/April

- Attend NSTA National Conference . Take APAST banner to all meetings
- Preside at Board meeting and the Annual Business Meeting of the Membership
- Announce results of election and facilitate exchange of duties at the business meeting
- Write column for APAST Newsletter to include summary of annual board and business meeting at conference.
- Facilitate timely approval of minutes from annual Board and Business meeting

May

- Make travel reservations to attend NSTA Summer Congress meeting
- Confirm renewal of Board and Directors' liability insurance

June

- Communicate with NSF regarding changes in PAEMST program judging and award criteria

July / August

- Represent APAST at the NSTA Summer Congress
- Write column for APAST Newsletter summarizing NSTA Summer Congress

September

- Send email to full APAST membership wishing them a productive and successful school year and remind them of the benefits of membership

October

- Write column for APAST Newsletter

December

- Solicit sponsorship for breakfast and business meeting for NSTA National Conference.
- Attend PAEMST recognition week (this date varies) distributing material to awardees (Board approves expenditures.)

President-Elect

The President-Elect

1. is a member in good standing and has been active in APAST for at least two years;
2. is elected to hold office for a two year term; with continuing election to President and Past-president;
3. is a member of the Executive Committee and attends all the meetings of the Executive Committee;
4. assists the President as appropriate and necessary;
5. serves on the Finance and Committee;
6. becomes president for two years and becomes past president for two years;
7. plans and follows through on APAST sessions and meetings held at NSTA National Conference, working with the program committee.
8. assumes the duties of president if president cannot fulfill term.
9. reviews newsletter prior to printing and distribution to the membership body.

Annual President-Elect Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Timeline:

January

- Contact NSF PAEMST program director to obtain business cards/brochures to distribute at APAST Board of Directors meeting

March

- Attends NSTA National Conference, Board of Directors Meeting
- Assumes Presidency at the Annual Business Meeting at the end of the second year of term

April

- Submit proposal for APAST sessions at NSTA National Conference by NSTA deadline and coordinate with other awardee groups as needed

May

- Make reservations to attend National Congress on Science Education (NCSE) meeting second year of term
- Request space from NSTA for Board of Directors meeting, business meeting, and catered events
- Contact our partners/sponsors about flash drives or other gifts for PAEMST recognition week

July/August

- Attend NSTA NCSE in the second year of term
- Submit newsletter article based upon sessions attended at NCSE

October

- Email PAEMST link to all district directors encouraging them to publicize award at upcoming state or regional conferences they attend

Immediate Past President

The Immediate Past President:

1. is a member in good standing;
2. is elected to hold office for a two year term;
3. presides in the absence of the President;
4. acts in an advisory capacity to the President;
5. serves as chair of the Nominations and Election Committee;
6. keeps the president informed regarding candidates for APAST office;
7. serves as a member of the Executive committee and is expected to attend all the meetings of the Executive committee.

Annual Immediate Past President Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Timeline:

January

- Coordinate the election of officers. Officers of APAST shall be elected by mail ballot

February

- Tally votes upon receipt and confer with Nominations and Elections Committee
- Notify president of election results

June

- Publicize upcoming vacancies for board seats in the summer issue of APAST Newsletter

September

- Publicize the deadline and format for position statements of candidates seeking election to the APAST board

October

- Assure that the nominations and position statements are received by the Chairperson (APAST Past President) of the Nominations and Election Committee, current president, and secretary. (Confirmation of receipt will be sent by chair within 48 hours.)

November

- Verify the slate of candidates

The Treasurer

The Treasurer:

1. is a member in good standing;
2. is elected to hold office for a two year term;
3. keeps a record of members and serves as Chair of the Membership Committee ;(The membership committee is composed of all 12 District Directors.)
4. receives all monies of the Association and provides for their safe-keeping;

5. pays all bills that are authorized in the budget or by the Executive Committee;
6. keeps a record of all receipts and expenditures of the Association;
7. provides Officers and Committee Chairs with information concerning previous expenditures for the purpose of assisting in the creation of new budgets;
8. prepares a budget for the upcoming year with input from the president for review and approval by the Board of Directors;
9. certifies that all funds have been properly received and accounted for, notifies the Board;
10. prepares fiscal report for the annual meeting and financial reports when called for by the President;
11. submits the books for audit prior to the annual Board of Directors meeting; Audit completed by two members of the APAST board or by third party accountant;
12. preserves the financial records and transmits them to his/her successor;
13. becomes bonded annually;
14. provides membership list to all members of the Board after annual meeting, district directors use list to develop contact list for members in their district.
15. confirms renewal of web hosting.

Annual Financial Fiscal Report:

1. Annual Financial Report is presented at the Board meeting and Business Meeting by the treasurer.
2. Copies are submitted to the President 30 days prior to the annual board meeting.

Timelines:

February

- Make final plans for national conference, prepare Treasurer's report for annual meeting, and submit to President
- Distribute membership renewal form to membership body

March

- Attend NSTA National Conference, APAST board, business, and breakfast Meetings

March /April

- Treasurer's books audited by any 2 members of the Board prior to the board of Directors meeting Thursday afternoon if not previously reviewed by accountant,
- Distributes stipend to BOD who attend all 3 APAST functions at national conference
- Present financial report to the Board of Directors and the General Membership at the Annual Meeting held in conjunction with the NSTA National Conference
- Pays annual premium for Directors and Officers insurance for entire APAST BOD from APAST budget
- Files 990 N form for APAST with IRS

June/July

- Prepare a Treasurer's Report that will appear in the APAST Newsletter to be shared with the membership of APAST.

November

- Check the list of nominees for District Directors and Officers to determine if the candidates are in "good standing" with the association, confirms with immediate past-president

The Secretary

The Secretary:

1. is a member in good standing;
2. is elected to hold office for a two year term;
3. takes minutes of each annual and /or special Board of Directors meeting and/ including conference calls of the Association and each meeting of the Executive Committee;
4. compiles an on-going account of attendance of members of the Board of Directors at its meetings; and prepares and submits minutes three weeks after the annual meeting to the President for distribution to the Board of Directors for revision and approval;
5. issues notices of meetings;
6. preserves all documents and records and transmits documents to his/her successor;
7. provides a directory of the home and work addresses and telephone numbers of all members of the Board of Directors;
8. revises policy and procedure document with assistance of Policy and Procedure chairperson to include relevant motions which were moved during the annual board meeting and submit to the President for review;
9. receives and records copies of bio and position statements which are submitted by candidates for office;
10. shall maintain other documents that are vital to the mission of the association;
 - dates on membership form
 - keeps historical record current
 - updates annually
 - update/revises letterhead with current board members
11. facilitates online voting on motions including approval of minutes;
12. updates the APAST Officers-Historical Record annually.

Annual Secretary's Reports:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting
- Minutes from the previous board meeting are available at the annual Board of Directors meeting.

Timeline:

March/April

- Attend NSTA National Conference, Breakfast Meeting Board of Directors meetings, and Business Meeting, takes minutes at Board of Directors and business meetings, and prepare minutes for distribution
- Distribute minutes to the Board electronically for ratification within one month of the annual meeting
- Prepare sign to be placed on door of all three events to say "Photographs will be taken during this event. By entering as an APAST member or invited guest, you grant permission to have your picture taken and used for official APAST advertisement."

May

- Create Directory of Board of Directors addresses and submit to President and the officers for official business only

October

- Receive and record candidates for offices

District Directors

District Directors:

1. are members in good standing from each of the 12 districts;
2. in even numbered districts, are elected in even numbered years for two year terms to take office in odd years;
3. in odd numbered districts are elected in odd numbered years for two year terms to take office in even years;
4. elected for a term of 2 years;
5. District Directors are members of the Board and are expected to attend all the meetings of the Board of Directors.

District 1: Maine, Massachusetts, New Hampshire, Vermont

District 2: Connecticut, New Jersey, New York, Pennsylvania, Rhode Island

District 3: Delaware, District of Columbia, Maryland, West Virginia, Virginia

District 4: North Carolina, South Carolina, Georgia, Florida

District 5: Alabama, Tennessee, Kentucky, Mississippi, Puerto Rico

District 6: Ohio, Indiana, Michigan, Department of Defense Schools

District 7: Minnesota, Wisconsin, Iowa, Illinois, Missouri

District 8: North Dakota, South Dakota, Montana, Wyoming, Nebraska

District 9: Arkansas, Louisiana, Oklahoma, Texas, Kansas

District 10: Colorado, Utah, Arizona, New Mexico

District 11: Alaska, Washington, Oregon, Idaho

District 12: California, Nevada, Hawaii, Trust Territories.

District Directors

1. represent the district from which they are elected as described in Article IV of the Constitution; they must live or work in the district for which they are nominated
2. encourage members to identify worthy teachers to apply for the PAEMST award;
3. serve as the contact person for the state in which they live and identify/enlist contacts to represent each of the other states in respective district;
4. coordinate materials for improving membership services and/or increasing membership number and disseminate the materials to state contact persons in respective districts;
5. create/maintain a contact list of current APAST members in respective district using information obtained from the treasurer. Keep members abreast of APAST developments through contact list;
6. contact and congratulate new Presidential Awardees from respective district;
7. submit annual report to APAST president reporting activities related to APAST duties 30 days in advance of board meeting
8. bring copies of the report to the annual Board of Directors meeting and present the annual report

9. obtain and review APAST Constitution and APAST Policy and Procedure documents-constitution and policy and procedure document from APAST website
10. send email to all members of their district reminding them to update NSF PAEMST contact information.

The District Directors are encouraged to:

1. submit one or two articles per year for the APAST Newsletter;
2. design programs and materials to encourage the development of APAST at the state and local levels;
3. organize activities in respective district which are consistent with the goals of APAST;
4. contact their state science supervisor informing them of their position on APAST board and offering to assist in work associated with PAEMST in their home state.

Timeline:

January

- Submit article for APAST Newsletter

February

- Submit annual report to president

March

- Attend NSTA conference, APAST Board of Directors and APAST Breakfast, and Business Meetings. Bring copies of annual report to the Board of Directors Meeting. Recommend members from within district to run for office

April

- Provide recommended member names to the chair, the members of the Nomination and Election committee, and president as possible candidates for APAST office

May

- Obtain database of recently selected Presidential Awardees from treasurer/membership chair
- Contact and congratulate the new Presidential Awardees in district
- Identify potential state contacts for district
- Submit article for APAST Newsletter.

June

- Create/maintain a mailing list of current APAST members within district using information obtained from the membership chair

July

- Identify retired Presidential Awardees who might be willing to mentor beginning teachers in regions.

August

- Submit article for APAST Newsletter.

November

- Submit article for APAST Newsletter.

Annual Directors' Committee Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Newsletter Committee

Composition: The President shall appoint Newsletter Editor to the committee and notify the Board of Directors. The president may appoint members of the board and /or members at large as needed to work on the committee.

The Newsletter Editor will sit as an ex-officio member of the Board of Directors. The Newsletter Committee is chaired by the Editor of the APAST Newsletter. The Newsletter Committee maybe also charged to design and monitor communications via social media.

Charge: This Committee shall make general recommendations to the Board of Directors regarding APAST policy in the area of publications. The APAST Newsletter will be issued via hard copy or electronic format on a regular basis each year and sent to the membership. The minutes of the annual Board of Directors and Business Meeting of the Association shall be transmitted to the membership through the Newsletter (electronic or print.)

Annual Newsletter Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Program Committee

Composition: The President, will appoint a program committee and notify the Board of Directors. The president may appoint members of the board and/ or members at large as needed to work on the committee. The president-elect will sit as an ex-officio member of the Program Committee. The Program Committee is chaired by the president-elect.

Charge: The Program Committee assists the President-elect with the planning of the APAST events at the NSTA National Conference including the BOD meeting, annual breakfast, annual business meeting and social, and NSTA Elementary Extravaganza.

Annual Program Committee Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting

Timeline

January

- Contact and make arrangements with hotel event manager for breakfast and business meeting. Hotel information obtained from NSTA. Determine audio visual needs and convey through NSTA's AV supplier

April

- Submit proposals to National NSTA Conference for APAST participation in sessions such as Elementary Extravaganza

May

- Request space from NSTA for Board of Directors meeting, annual breakfast, and business meeting and social by deadline. (The date for forms to NSTA is available on the website.)

Nominations and Election Committee

Composition: The President, shall appoint the immediate past-president to serve as chair of the Nominations and Election Committee. The Committee may have three District Directors plus two members at-large. The Past President and members of the committee shall solicit the names of members to serve as candidates for office in APAST and submit a list of candidates to the Board of Directors for ballot preparation. This committee shall also be responsible for validating the results of the annual election.

Charge: Publicize upcoming vacancies of the Board of Directors in the APAST Newsletter, APAST website, and social media; Chairperson will send acknowledgement of nomination materials to candidate with CC to president, and secretary within 48 hours of receipt; verify all candidates are members in good standing; notify all candidates who have been nominated and seek their acceptance; prepare a slate of candidates for each position on the Board of Directors; prepare and distribute the ballot to the Executive Committee for approval; upon approval, forward ballot to newsletter editor for distribution to membership body; tally the votes and inform president of election results in a timely manner; any tie vote shall be resolved by a vote among the Executive Committee.

Annual Nominations and Elections Committee Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Nominations guidelines: Information submitted by candidates for all APAST offices to the nominations and election chair shall consist of:

Section 1: Biographical Data: (150 word limit)

Your name, year, and state of PAEMST. Current email addresses (home ,and school/office). Current employment information including title, and years in present position. Educational degrees obtained.

Section 2: Professional activities and honors (150 word limit)

Include any present or past APAST service. Provide information of other professional associations you may be serving and in what capacity. Indicate awards or honors you have received including the name of the award and year recognized. People nominated for the office of President-elect must have at least two years of active involvement in APAST.

Section 3: Position Statement (150 word limit)

Address your philosophy of science education, the role of APAST in science education, and your views on STEM education. You are required to indicate your envisioned actions as relevant to the office for which you are seeking.

Please note: Use standard text in preparing your nomination materials; do not use bullets. Use Times Roman, size 12 font. Send your completed materials to the nominations and elections committee chair via email as an attachment. Prepare your biographical data as you want it presented on the APAST ballot. Proofread carefully. Your materials will be presented as written. Thank you for seeking office.

Timeline:

Ongoing:

- Elections/nominations committee, president, and secretary will be kept up to date in a timely manner by the chairperson regarding all candidates

July

- Publicize vacancies in the summer issue of the Newsletter (deadline August 15)

November

- Accept biographies and position statements from nominated candidates received by October 31 prior to the election
- Send acknowledgement of nomination materials to candidate with CC to president, and secretary within 48 hours of receipt

January

- Prepare and distribute ballots to the membership through the winter issue of the APAST Newsletter

February

- Tally votes upon receipt. Ballots will be postmarked by February 15.

March

- Notify candidates of election status by March 1st
- Announce results of the election through the APAST website and at the Annual Business Meeting.
- Encourage newly elected officers to attend the Board of Directors Meeting and the Annual Business Meeting in conjunction with the NSTA National Conference. New officers will assume their duties as officers at the Annual Business Meeting

Finance, Auditing, and Fundraising Committee

Composition: The Finance committee, if needed, would consist of treasurer, president, and two board members. The President, with the notification of the Executive Committee will appoint not less than two members to audit the books the Association for the current year and certify that all funds have been properly received, accounted for, and appropriately expended.

Charge: The Committee must receive all proposed expenditures from all appropriate committees and individual officers by January 15. The Committee shall work with the President on official APAST fundraising for the purpose of improving the financial stability of the Association.

Annual Finance, Auditing, and Fundraising Committee Report: Presented at Board meeting. Copies are submitted to the President 30 days prior to the annual Board of Directors meeting.

Submission procedure and form for reimbursement:

The treasurer has prepared appropriate forms to use for reimbursement. This form must be completed and submitted to the treasurer with receipts to receive reimbursement for the expenditures.

Guidelines for spending:

- Board approves acceptance of funds or services
- Board approves budget
- Board approves financial obligations and contacts
- Small expenditures will be approved by the President up to \$100. Larger amounts must be approved by the Board of Directors.
- Standing Committees and elected officers have a preapproved budget (i.e. Newsletter).

- Committee chairs and officers must submit budget requests by January 15 to the treasurer. The treasurer and the committee will review all requests and refer them to the Board at the annual meeting.
- The President may spend up to \$100 without approval of the Executive Committee. Between \$100-\$500 must be approved by the Executive Committee, over \$500 must have Board approval

Timeline:

January:

- The Treasurer provides the President with an itemized amount of monies collected and expenditures from the previous year. Committee shall assess the amount of money available to the association for the coming year. President appoints two members to audit the books of the association.

February:

- Requests for funding submitted to the President. Committee will consider the feasibility of funding the requests. Committee shall submit to the incoming committee members a proposed budget for the association at the annual board meeting.

March:

- Expenditures to date will be reviewed and future expenses are considered by the Board at the annual meeting .

Membership Committee

Composition: The President shall appoint the Treasurer to serve as chair of the membership committee. The membership committee will consist of treasurer, president, and two board members.

Charge: The purpose of the membership committee is to assess procedures, policies, programs, and services afforded members in order to strengthen and increase the membership of APAST. Memberships are sent to the treasurer who compiles the membership roster and shares with the President and other members of the committee.

Annual Membership Committee Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Timeline:

Ongoing:

- Provide current membership list to Newsletter editor in advance of each mailing
- Update membership list

April/May:

- Send updated membership list to President and Directors

August:

- Revise membership roster to include new Awardees based on information received from NSF or APAST President during recognition week

Policy & Procedure Committee

Composition: The President with approval of the Executive Committee shall appoint a chairperson from the existing District Directors. The committee will be comprised of three other members who are District Directors or members of the Executive Committee.

Charge: This Committee shall review the policy and procedures of APAST each year and make recommendations to the Executive Committee if change is warranted. The Policy Chair shall then report on recommendations at the Board meeting for approval or discussion. A vote to approve changes can be taken or postponed for email voting after the NSTA Annual Conference.

Annual Policy and Procedure Committee Report:

- Presented at the Board of Directors meeting at the NSTA National Conference
- Submitted to the President 30 days prior to the board meeting.

Timeline:

March/April:

- President appoints chairperson for Policy and Procedure Committee with approval of the Executive Committee. Chairperson solicits other members of the Board to be on committee.

June/September

- Policy Committee communicates through phone conference or email on suggested changes

October

- Send suggested changes to Executive Committee for approval

November-January

- Confer with President and Executive committee through email or conference calls on suggested changes.

Standing Committees Membership

Constitution: Article V.... Standing Committees & Chairs

Section 1: Nominations/Elections	Chair: Past President	(3 District Directors)
Section 2: Newsletter	Chair: Editor	(3 District Directors + 2 at large members)
Section 3: Program	Chair: President-elect	(3 District Directors + 2 at large members)
Section 4: Finance	Chair: Treasurer	(3 District Directors)
Section 5: Membership	Chair: Appointed	(3 District Directors + 2 at large members)
Section 6: Policies/Procedures	Chair: Appointed	(3 District Directors + 2 at large members)

**APAST History
Amendments to
Policy and Procedures
(1997-2014)**

1. [A] APAST has been granted tax exempt status from the IRS (publication 557, article 501-c6)
1997

[B] Newsletter editor will sit as an ex officio member of the executive board (this is interpreted as
being a non-voting member) 1997
2. [A] Free membership shall be granted to new awardees, dues structure is: \$20-1year, \$35-
2years, \$50-3years 1999

[B] APAST will contribute \$1500 to the Otto Phanstiel award; the association will investigate
soliciting contributions and matching funds, criteria for selection to be published in the
newsletter. 1999
3. [A] Annual Meeting shall be called "APAST Business Meeting" 2000

[B] Free membership shall be granted to new awardees 2000
4. [A] Free membership shall be granted to new awardees 2007
5. [B] Dues structure is: \$20-1year, \$35-2years, \$50-3years 2007
2007
6. Escrow fund of \$600 to be established to ensure equal distribution of membership dues over
next 3 years 2008
7. President may appoint vacant district director seats to the APAST board. 2009
8. [A] APAST membership list be shared only for purposes of the association and not with vendors, for
solicitation, or personal communication 2010

[B] APAST memberships will be from April 1-March 31 with new dues payable by April 1
2010

[C] APAST newsletter will be sent only to members in good standing 2010

[D] Mathematics PA's will be eligible for membership in APAST 2010
9. IRS Policy Pertaining to APAST 2010
10. Amendments to policy and procedure 2014

The first e-Postcards were due in 2008 for tax years ending on or after December 31, 2007. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year.

Gross Receipts Normally \$25,000 or Less

An organization's gross receipts are considered to be \$25,000 or less if the organization:

- Has been in existence for 1 year or less and received, or donors have pledged to give, \$37,500 or less during the organization's first tax year;
- Has been in existence between 1 and 3 years and averaged \$30,000 or less in gross receipts during each of its first 2 tax years; or
- Is at least 3 years old and averaged \$25,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

Page Last Reviewed or Updated: January 21, 2010

11. APAST Delegates/Representatives to Summer NSTA Congress: Beginning with the summer of 2004, the delegates representing APAST at the summer NSTA Congress shall be the President and Past President as of May 1. In the year 2005, the delegates shall be the President and President-elect. This rotation of delegates shall take place in all subsequent years following 2005. In the event the designated officers cannot attend then the Treasurer shall be first alternate and the Secretary the second alternate. All other designees shall be appointed by the President and approved by the Board of Directors: **Rationale:** Provides continuity and training for APAST leadership as well as clearly defining who are our delegates to the NSTA Congress. (2004)
12. Attendance to National Presidential Awards Ceremonies: The President as of May first shall represent APAST at the National Presidential Awards Ceremonies for two consecutive years. In the event the President cannot attend then the Past President is first alternate with the President-elect being the second alternate. In the event the respective Presidents cannot attend then the President shall appoint with BOD approval a Board of Directors member to attend. The meal allowance shall be the amount allowable by the IRS for the particular venue of Congress. **Rationale:** There will be always a specific chain of command in writing to assure the representation of APAST at the Awards ceremony. (2003)
13. APAST Awards to Person(s) Serving Education in America: The APAST BOD may make a recommendation to present an Award of Meritorious Service for Science and/or Education in general to a member in APAST and/or an individual or organization that has been a outstanding leader in the promotion of science or general education for the betterment of our students and teachers and communities either on a local, regional, national or international level. The Maximum number of Awards shall be limited to two per year. The President of APAST shall be allowed to present one Presidential Award during his or her tenure in office to an individual or organization that he or she deems exemplary in the field of Science or Science Education. These Awards will carry no monetary award. The person or organization recognized shall receive a year's membership for APAST and a plaque of Recognition presented at APAST's annual Membership Meeting. **Rationale:** APAST simply needs to seek out outstanding individuals and/or organizations that promote the ideals of APAST. (2002)
14. **Directors and Offers Stipend for Attendance at APAST's National Board of Directors Meeting**
An APAST officer and Director eligible for the \$100.00 reimbursement for attendance and

participation in the Annual Board of Directors Meeting shall be paid upon the contingent that the individual remains for the meeting for at least 75% of the time established by the President's agenda. **Rationale:** All of the APAST BOD are very busy people but in order to have a smooth-running meeting as well as a quorum to vote on issues, it absolutely essential that an elected official make the commitment to attend and actively participate in the affairs of APAST.
(2003)

15. Amended: Reimbursement for APAST Board of Directors attending the BOD meeting would remain at \$50 and the business meeting also \$50.
(2009)

16. Electronic Voting

The APAST President may need to occasionally conduct business which requires Board approval (majority) "on-line".

- A. The President expresses a willingness to entertain a formal motion from the board, except ex officio, a board member may make a motion via email. The time of the motion will be recorded by the secretary based upon receipt of the email.
- B. The President will provide all background information regarding the issue as supplied by the originator of the Motion.
- C. The Treasurer shall verify that all Board Members are in "good standing" financially.
- D. The Secretary shall verify that each Board Member has a valid e-mail address which is current and working. If a Board member does not have a valid e-mail address then the Secretary shall send a registered letter to said Board member informing him/her about the Motion or shall contact said Board member via telephone.
- E. A Board member must send a second to the motion to everyone on Board within 48 hours of motion being posted. The first posted email to reach the Board shall be the one counted as the second. (The motion will fail if there is not a second.)
- F. The President will declare the Motion open for discussion. Discussion will follow for a designated amount time, as established by the President, to be no less than two weeks.
- G. For all motions, seconds, and discussions, board members must "reply all".
- H. After discussion period ends, the President will announce that voting will begin immediately and last for a period of one week unless a majority of the Board expresses the need to continue discussion and/or amend motion(s).
- I. At the end of the allotted email voting period, the Secretary will attempt to contact by telephone (no more than twice) any Board Member who has not replied via email for the purpose of recording his/her vote by telephone.

- J. The results of the voting will be certified by the Secretary and President, then posted on-line (email) to the entire board as to whether or not the motion passed or failed.
- K. The President then takes action to implement the motion into policy of APAST 30 days from the passage of motion(s) or dates specified in motion(s).
- L. The most recent Robert's Rules of Order shall be the operations guide for these procedures as also stated in APAST's Constitution and By-Laws. (2009)

17. Membership Lists

APAST membership list be shared only for the purposes of the association and not with vendors, for solicitation, or personal communication. (2010)

18. Membership Date Beginning immediately, APAST memberships be from April 1- March 31 with new dues payable by April 1. (2010)

19. Renewing APAST membership is available through our APAST website: (2014)

- 1 year - \$25
- 2 years - \$40
- 3 years - \$60
- 1st year retiree- \$15

APAST Brochure



Association for Presidential Awardees in Science Teaching
for both Elementary and Secondary Science Teachers

***“Fostering a coherent vision of excellence
in the world of science education and its practices.”***

Vision

The Association of Presidential Awardees in Science Teaching is a membership organization composed of exemplary science educators who have been recognized for their teaching and honored with the Presidential Award for Excellence in Science Teaching, the most prestigious award a science teacher in the United States can receive. It is conferred by the President of the United States upon one science teacher from each state each year. The Association is a community of learners, creating and refining a vision of science education and creating networks that enhance personal and professional growth.

Check out our web site:

www.apast.org

Why should I join APAST?

- APAST provides opportunities for members to stay informed, get involved, and be active at a professional level outside the classroom.
- APAST offers recently selected PAs opportunities to interact and network with PA alumni.
- APAST provides PA alumni the opportunity to grow professionally by sharing their ideas and expertise.
- APAST members are a resource for others and remain life-long learners.

More APAST Benefits...

- ***Be a part of an information highway.*** As an APAST member you are in the mainstream of information exchanges among recognized exceptional science educators.
- ***Expand your horizons.*** Attending conferences provides information on new teaching strategies and opportunities to increase content knowledge while you recharge your passion for teaching.

- **Receive the APAST Newsletter** and Constant Contact updates about APAST activities and events. The newsletter is distributed in May, September, December (contains ballot for officers), and March (conference information).
- **Make presentations at conferences.** Applying to make presentations at a conference challenges you to develop or assemble a sequence of materials and think about how to present these activities to fellow educators. Members are encouraged to state their affiliation with APAST as they make their presentations. APAST provides members opportunities to present on their own or in a group setting. The Elementary Extravaganza at the NSTA annual conference has hundreds of teachers attend this session
- **Run for an APAST office!** APAST needs volunteers to become involved in the APAST mission "...dedicated to excellence in science teaching and continuous learning opportunities for all." Elected or appointed positions allow members to become professionally active and influential in developing policies and future goals of APAST. Job descriptions with time lines and responsibilities are easily accessed on our website at: www.apast.org

Additional APAST Opportunities...

- **Mentoring programs:**
Presidential Awardees are asked to nominate and mentor teachers through Presidential Award applications and also through grant programs with pay.
- **Reviewers:** (NSTA, NSF and a number of other Publishers)
Presidential Awardees are sought to review trade books and serve on the national selection committee for the PAEMST
- **Workshops:**
Presidential Awardees are invited to participate as presenters and/or participants at local, state, and national conferences. Some of these opportunities are through sponsors.
- **Staff development:**
Presidential Awardees are requested to teach teachers in summer and weekend workshops to improve teacher skills.
- **Grant readers:**
Presidential Awardees are asked to review proposals from teachers, universities and students through our affiliates, NSTA and NSF.
- **Fellowships:**
Presidential Awardees network with other Presidential Awardees and programs to identify fellowships, internships, events, etc. for Presidential Awardees and their students.

APAST Membership Form

www.apast.org



Name: _____

State of PAEMST Award _____ Year of Award _____

Home Address: _____

Home Phone: _____ Mobile Phone: _____

School/Work Position: _____

Name of School/Work: _____

School/Work Address: _____

School/Work Phone: _____

Email Address(es): _____

Note: Each membership year runs from April 1 through March 31

Select your membership payment option:

- \$25.00 = 1 Year - Regular Membership
- \$40.00 = 2 Years - Regular Membership payable to "APAST" to:
- \$60.00 = 3 Years - Regular Membership
- \$15.00 = 1 Year - Retiree Membership

Thank you! Please send your completed form and check

John Hunt, APAST Treasurer
732 Spring Lake Drive
Pearl, MS 39208