

**Association for Science Teacher Education**  
**STATEMENT OF OPERATING PROCEDURES**

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## CHAPTER 1: MEMBERSHIP

### 1A. Membership Classifications

There are six classifications of membership in the Association; and irrespective of the classification chosen; all members have the same voting rights.

#### 1A(1). U.S.

Any U.S. resident concerned with the education of teachers of science who has paid annual dues is a U.S. member.

#### 1A(2). Canadian

Any Canadian resident concerned with the education of teachers of science who has paid annual dues is a Canadian member. Increase in dues is related to additional mailing expenses.

#### 1A(3). International

Any resident outside the U.S. or Canada concerned with the education of teachers of science who has paid annual dues is an international member. Increase in dues is related to additional mailing expenses.

#### 1A(4). Student

Anyone who is a full-time student at an accredited University/College, who does not hold a terminal degree (Ph.D. or Ed.D.), can provide contact information for a faculty member at his or her institution to verify status as a student and be a faculty sponsor, and has paid the appropriate annual dues, will be granted student membership.

#### 1A(5). Retired

Available to those 65 years or older OR who hold Emeritus faculty status at an accredited academic institution.

#### 1A(6). Retired PLUS

Available only to those who hold Emeritus faculty status at an accredited academic institution.

### 1B. Dues and Membership Benefits

Classification	Dues	Benefits
U.S. Membership	\$95.00	JSTE, the ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities
Canadian Membership	\$95.00	JSTE, the ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities
International Membership	\$95.00	JSTE, the ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities

Student Membership	\$55.00	JSTE, the ASTE Newsletter, listserv membership, student rates to the annual conference and ASTE publications, and access to association activities
Retired Membership	\$0	The ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities
Retired Membership PLUS Journal	\$55.00	JSTE, the ASTE Newsletter, listserv membership, member rates to the annual conference and ASTE publications, and access to association activities

## **CHAPTER 2: BOARD OF DIRECTORS**

### **2A: President**

1. As per the By Laws, the President shall: a) Take charge of the affairs of the Association, b) Preside at all meetings of the Association and serve as chair of the Board of Directors and the Executive Committee, c) Be an ex-officio, non-voting member of all committees except the Elections Committee, d) Be or designate a representative to affiliate organizations, and e) Serve as or designate a representative as spokesperson for the Association.
2. As such, the president shall:
  - a. Call and conduct Board meetings and executive committee meetings and submit required reports. Whenever possible, the summer Board of Directors' meeting will be held at the forthcoming meeting location.
  - b. Call and conduct phone conference meetings with the presidential team, the executive committee and/or the board of directors as needed.
  - c. Provide all members of the Board of Directors with access to the agenda and all reports pertinent to the business of the Association at least one week prior to any scheduled meeting of the Board of Directors and/or the Executive Committee.
  - d. Work with the Executive Director to ensure the financial health of the association.
  - e. Serve or facilitate the identification of an affiliate representative to NSTA, CSSP, and the Triangle Coalition (see 2A2, 2A3, 2A4, and 2A5).
  - f. Officiate at the annual business meeting.
  - g. Propose, conduct, and report on meetings of the membership at the annual conference (e.g., the Town Hall meeting).
  - h. Chair the Conference Planning Committee.
  - i. Maintain an up-to-date and accurate copy of the SOP's during his/her year as President. Updates should follow each Board of Directors' meeting and revisions must be Board approved. Any up-to-date version of the SOP's should be sent to the Director of Electronic Services periodically.
  - j. Send thank you letter to all corporate sponsors, including awards.

### **2B. President Elect**

1. As stated in the Bylaws, the president-elect shall: a) Serve in the absence of the President, b) Function as a working member of the Board of Directors and the Executive Committee, c) Appoint chairs and committee members for upcoming terms with the exception of the Elections and Committee of Regional Units, d) Carry out duties as assigned by the President that may include chairing Association committees.
2. As such, the President Elect shall:
  - a. Prepare and present the budget to the Board of Directors for approval at the summer Board of Directors' meeting prior to the year in which he/she will serve as President.
  - b. Act as affiliate representative as indicated in presidential rotations (see 2A2, 2A3, 2A4, 2A5).
  - c. Solicit and select members for the upcoming leadership team. Send new and continuing members a letter of interest and selection, informing them of the duties they will assume and expectations for the upcoming annual conference.

- d. Create the upcoming charges for the Operating Committees during his/her presidential year.
- e. Notify committee chairs of their charges and new committee members at least one-month before the annual Conference.
- f. Attend Board of Directors' meetings and submit required reports.
- g. Solicit new yearbooks/monographs/handbook in cooperation with the Publications Committee (the Publications committee is responsible for yearbooks/monographs/handbook review and submission to the Board of Directors for approval).
- h. Determine the need to create or maintain any ad hoc committees, as well as develop their charges.
- i. Set the agenda for and run the post-Conference Board of Directors' meeting.

**2B(1). Positions and Terms of Office**

The President-Elect will charge the following individuals or committees to conduct a search for the following positions during the terms of office indicated below. Solicitations for positions will be public, widely disseminated, and conducted the year prior to beginning the term of office. All members, including incumbents, must reapply and undergo a formal review process for election to these positions. Recommendations for selection are made to the Board of Directors as a seconded motion from the committee responsible for conducting the search. All position terms start and end with the business meeting at the annual Conference.

Position	Committee	Term			
Executive Director		5 years with 6 month transition	2006-2012	2012-2017	2116-2021
Director of Electronic Services	Technology Committee	5 years	2006-2012	2012-2017	2016-2021
Journal Editor(s) for Journal of Science Teacher Education	Publications Committee	5 years with 1 year transition	2003-2007	2007-2011	2010-2015
Journal Editor(s) for Journal of Elementary Science Education	Publications Committee	5 years	2008-2013	2013-2018	2018-2023
Section Editor for Contemporary Issues in Technology and Teacher Education	Publications Committee	3.5 years with 6 month transition	2008-2010	2010-2012	2012-2014
Editor for the ASTE Newsletter	Publications Committee	3.5 years with 6 month transition	2009-2013	2013-2017	2017-2021
Conference Chair(s)	Long Range Conference Committee	1 year	Annual		

**2C. Past President**

1. As stated in the By Laws, the Past-President shall: a) Function as a working member of the Board of Directors and the Executive Committee, b) Carry out such duties as assigned by the President that may include chairing Association committees.
2. As such, the Past President shall:
  - a. Chair the Oversight and Long Range Conference Committee.
  - b. Attend Board of Directors’ meetings and submit required reports.
  - c. Chair the committee that will conduct a performance evaluation of the Executive Director of evaluation, performance of duties, and recommendations.
  - d. Act as affiliate representative as indicated in presidential rotations (see 2A2, 2A3, and 2A4).

**2D. Regional Representative**

1. As stated in the Bylaws, the Regional Representative (AKA - Regional Director; assigned to the Board of Directors as described below) shall: a) Represent the interests of the Regional Units, b) Participate in activities that foster communication between the Board of Directors and the membership, c) Chair or co-chair committees as determined by the President-Elect; d) Attend Board of Directors’ meetings and submit required reports, and e) Complete additional duties as requested by the President-Elect, President, or Past-President.
2. A Regional Representative in his/her third year in office will serve on the Executive Committee and as Senior Regional Representative. The Senior Regional Representative will also coordinate and direct an orientation session for all Directors-at Large during the summer Board of Directors’ meeting.
3. Regional Director Rotation: Regional Directors will rotate onto the Executive Board having met the following criteria:
  - a. The Regional Director is an ASTE member and has been elected by the constituents of that region;
  - b. The Regional Director is able to attend the Summer and January Board of Directors’ meetings
4. Should a Regional Director not meet the criteria above, the next region in the rotation will be asked to provide the Representative to the Board of Directors. Should a Regional Director not be able to attend a meeting, the Regional Director will appoint a replacement

REGION	Start Date Post-Conference Board Meeting of January ASTE	Year Serve as Senior Regional Representative	End Date Pre- Conference Board Meeting of January ASTE
Mid-Atlantic	2015	2017-18	2018
North Central	2016	2018-19	2019
Northwest	2003	2005-06	2006
Southeast	2004	2006-07	2007
Far West	2005	2007-08	2008

Southwest	2006	2008-09	2009
Northeast	2007	2009-10	2010
International	2008	2010-2011	2011
Mid-Atlantic	2009	2011-2012	2012
North Central	2010	2012-2013	2013
Northwest	2011	2013-2014	2014
Southeast	2012	2014-2015	2015
Far West	2013	2015-2016	2016
Southwest	2014	2016-2017	2017
Northeast	2015	2017-2018	2018
Continue rotation in established pattern			

## **2E. Directors-at-Large**

As stated in the Bylaws, Directors-at-Large make decisions that direct the organization; as such they: a) Participate in activities that foster communication between the Board of Directors and the membership b) Chair or co-chair committees as determined by the President-Elect; c) Attend Board of Directors' meetings and submit required reports; and d) Complete additional duties as requested by the President-Elect, President, or Past-President. A Director-at-Large cannot be a member of the Elections Committee during his or her tenure on the Board of Directors. Directors-at-Large in their third year in office will serve on the Executive Committee and as Senior Directors-at-Large. Senior Directors-at-Large will also coordinate and direct an orientation session for all Directors-at-Large during the summer Board of Directors' meeting.

## **2F: Executive Committee**

The elected officers of the Association, two Directors-at-Large and the one Regional Representative serving the third year of their respective terms shall constitute the Executive Committee of the Board of Directors. If a third-year Director is not available to serve, one of the two next most senior Directors(s)-at-Large will be appointed by the Board. If a third-year Regional Representative is not available to serve, the next most senior Regional Representative will be appointed by the Board. The executive committee shall act for and on behalf of the Board of Directors between meetings, report promptly to the Board of Directors on any actions taken between meetings, and be responsible for the financial well being of the organization.

## **2G: Executive Director**

1. As stated in the By Laws, the Executive Director shall: a) Attend the meetings of the Board of Directors and record and distribute the minutes, b) Work under the general supervision of the President and within the budget limits established by the Board of Directors, c) Carry out the charges of the Board of Directors, d) Be responsible for accounting procedures and for the authorization of all payments of funds in accordance with approved budgets, and e) Be responsible for administration of the Association office.
2. Executive Director Selection:

- a. The Executive Director should be a member in good standing in ASTE and have good organizational skills. In addition, this person should have strong institutional support for this position.
  - b. A call for the Executive Director will be put out by the Executive Board. The call should contain a description of the position, the term of the position, projections regarding the position, financial commitments from ASTE and from the potential Executive Director's institution, and other information that the Executive Board feels is needed. The Executive Board will review the submitted applications and select an Executive Director to present to the Board of Directors for approval.
3. Term of position: The position will last five years and will begin upon conferral of the Board of Directors. There will be a six-month phase in and phase out process in which the outgoing Executive Director will be responsible for assisting the new Executive Director.
4. Responsibilities:
  - a. Work with the Elections Committee and Director of Electronic Services to prepare a ballot for a slate of nominees for each office by the deadline.
  - b. Act as parliamentarian at all official meetings of the Board of Directors.
  - c. Act as the fiscal agent of the association and arrange for the filing of tax-exempt status, an account audit, and a tax audit and filing each year.
  - d. Work with the President-Elect to prepare an upcoming budget for Board of Directors approval.
  - e. Take and publish minutes from each executive committee and Board of Directors' meetings.
  - f. Maintain an up-to-date and accurate copy of the Statement of Operating Procedures. Updates should minimally follow each Board of Directors' meeting. An up-to-date version of the SOPs will be maintained in a publicly accessible location, such as the ASTE web site.
  - g. Work with the Awards Committee to obtain plaques for awardees and other honorees.
  - h. Assist the Conference Planning Committees with preparations for the annual conference, especially with regard to developing a hotel contract and coordinating all hotel contracts and arrangements.
  - i. Negotiate and sign hotel contract for the annual conference and Board of Directors' meetings.
  - j. Work with the Director of Electronic Services to coordinate advance and on-site conference registration.
  - k. Solicit membership renewals through an annual mailing and work with the Membership Committee to maintain and increase membership.
  - l. Process membership payments and membership record-keeping.
  - m. Provide membership lists to the Newsletter Editor, Director of Electronic Services, regional directors and other officers, as needed.
  - n. Handle members' journal subscriptions.
  - o. Handle sales of monographs, books and other association publications.
  - p. Handle sales of Association mailing labels.
  - q. Maintain the association's minutes and other historical documents.
  - r. Serve on Association committees, as requested.

- s. Carry out the tasks designated by the Board of Directors that ensure the health of the Association.
- t. Report on the fiscal health of the Association in the Spring Newsletter, at Executive Committee meetings, at Board of Directors' meetings, and during the Business luncheon.
- u. Create quarterly financial reports for the executive committee.
- v. Submit Board of Directors reports as requested.

### **2G(1). Contact Information**

Any member or non-member wanting to use the ASTE membership database for the dissemination of information should contact the Executive Director for details. ASTE reserves the right to refuse shipment if the material to be disseminated is in conflict with the mission of the Association. While mail addresses can be disseminated, e-mail addresses cannot be disseminated.

### **2H. Removal of Members from the Board of Directors**

Should it be determined that any officer or member of the board is no longer interested in carrying out or appropriately completing their assigned duties, the President should first contact the individual to determine if internal assistance can remedy the problem. If the situation does not improve, the President should contact the Executive Committee to discuss alternative courses of action. An officer or member of the board may be removed from their position upon a motion from the Executive Committee to the ASTE Board that is carried by a majority of the voting Board members. If a mid-term termination occurs, the Executive Committee, in cooperation with the board, will recommend a member of ASTE to finish out the current term of office until a formal search procedure or new appointment can be enacted.

### **2I. Director of Electronic Services**

1. The Director of Electronic Services (DES) has the primary responsibility of insuring that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the DES works under the direction of the Executive Board of Directors.
2. Director selection:
  - a. The Director of Electronic Services should be a member in good standing in ASTE, experienced in technology, and have good organizational skills. In addition, this person should have strong institutional support for this position, as s/he may draw upon technological resources at the university/college.
  - b. A call for a Director of Electronic Services will be put out by the Executive Board. The call should contain a description of the position, the term of the position, projections regarding the position, financial commitments from ASTE and from the potential Director's Institution, and other information that the Executive Board feels is needed. The Executive Board will review the submitted applications and select a DES to present to the Board of Directors for approval.
3. Term of position: The position will last five years and will begin upon conferral of the Board of Directors. There will be a six-month phase in and phase out process in which the outgoing Director will be responsible for assisting the new Director.

4. Responsibilities:
  - a. Insure that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the Director works with the Technology Education Committee and reports to the President.
  - b. Post monthly updates to the ASTE web page
  - c. Post information on the ASTE web page as directed and approved by the President.
  - d. Maintain a list of current ASTE members for electronic access
  - e. Create an electronic archive of the Newsletter
  - f. Monitor the ASTE listservs
  - g. Post information for ASTE members as approved by the Membership and Conference Planning Committee.
  - h. Write and submit a semi-annual report to the Board of Directors
  - i. Work under the direction of the Executive Board of Directors
  - j. Modify responsibilities as technology and the use of technology changes in relationship to the organization
  - k. Work with the Executive Director to create online membership and registration forms

## **2J. Newsletter Editor**

1. Editor Selection
  - a. The editor must be active and in good standing in ASTE.
  - b. The individual should have experience in publishing, reviewing documents, word processing, and electronic publications.
  - c. A general call for the nominations (self and other) for Newsletter Editor will come from the Publications Committee in the spring.
  - d. From the nominees, a letter of interest and a vita will be requested.
  - e. A sub-committee of the Publications Committee will review the materials, and a recommendation for Newsletter Editor will be made to the Board of Directors during their summer meeting.
2. Term of Office: The appointment of Newsletter Editor will begin immediately upon Board of Directors conferral. The term of office for the Newsletter Editor will last three and a half years. During the first six months, the new Newsletter Editor will acquire all of the past Newsletter Editor's materials and begin the process of disseminating the newsletter. The past Newsletter Editor should work closely with the new Newsletter Editor to ensure a smooth transition. During the next three years, the Newsletter Editor should collect and review materials for the Newsletter, and create and disseminate the newsletter. Once a new Newsletter Editor has been selected, the outgoing Editor should work closely with the new Editor to ensure a smooth transition for six months.
3. Responsibilities:
  - a. The Newsletter Editor shall publish in the ASTE Newsletter, or otherwise send to the membership, the slate prepared by the Elections Committee. This information should be completed and sent by August 1<sup>st</sup>.
  - b. The Newsletter Editor should have close communications with the ASTE Executive Director and Director of Electronic Services for ASTE.

- c. The Newsletter Editor should call for newsletter information from the standing committees of ASTE and the members of ASTE.
- d. The Newsletter Editor should edit, format and print the electronic ASTE Newsletter. Prior to disseminating the ASTE Newsletter, the chair or designated member of the Publications Committee should review the ASTE Newsletter for the Editor.
- e. The Newsletter Editor should submit Board of Directors reports to ASTE through the Publications Committee.
- f. The Newsletter Editor should be expected to provide his/her own computer. Since the newsletter is disseminated electronically as of 2008, there is no cost of printing and mailing.
- g. The Newsletter Editor will serve on the Publications Committee.
- h. The Newsletter Editor shall publish in the *ASTE Newsletter*, or otherwise send to the membership, the slate prepared by the Elections Committee.
- i. If the Newsletter Editor is unable to successfully accomplish the task of Editor; the Executive Director will create and disseminate the newsletter until a new Editor is identified.

## **CHAPTER 3: COMMITTEES**

### **3A. Committee Procedures**

All committees will meet at least once at the annual conference and as needed through alternative formats throughout the year. In order to ensure that committees operate efficiently, each committee will have a chair appointed by the President. Chairs of Operating Committees are members of the Board of Directors.

#### **3A(1). Committee Chair**

1. The Committee Chair should:
  - a. Review and update committee procedures/SOPS each year and submit changes to the Board of Directors for approval and inclusion in the SOPS.
  - b. Contact and thank new and outgoing members, and recommend new members to the President-elect.
  - c. Maintain the history of actions, events, and charge of the committee.
  - d. Ensure that needed changes to the bylaws and operating procedures are voted on and completed.
  - e. Publicize meetings to members, develop and disseminate meeting agendas, take meeting notes, and submit and deliver Board of Directors reports.
  - f. Share committee and associated committee reports with committee members one month prior to each Board of Directors' meeting.
2. Each committee chair is responsible for writing and submitting a committee report for each Board of Directors' meeting to include the following:
  - a. Committee Name
  - b. Committee Chair and Membership
  - c. Committee Charge(s)
  - d. Summary of Activities and Accomplishments since the last Board of Directors report
  - e. Forwarded Motions
  - f. Recommendations
3. During transition years of committee leadership, the committee meeting at the annual conference will be co-chaired by the incoming and outgoing chairs. The outgoing chair will be responsible for calling and conducting the meeting, and for submitting a report of that meeting.

#### **3A(2). Removal of Members from Committees**

1. If a committee chair is determined to no be longer interested in carrying out his/her assigned duties, the President will follow the same action as delineated in removing a member of the Board of Directors (2G).
2. Should it be determined that any appointed committee member is no longer interested in carrying out or appropriately completing their assigned duties, the chair should first contact the individual to determine if internal assistance can remedy the problem. If the committee member does not respond in two weeks or indicates that he/she will not or cannot participate productively, the chair should contact the Executive Committee to discuss the removal of the Committee Member. An appointed committee member may be removed from his/her position upon a majority vote of the Executive Committee.

When the termination occurs, the President, in cooperation with the chair, will recommend a member of ASTE to finish out the duration of the appointment.

### 3B. Overview of Operating Committees

The following table outlines the leadership, the terms of office, and the number of positions in each committee. Members-at-large will be appointed by the President Elect to staggered three-year terms.

Committee	Purpose/charges	Composition
Awards	Recommend policy to the Board of Directors related to Association awards and to administer the awards program. <ul style="list-style-type: none"> <li>• Advertise the awards.</li> <li>• Collect and evaluate nomination materials.</li> <li>• Recommend awardees to the Board of Directors for confirmation.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Chairs-Board members</li> <li>• 6 members-at-large</li> <li>• Equity committee and graduate student forum member as ex officio, nonvoting</li> </ul>
Conference Planning	Plan all components of the upcoming conference, with the exception of workshops which are selected by the Professional Development Committee (reviews proposals). Pre and post Conference Tours.	Chair-Board President Co-Chair-Board Pres-Elect New Conf Chair Exec.Director Past Conf Chair Upcoming Conf Chair(s) ASTE members working on local arrangements and conference events

<p>Long Range Conference Committee</p>	<p>Support long range conference planning for future professional meetings (not the upcoming meeting).  Recommend and implement policies and procedures related to the Association's annual conference to include:  Solicit new site and annual local arrangement committee chairs.  Help potential chairs develop meeting proposals.  Recommend new Conference chairs to the Board of Directors.  Preserve organizational memory and records pertaining to the annual conference (e.g., Conference Book).  Consider initiatives and need for changes for future conferences.</p>	<p>Chair –Board  Past President  Co-Chair  President  Current Conf Chair(s)  Past Conf Chair(s)  Upcoming Conf Chair(s)  3 members-at-large  Equity Committee member/ex officio-nonvoting  Executive Director</p>
<p>Equity</p>	<p>Ensure that equity issues (i.e., representation, access, and power) are addressed throughout the Association.  Serve as resource for equity issues  One member serves as an ex-officio, non-voting member on each operating committee and the elections committee  Review and recommend policy and procedures to the Board of Directors  Submit recommendations for committee appointments  Oversee access for people with disabilities at the annual conference</p>	<p>Chair-Board  9 members-at-large</p>

<p>Membership &amp; Participation</p>	<p>Recruit and retain members in the Association. Market the Association to potential members (international, underrepresented populations) liaison with other associations, recruit potential members. Provide new member services (e.g., coordinate a meet the mentor session and program at annual conference). Encourage active participation of members through mentoring. Access membership records to determine representation of groups and to assist in retention. Survey sample of membership every five years to evaluate equity, satisfaction and needs.</p>	<p>Chair- Board Exec Director (ex-officio) 6 members-at-large Equity committee member/ex officio-nonvoting Representative from graduate student forum/ex officio--nonvoting</p>
<p>Oversight</p>	<p>Provides oversight for a variety of aspects of the current and future Association Study and provide recommendations related to: Association history, including maintaining an archive Organizational health, including finance, and future needs and directions Provides direction to the (ad hoc) Development Committee</p>	<p>Chair- Board The immediate Past President The two preceding Past Presidents 3 Members-at-Large Executive Director Equity committee member/ex officio-nonvoting</p>
<p>Professional Development</p>	<p>Organize and coordinate professional development opportunities across the Association. Oversee the development and administration of a needs assessment taken every three years regarding the professional development for ASTE members Coordinate and implement the workshops at the annual conference Facilitate opportunities for Professional Development Institutes for Science Teacher Educators Work with other ASTE committees and forums</p>	<p>Chair-Board 12 members-at-large Equity committee member/ex officio-nonvoting</p>

Publications	<p>Recommend policy and advise the Board relative to publication activities sponsored by the Association.</p> <p>Current publications include:</p> <p><i>Journal of Science Teacher Education</i></p> <p>Science Teacher Education section in <i>Science Education</i></p> <p><i>Journal of Elementary Science Education</i></p> <p>Section in <i>Contemporary Issues in Technology and Teacher Education</i></p> <p>Monographs, Handbooks, and Yearbooks</p> <p><i>ASTE Newsletter</i></p> <p><i>ASTE Conference Proceedings</i></p>	<p>Co-Chairs-Board</p> <p>JSTE Editor</p> <p>JESE Editor</p> <p>CITE Section Editor</p> <p>5 members-at-large</p> <p>Equity committee member/ex officio-nonvoting</p>
Technology Education	<p>Ensures the use of technology and communication within the Association..</p> <p>Disseminate information about technology and science education as needed with the membership.</p> <p>Communicate with appropriate associations.</p>	<p>Chair-Board</p> <p>Director of Electronic Services</p> <p>6 members-at-large</p> <p>Conference Comm. Member- 1 yr.</p> <p>Equity Committee member/ex officio-nonvoting</p>

### 3C. Elections

1. The purpose of the Elections Committee is to develop a slate of nominees for all elected positions. The Elections Committee shall prepare a slate consisting of twice the number of Directors at Large candidates on the ballot than open positions, twice the number of Elections Committee candidates on the ballot than open positions and no more than three candidates for President. The Elections Committee is composed of five members; the chair and members of the committee may not be current members of the Board of Directors. All members of the committee will be elected to two-year terms by a vote of the membership. Elections will be held on a rotating basis with two members elected one year and three the next. The chair of the Elections Committee will be an individual in the second year of his/her term and selected by the Election Committee members. The chair of the committee will notify the President of his/her selection.
2. Initial contact with the Elections Committee by its chair begins in November and December to clarify the charge of the committee. During the annual conference, the Elections Committee meets and begins solicitation of possible names to be considered for nomination for each office to be filled. After a call for nominations and a deadline is printed in the February newsletter, the committee collects names until the deadline and

then begins the process of selecting those whose names will be submitted to the Board of Directors. This process can be completed via e-mail, telephone conversations, a convened meeting of the elections committee, or any combination thereof.

3. The Newsletter Editor shall publish in the *ASTE Newsletter*, or otherwise send to the membership, the slate prepared by the Elections Committee. This information should be completed and sent by August 1<sup>st</sup>.
4. Committee Timeline, Procedures, and Activities.

<b>Task</b>	<b>Target Date</b>
Chair will contact all Elections Committee members to inform them when and where the Committee will be meeting at the ASTE annual conference. Encourage them to check this information in the annual conference program. (Information regarding a place/time will be printed in the annual program for this meeting.)	December, prior to annual meeting
Committee meets at the ASTE annual meeting and begins solicitation of possible names to be considered for nomination for each office to be filled	January, annual meeting
Chair makes a call for nominations sent via listserv and posted on website. Also, place a notice in the ASTE Winter Newsletter	By January 15
Deadline for nominations	March 15
Chair contacts nominees to see if they agree to be nominated	Round 1 Feb 15 Round 2 March 15
Nominees notify Chair that they are or are not willing to be considered as a candidate	Round 1 Feb 22 Round 2 March 22
Recommend <b>1 week</b> for candidates to notify Chair	
Nominees who wish to be considered submit materials to Chair.  The chair of the committee will request a two-to-three paragraph narrative and short ASTE 2 page vita from each nominee for consideration in the committee's decision on the slate of recommended nominees. The information requested would include a discussion by each nominee of the following relevant items: <ol style="list-style-type: none"> <li>i. a description of the nominee's personal rationale for serving in an elected capacity;</li> <li>ii. a brief listing of involvement in ASTE activities (i.e., committee participation including the number of years on the committee, activities and other aspects of ASTE at the regional and national level, etc.)</li> <li>iii. other relevant experiences that would contribute to the</li> </ol>	Round 1 March 8 Round 2 April 5

nominee’s efficacy as an elected official in the ASTE	
Note: all candidates are given the same amount of time ( <b>3 weeks</b> ) from the date of notification of nomination to submit materials	
Chair distributes materials to the committee and committee scores and ranks Nominees using the Elections committee rubric. Committee members will notify the Chair of any potential conflict of interest within 5 days. See Conflict of Interest Policy.	Begin first week of April
Scores and rankings are sent to Chair	Third week of April
Chair compiles scores and rankings in a spreadsheet and distributes it to committee	Third week of April
Committee verifies scores and rankings	April 30
Committee discusses scores and rankings and determines slate	First week of May
Chair sends report including slate to Board for the June Board Meeting	Mid May
Board approves slate or asks the committee to revise slate	July 1
Chair notifies the Newsletter Editor of the slate and the election process	August 1
Chair notifies nominees of the status of their nominations	Last week of July
Executive Director prepares the electronic ballot	September 1
Chair reviews and tests ballot	Mid September
Executive Director notifies membership of the election process and the availability of the ballot (distribution of ballots) Members are given 45 days from the date the they are notified that the electronic ballot is available for voting	October 15
Executive Director notifies membership that the voting process will close in one week	November 8
Voting ends 45 days from the date the members are notified that the electronic ballot is available for voting	November 15
Executive Director prepares a spreadsheet, which includes the voting data and sends this information to the Committee Chair.	November 15
Chair reviews the data and checks the totals for each candidate.	By November 22
Chair notifies the President, Executive Director, and Elections Committee Members of the election results.	By November 22
Chair notifies all candidates who are on the ballot of the election results.	By November 22
Chair submits an announcement of the election results to the editor of the ASTE newsletter and sends an announcement to the ASTE Listserv. The chair also notifies the membership of the percentage of individuals who voted in the election.	After candidates have been contacted
Chair submits a Winter Board report to the President	Mid December

5. In the event of a tie, a run off election will occur. The Executive Director shall prepare and notify all members of the association regarding the on-line run off election voting. The position shall be filled by plurality based upon the ballots submitted within 14 days of the date the ballot initially becomes available and the call for voting is announced. In the event of a tie in the run off election, the winner for the elected position will be determined by a coin flip during the first board meeting at the annual conference.

### **3D. Committee of Regional Units**

1. The purpose of the Committee of Regional Units is to: a) represent the interests/concerns of the Regional Units; b) communicate the work/actions of the Association to members of the regions; c) recommend policy to the Regions and/or the Board of Directors concerning regional matters (e.g., what constitutes a region, recommendation of changes to regional designations, recognition of new regions, etc.); and d) elect Regional Representatives to serve on the ASTE Board of Directors in accordance with the schedule in section 2D.2.
2. The Committee of Regional Units shall consist of one voting member from each regional unit who is also a member of the Association. Representation is based on the governing procedures of the region with a recommended term of three years.
3. One regional representative shall serve as a member of the Board of Directors pursuant to Section 2D of this document. This member will serve as chair of the committee on regional units. The chair of the committee should summarize the Regional Unit reports for the Board of Directors.

### **3E. Operating Committees**

Operating Committees are responsible for carrying out the operations of the Association including, but not limited to program, publications, awards, finances, and planning. Operating Committees are established and rescinded by the Board of Directors. Their duties, composition, and terms of office are defined in the Operating Procedures. When possible, chairs of Operating Committees should be members of the Board of Directors.

#### **3E(1). Awards**

The purpose of the Awards Committee is to recommend policy to the Board of Directors related to any Association awards and to administer the awards program. This committee shall consist of six voting members plus the equity member and a graduate student, and a chair and a co-chair. Two voting members shall be appointed each year to serve three-year terms, and the President shall appoint elected members of the Board of Directors to serve as chair and co-chair for one or more years. The function of the chair and co-chair is to facilitate the work of the committee, advertise the award, collect and distribute nomination materials, organize reviewer data, and recommend awardees to the Board of Directors for confirmation. The Chair and Co-Chair decide the one who is responsible for the ASTE member awards and the other for the ASTE paper awards.

### **Committee Timeline, Procedures, and Activities**

1. January
  - a. Co-chairs attend winter ASTE Board of Directors' meetings.
  - b. Co-chairs present plaques/checks at Business luncheon during the ASTE annual conference.
  - c. Co-chairs and committee members attend/facilitate presentation of award winning papers immediately after the Business luncheon.
  - d. Co-chairs conduct a committee meeting at the annual conference.
2. February
  - a. Co-chairs develop a database to record awards nominations and papers submitted.
  - b. Co-chairs and Executive Director advertise the awards on e-mail, ASTE web-page, etc.
  - c. Co-chairs and committee members conduct committee business such as updating brochure or other tasks.
3. March/April/May
  - a. Co-chairs continue to add paper submissions and nominations to database.
  - b. Co-chairs send email acknowledgment to individuals submitting award materials.
  - c. Co-chairs and committee members continue to advertise information about the awards.
  - d. Co-chairs confirm that all nominations/submissions meet required guidelines.
  - e. Co-chairs prepare and submit report for summer ASTE Board of Directors' meeting.
4. June/July/August
  - a. *June 1, deadline for awards submissions/nominations.*
  - b. Co-chairs work with Executive Director to prepare and post rating sheets, submitted papers, and dossiers for nominees for committee review.
  - c. Co-chairs work with the Executive Director to confirm that all nominees and individuals submitting materials (papers and support letters) are current ASTE members and that all papers were presented at the annual conference.
  - d. Co-chairs communicate with the committee members on any questions, issues related to the selection process.
5. September/October
  - a. *September 1, deadline for receipt of committee award reviews.*
  - b. Co-chairs tabulate reviewer rankings and identify award recipients.
  - c. Co-chairs submit recommendations to Board of Directors for approval (three fourths vote necessary).
  - d. Co-chairs sends electronic letters to award and non-award recipients.
6. November
  - a. Co-Chairs obtain biographies from award recipients and sends a copy of these to the Executive Director for posting on the ASTE Awards Web site.
  - b. Co-Chairs send the list of awardees to the *JSTE* editors and the ASTE newsletter editor for publication in the journal and the newsletter.
  - c. Executive Director sends a letter to sponsoring companies notifying them of award recipients, time, date and location of annual conference with directions to send the honorariums to ASTE.
  - d. Co-Chairs notify the Conference Program Chair the names of award recipients for the annual conference program.

- e. Co-Chairs notify the Executive Director of award recipients and the correct spelling of their name and institution for award plaques.
  - f. Co-Chairs communicate with committee members any pending issues that need action for winter Board of Directors' report.
  - g. Co-Chairs prepare report for winter Board of Directors' meeting.
7. December
- a. Co-Chairs confirm arrangements for Executive Director to bring plaques and honoraria.
  - b. Co-Chairs update the ASTE Award website and indicate at the Awards luncheon (and later by email) that the awards information is available on the ASTE website.
  - c. Co-Chairs work with the Executive Director to prepare PowerPoint presentation slides for use during the Awards luncheon that includes the names of the awardees for each award and the name of the paper for Awards IV and V. The sponsoring company is recognized as well on all relevant awards.
  - d. Co-Chairs prepare the text to thank the committee members and the awardees at the Business luncheon.
8. This committee shall administer the following five awards, according to the stipulated criteria. It should be noted that ASTE is not obligated to give awards when nominations of high quality are not provided. Each reviewer indicates a judgment of this quality criterion for each award. A discussion of each set of candidates is the second step before making final decisions. Consensus opinion prevails.
9. If a committee member has a conflict of interest, the committee member must remove him/herself from the deliberations and the vote. See *3E(1)f Conflicts of Interest and Confidentiality Policy*. In the case of a tie, a co-chair may serve as the tie breaker. The co-chairs of the committee are responsible for carrying out this process.

**3E(1)a. Award I: Outstanding Science Teacher Educator of the Year**

- 1. The purpose of this award is to broaden awareness of individual contributions and to encourage continued leadership activity of two individuals (one 0-10 years of service and one 11+ years of service).
- 2. The recipient(s) of Award I receive a plaque, \$500.00 cash, and a tribute in the awards issue of the *Journal of Science Teacher Education*.
- 3. Documentation may include, but is not limited to, the following types of information: competency in teaching, development of science teacher education programs, research activities, science curricula development, leadership in science education, and leadership outside of science education. At a minimum, nominators should post electronic copies of a nomination letter, vita and three letters of reference on a URL.
- 4. Details for submitting the Outstanding Science Teacher Educator of the Year Award nominations and applications
  - a. The submissions should address the stated criteria.
  - b. Electronic submissions are required.
  - c. Because of the nature of this award, it is not a masked review and the nominee's name may appear on documents.
- 5. Selection of the recipients will be on a point system, with a composite score based on independent ratings by each voting member of the Awards Committee. Thus, an

individual may receive a high rating on the composite score, even though these achievements on one or more criteria may be very limited.

6. Criteria/Values for Award Ia.

- a. Competency in Teaching: This competency should be established by evidence including testimony of colleagues, student evaluations, requests for demonstration teaching, creative lessons or materials, instructional models and strategies. (10 points)
- b. Development of Science Teacher Education Programs: These types of programs may be preservice, in-service, or graduate. The report shall specify the role of the nominee in the program including information on conceptualizations, grants, source or absence of funding, evaluation activities, etc. (10 points).
- c. Research Activities: Quality as well as quantity of research will be considered. Presentations at regional and national conferences and publication in refereed journals are expected. Theoretical basis, clarity, relevance of topics, rationale, appropriateness of design, validity and reliability of instrumentation, and credibility of conclusions are essential factors for judgment. (Research is interpreted to include analytical and evaluation studies, philosophical examinations of assumptions, developmental studies as well as experimental studies.) Impact of research on policy or practice in science education is another expectation. Participation in team or broad area research activities will be considered. (10 points)
- d. Science Curricula: Work toward the development of science curricula. Statements of associates describing, in detail, the role and contributions of the nominee are expected. (10 points)
- e. Leadership - Science Education: Service in a leadership capacity to professional organizations related to science education (ASTE, NSTA, NARST, AAAS, etc.). A list of services or leadership rendered and letters of recommendation are suggested. (10 points)
- f. Leadership - External: Recognition of work in broader aspects of education and government. Influence and recognition regionally or nationally for significant contributions. Specific description of activities and impact should be included. (10 points)

**3E(1)b. Award II: Outstanding Mentor Award**

1. This award honors and encourages ASTE members who support and encourage preservice and in-service science teachers and/or new science teacher educators entering our profession and seeks to recognize the valuable contributions of mentors to the profession of science teacher education.
2. Recognition comes in the form of a plaque, \$500.00 cash, and a tribute in the awards issue of the *Journal of Science Teacher Education*.
3. Outstanding mentor's accomplishments in contributing to the professional development of science teachers and teacher educators are evidenced by: assisting in the application of research to practice in science teaching; encouraging participation in professional associations related to science teaching; encouraging contributions to the knowledge base of science teacher educators; and providing opportunities for their professional growth.

4. Recommended documentation includes, but is not limited to: a) letters of support from mentees fully explaining the reasons the nominated mentor should receive the award; b) conference participation (e.g., co-presenting with new inductees); c) other forms of professional development (e.g., new course development, in-service workshops, demonstrated initiatives in working with science teachers, etc.); and d) letters of support from colleagues. At a minimum, nominators should send a nomination letter, curriculum vitae and three letters of reference.
5. Details for submitting the Outstanding Mentor Award applications and nominations
  - a. The submissions should address the stated criteria.
  - b. Electronic submissions are required.
  - c. Because of the nature of this award, it is not a masked review and the nominee's name may appear on documents.
6. **Criteria/Values for Award II:**
  - a. Participation: Encouraging participation in professional associations related to science teacher education, including ASTE. (10 points)
  - b. Knowledge Base: Encouraging contributions to the knowledge base of science teacher education. (10 points)
  - c. Professional Growth: Providing opportunities for professional growth (10 points).

**3E(1)c. Award III: Honorary Emeritus Membership**

1. Award III, Honorary Emeritus Member, is the highest recognition within the power of ASTE to confer. Any retired (or scheduled to retire in the academic year of the award recognition) science teacher educator who has demonstrated a distinguished career in teaching, research, and service to ASTE and in the area of education of teachers in science is eligible for this award.
2. Award III consists of a plaque, \$500.00 cash, a tribute in the awards issue of the *Journal of Science Teacher Education*. In recognition of this honor, dues of Honorary Emeritus member shall be waived, all rights and privileges of an active member shall be maintained.
3. Nominations for Honorary Emeritus Membership shall be proposed in writing by at least ten active ASTE members and be supported by appropriate biographical information including curriculum vitae.
4. Details for submitting the Honorary Emeritus Membership nomination:
  - a. The submissions should address the stated criteria.
  - b. Electronic submissions are required.
  - c. Because of the nature of this award, it is not a masked review and the nominee's name may appear on documents.
5. Criteria for Award III
  - a. Retired: The nominee is retired or will be retired from their institution within the same academic year of the award. [Yes/No]
  - b. Nominations: Ten active members of ASTE have submitted written nominations for the nominee [Yes/No].
  - c. Distinguished Career: The nominee has demonstrated a distinguished career in teaching, research, or service in the area of education of teachers in science. [Yes/No]
  - d. Bibliographical Information: Appropriate bibliographical information has been supplied for the nominee. [Yes/No]

- e. Recommendation: The nominees should be recommended to the Board of Directors for consideration for award [Yes/No].

**3E(1)d. Award IV: Innovation in Teaching Science Teachers**

1. This award seeks to encourage the development and dissemination of new designs for courses and curricula, new instructional methods or approaches, and other types of innovations in the pre- or in-service education of teachers of science. Papers may deal with practices for the preparation of elementary, middle school, or secondary teachers and must have been presented at the previous year's annual conference.
2. Recognition comes in the form of a plaque, \$500.00 cash and a tribute in the awards issue of the *Journal of Science Teacher Education*.
3. Details for submitting to the Innovation in Teaching Science Teachers Award:
  - a. The submissions should describe innovative programs and/or activities, and may center upon elementary, middle school, or secondary teachers.
  - b. Electronic submissions are required.
  - c. The author's name, address, telephone number, and institution must not be identifiable within the document, but should be clearly detailed on a cover sheet accompanying the document.
4. Criteria/ Values for Award IV:
  - a. Effectiveness: Evidence of effectiveness of innovation. (10 points)
  - b. Research/theoretical Base: (10 points)
  - c. Replication: Possibility for replication/expansion. (10 points)
  - d. Communication: Clarity of communication. (10 points)
  - e. Weaknesses: Responds to recognized weakness. (10 points)

**3E(1)e. Award V: Implications of Research for Educational Practice**

1. This award is designed to stimulate the writing of creative papers that interpret theory and research for practice. Within this context, papers submitted should identify a persistent and recurring problem in the practice of science teacher education, with the author showing development of strategies to resolve the problem, based upon a comprehensive synthesis of relevant research evidence. In addition, papers should be both understandable and interesting to the general reader.
2. Recognition comes in the form of a plaque, \$500.00 cash and a tribute in the awards issue of the *Journal of Science Teacher Education*.
3. Details for the Implications of Research for Educational Practice:
  1. The submissions should address the stated criteria.
  2. Electronic submissions are required.
  3. The author's name, address, telephone number, and institution must not be identifiable within the document, but should be clearly detailed on a cover sheet accompanying the document.
4. **Criteria/Values for AWARD V**:
  - a. Problem: Describes a significant and persistent problem in science education. (10 points)
  - b. Rationale: Presents a clear rationale, model, and/or theoretical basis underlying resolution of the problem described. (10 points)
  - c. Documentation: Sufficiently documented to demonstrate a comprehensive coverage of the research evidence relative to the problem. (10 points)

- d. Synthesis: Adequately synthesizes a body of research findings related to the problem as opposed to an ad hoc collection of ideas. (10 points)
- e. Implication: Provides information that is relevant and useful for classroom teachers and/or teacher educators. Illustrates how research findings may be applied to teaching and learning. (10 points)
- f. Quality of Writing: Written in a clear, unambiguous and succinct manner. (10 points)

### **3E(1)f. Conflicts of Interest and Confidentiality Policy**

1. As a member of the ASTE Award Committee charged with determining the recipient(s) of an award, committee members need to be aware of the potential conflict situations that may arise. Listed below are biasing affiliations or relationships. Should any of these conflicts exist (or any others), committee members must bring the matter to the attention of an ASTE Awards Committee co-chair before he or she engage in an assessment of a candidate's materials. The co-chair should then bring the conflict to the attention of the ASTE President for decision making (i.e., to excuse or not a committee member from the review responsibility).
2. List of potential conflict of interest situations: A member of the committee is a candidate;
  - a. Employment at the same institution as the nominee;
  - b. Employment in an advisory capacity with the nominee or with his/her academic department;
  - c. Recent employment (within the last 12 months) with the nominee or with his/her academic unit;
  - d. Collaborated with the nominee on a professional project, research investigation, or scholarly publication/presentation;
  - e. Family relationship with nominee;
  - f. Close personal relationship with the nominee;
  - g. Business association with nominee;
  - h. Past or present association as thesis advisor or advisee with nominee.

**All nominees and information about their work is to be kept in the strictest confidence. Committee members must not copy, quote, or otherwise use or disclose to anyone, any material from any nomination materials. In all cases where an award nominee's identity is not routinely known (e.g., Award I, Science Teacher Educator of the Year) such an identity should be kept in strictest confidence.**

### **3E(2). Conference Planning Committee**

1. The Conference Planning Committee plans and conducts the annual conference, including pre and post conference tours. The committee functions as a team, and involves ASTE members living in the local area of the annual conference in the planning of this meeting.
2. The President chairs the Conference Planning Committee. The President-elect co-chairs this committee. Committee members include the current, the upcoming, and the immediate past annual conference chair(s); the Executive Director (ex-officio and nonvoting); and ASTE members working on local arrangements and conference events.

### **3E(3). Long-Range Conference Committee**

1. The Long-Range Conference Committee creates and implements policies and procedures as they relate to the annual conference. In order to preserve organizational memory and records, the Conference Coordination Committee should maintain an Annual Conference Handbook, solicit new sites and conference chairs, recommend new meeting chairs to the Board of Directors, and help potential chairs develop meeting proposals.
2. The immediate past-president will chair the Long-Range Conference Committee. The current president will co-chair the committee. Committee members will include the current, the upcoming, and the immediate past annual conference chair(s); three members-at-large; the Executive Director (ex-officio and nonvoting); and an Equity Committee member (ex-officio and nonvoting). Each year, the President-Elect will appoint one member-at-large to serve a three-year term.

### **3E(4). Equity Committee**

The Equity Committee works to ensure that the Association, in all forms and representations, addresses equity issues, including representation, access, and compliance with ASTE SOPs and By-Laws. It is led by a chair who is also a member of the Board of the Directors and has nine members. Three members of the committee are appointed to the committee each year for a three-year term period. Individual members of the equity committee serve as ad hoc members of each of the organization's operating committees. The committee meets twice a year at the annual conference at a time other than that reserved for all other standing committees. The committee also works through a list-serve in order to complete other business associated with the work of the committee. The committee works closely with the Inclusive Forum as they conduct their work.

The Equity Committee is responsible to review and revise the Equity Indicators every five years and report modifications to the President and ASTE Board of Directors. Also using a five-year cycle, the Equity Committee will use the 5-questions ASTE Demographic Survey (gender, academic status, ethnicity, Carnegie classification for the higher education institution, and participation on ASTE operating committees) to collect information to be used to correlate membership data with service to ASTE data (second bullet). The Equity Committee is responsible for the following Equity Indicators as these relate to ASTE as an equitable and inclusive organization:

- a. provides publicized opportunities to facilitate interactions among members within a committee (all committees)
- b. assesses equitable representation of committee membership with respect to professional rank, gender, and cultural diversity
- c. uses a variety of communication modes that are accessible and understandable by individuals having different disabilities
- d. provides accommodations for access to and participation in meetings and/or conferences for individuals having disabilities

### **3E(5). Membership and Participation Committee**

1. The purpose of the Membership and Participation Committee is to recruit and retain members from the various participants in science teacher education, and to mentor new

members of the organization. Critical to this task is the design and/or implementation of various forms of communication with members and others interested in Science Teacher Education beyond the Association (e.g., brochures, website, listserv).

2. The President-Elect shall appoint one elected member of the Board of Directors to serve as chair of the committee for one or more years. The Membership and Communications Committee shall consist of six members at large who serve three-year terms. In addition, a member of the equity committee and a member of the graduate student forum serve on the committee in an ex officio capacity. Each year, the President-Elect will appoint two members to a three-year term.

### **3E(6). Oversight Committee**

1. The Oversight Committee ensures the organizational health of the Association. As such, this committee should review and recommend changes to policy and procedures, and investigate mechanisms to promote the achievement of the mission statement of ASTE.
2. The Past-President shall chair the Oversight Committee. Committee members shall include the two other most immediate Past Presidents, and three appointed Members-at-Large. Each year, the President shall appoint one Member-at-Large to serve a three-year term.

### **3E(7). Professional Development Committee**

1. The purpose of the Professional Development Committee is to organize and coordinate professional development opportunities for ASTE, in order to assist members and other science teacher educators in the pursuit of life-long learning related to science teacher education. The Professional Development Committee shall accomplish this through the following endeavors:
  - a. Oversee the development and administration of needs assessment once every five years regarding professional development for ASTE members.
  - b. Coordinate and implement preconference programs at the annual conference.
  - c. Facilitate opportunities for Professional Development Institutes for Science Teacher Educators
  - d. Investigate other opportunities for professional development.
  - e. Work with other ASTE committees and forums.
  - f. Recommend to the Board of Directors a variety of appropriate venues and strategies for professional development of science teacher educators, both within the Association and beyond.
2. The Professional Development committee is composed of 12 at-large members and the chair. The committee will also have two ex-officio non voting members appointed by the association president: one from the Equity Committee and one from the Graduate Student Forum. The other twelve members of the committee shall be appointed by the President to serve staggered two-year terms. An additional member, who is a member of the Conference Coordination Committee, shall be appointed by the President each year to serve on the Professional Development Committee. The President shall appoint an elected member of the Board of Directors to serve as chair for one or more years.

3. The function of the chair is to facilitate the work of the committee. The chair should attend ASTE Board of Directors' meetings at the annual ASTE meetings and during the summer months. The chair should report to the Board of Directors on the work of the committee. The chair should keep updates results of the ASTE survey of members, particularly those sections that pertain to professional development needs. In December of each year, the Professional Development Committee chair should contact all Professional Development Committee members to inform them when and where the committee will be meeting at the ASTE annual conference. Members should be encouraged to check this information in the annual conference program. The chair should conduct a meeting of the Professional Development Committee at the annual ASTE conference in order to fulfill the purposes of the committee. This work should continue throughout the year through available means of communication, which may include email and telephone calls.

### **3E(8). Publications Committee**

The purpose of the Publications Committee is to recommend policy and advise the Board of Directors relative to any publication activity sponsored by the Association. Contracts with publishers are negotiated by the Publications Committee and approved by the Board of Directors. In addition, the Publications Committee is responsible for searches for Editors and Section Editors of ASTE publications. The President-Elect shall appoint one elected member of the Board of Directors to serve as Co-chair of the committee for one year and serve the following year as chair. The Publications Committee shall consist of six voting members at large, whose three-year terms will be staggered such that two will rotate off the committee each year. The President-Elect will appoint two new members at large to replace retiring members. The committee also includes non-voting ex-officio members who serve advisory roles. These non-voting members consist of a representative from the Equity Committee, the Graduate Student Forum, and an Editor from each of the ASTE periodic publications: the *Journal of Science Teacher Education*, the *Journal of Elementary Science Education*, *Contemporary Issues in Technology and Teacher Education*, and the *ASTE Newsletter*.

#### **3E(8)a. ASTE Newsletter**

1. The purpose of the *ASTE Newsletter* is to share information about the Association and its activities to its members and interested others. Each Association business year, the Association will publish ONLINE a minimum of four issues of the *ASTE Newsletter*, designated as the Winter, Spring, Summer, and Autumn issues.
2. Editor Selection: The editor must be active and in good standing in ASTE. The individual should have experience in publishing, reviewing documents, word processing, and electronic publications.
3. A general call for the nominations (self and other) for Newsletter Editor will come from the Publications Committee in the spring. From the nominees, a letter of interest and a vita will be requested. A sub-committee of the Publications Committee will review the materials, and a recommendation for Newsletter Editor will be made to the Board of Directors during their summer meeting.
4. Term of Office: The appointment of Newsletter Editor will begin immediately upon Board of Directors conferral. The term of office for the Newsletter Editor will last three

and a half years. During the first six months, the new Newsletter Editor will acquire all of the past Newsletter Editor's materials and begin the process of disseminating the newsletter. The past Newsletter Editor should work closely with the new Newsletter Editor to ensure a smooth transition. During the next three years, the Newsletter Editor should collect and review materials for the Newsletter, and create and disseminate the newsletter. Once a new Newsletter Editor has been selected, the outgoing Editor should work closely with the new Editor to ensure a smooth transition for six months.

5. Responsibilities:

- a. The Newsletter Editor should have close communications with the ASTE Executive Director and Director of Electronic Services for ASTE.
- b. The Newsletter Editor should call for newsletter information from the standing committees of ASTE and the members of ASTE.
- c. The Newsletter Editor should edit and format the electronic ASTE Newsletter. Prior to disseminating the ASTE Newsletter, the chair or designated member of the Publications Committee should review the ASTE Newsletter for the Editor.
- d. The Newsletter Editor should submit Board of Directors reports to ASTE through the Publications Committee.
- e. The Newsletter Editor should be expected to provide his/her own computer.
- f. The Newsletter Editor will serve on the Publications Committee.
- g. The Newsletter Editor shall publish in the *ASTE Newsletter*, or otherwise send to the membership, the slate prepared by the Elections Committee.
- h. If the Newsletter Editor is unable to successfully accomplish the task of Editor; the Executive Director will assume the responsibilities of the newsletter editor until a new Editor is identified.

6. Content of the Newsletter:

- a. The content of the Newsletter will be determined by both the chair of the Publications Committee and the Editor of the Newsletter. The items selected for publication in the Newsletter should be relevant to the ASTE membership and can include: the slate of candidates developed by the Elections Committee, by-law revisions, and brief reports from ASTE committees. Each issue may include a President's Message at the discretion of the President.
- b. Advertisements may be included in the ASTE Newsletter as room permits and that placing advertisements should be free to ASTE members. Non-members will be charged \$5 per line with the understanding that this charge can be waived for people or organizations that are providing free services or services of interest to ASTE members (e.g., free workshops for ASTE members, international conferences). The charge for an advertisement can be waived by a majority responding vote of the Publications Committee.

**3E(8)b. Journal of Science Teacher Education**

1. *The Journal of Science Teacher Education* is the official journal of the Association for the Education of Teachers in Science. It is the mechanism in which information is disseminated regarding innovations, theory, and research in science teacher education. All ASTE members receive the journal with their membership to the organization. Libraries and non-ASTE members can also subscribe to the journal. As the journal

represents the organization, the Editor and editorial board member appointments are made in cooperation with the ASTE Board of Directors.

2. Background: When the journal first began, it was an in-house publication that was published 6 times a year and consisted of sections that were dedicated to research, innovations, and feature articles. Currently, there are six issues published each year that have approximately 100 pages, with the emphasis on sections being relaxed. Springer currently oversees the publication of the journal.
3. Editor Selection: The Editor(s) of the journal must be an ASTE member who has and is currently participating in ASTE and is familiar with the direction and mission of the organization. The individual(s) should have expertise in science teacher education, experience in publishing manuscripts in peer-reviewed journals, experience in reviewing articles for peer-reviewed journals, and knowledgeable about project management.
4. ASTE members who apply for the position of editor must respond to the Call for Editors, and submit the requested documents to the chair of the Publications Committee. These documents will be reviewed by a sub-group of the Publications Committee, with a recommendation being forwarded to the Board of Directors for formal approval. Upon approval of the Board of Directors, the incoming Editors should work with the out going Editors per the time lines suggested by the Board of Directors.
5. An application for Editorship should include, but not be limited to: vitas of applicants; an application letter which indicates college commitments, a statement regarding abilities and desires to serve as Editor(s) for the ASTE journal, and aspirations for the journal as a representative document of ASTE; and other documents that suggest an ability to serve as an Editor (limited to 10 pages). Three copies of the application should be submitted to the chair of the Publications Committee.
6. Term of Office: The Editor(s) will serve for 5 years, with the 1<sup>st</sup> and 5<sup>th</sup> years serving as transition years. During transition, the incoming Editor(s) will incrementally assume responsibility for the publication of the journal and will work closely with the outgoing Editor to ensure a smooth transition that does not impact the publication of the journal.
7. Responsibilities:
  - a. Work with the current publisher to ensure that publication deadlines are met.
  - b. Submit and present a JSTE report for each ASTE Board of Directors' meeting. The report should include, but not be limited to: a budget report, manuscript submissions over a year, status of received manuscripts, acceptance rate and types of manuscripts, descriptive data regarding author information (e.g. international submissions), turn around time, reviewer activity, improvements that can be made, and suggestions related to journal dissemination.
  - c. The Editor(s) will need to work closely with the Publications Committee, with one Editor serving as Ad-hoc member of the Publications Committee. If there are co-editors, then the President will designate which one will serve as the Ad-hoc Publications Committee member.
  - d. Identify and nominate Editorial Review Board members and submit nominees to the chair of the Publications Committee.
  - e. Engage in responsibilities that are consistent with serving as an Editor that include, but are not limited to; developing procedures for assigning manuscripts for review, notifying authors of the status of their manuscript in a timely manner, providing

- feedback that is productive to authors, working with authors to revise their manuscripts, maintaining correspondence with Editorial Review Board members, and thanking outgoing editorial Board members for their contributions.
- f. Editors may suggest theme issues, but this must be approved by the Publications Committee.
  - g. Participate in the Publishing in ASTE Journals session at the annual ASTE conference.
  - h. Review and develop policies in regard to submitting manuscripts, reviewing manuscripts, and providing feedback to authors.
  - i. Work closely with staff who are affiliated with the journal.
  - j. Work closely with the Publications Committee to understand how the journal can respond to the membership of ASTE.
  - k. During years in which a contract is negotiated with a publisher, the Editors should work closely with the Publications Committee in negotiating the contract.
8. Editorial Review Board Members:
- a. The Editorial Review Board shall consist of a minimum of 40 members.
  - b. The membership of the Editorial Review Board should be representative of the membership of ASTE as a whole.
  - c. A minimum of 5% of the members will be from the international community.
  - d. As vacancies occur, the editor(s) will recommend to the Publications Committee individuals to serve on the Editorial Review Board.
  - e. The number of Editorial Review Board members can be increased with a request that demonstrates need. This request must be made to the Publications Committee and approved by the Board of Directors.
  - f. Guest reviewers may be appointed on an occasional basis as deemed necessary by the Editor, and are not required to be members of the organization.
9. Terms Of Office:
- a. Editorial Review Board members will serve a 5-year term (years will be calendar years). Term expiration occurs on December 31st of their fifth year.
  - b. Members' terms will be staggered so that 20% of the members will retire in a given year, to be replaced by an equal number of new members.
  - c. If a member resigns or is unable to complete his or her term, the Editor(s) will nominate a replacement to the Publications Committee, which if approved, will bring the nominee to the Board of Directors for approval.
10. Duties And Responsibilities:
- a. Read and evaluate manuscripts within his or her area of expertise.
  - b. Provide written reports on manuscripts reviewed using the criteria and evaluation form provided by the Editor(s).
  - c. Review manuscripts within six weeks of receipt.
  - d. Failure to comply with these request repeatedly (e.g., timely review, appropriate feedback), may result in dismissal from the review board. The Editor(s) will make recommendations for such dismissals to the Publications Committee and then the Board of Directors for approval.
11. Qualifications:
- a. Competence in research and/or methodology within some aspect of science teacher education.

- b. Ability to judge the quality of a manuscript within an area of science teacher expertise.
- c. Ability to identify particular strengths and weaknesses of a manuscript and, in a professional manner, to offer suggestions for revising manuscripts.
- d. Current membership in ASTE.

**3E(8)c. Yearbooks, Monographs, and Handbooks (YMH)**

1. Yearbooks, monographs, and handbooks are publications by ASTE members for educators of teachers of science. There is no established publication cycle for these documents.
2. Facilitate the publication of ASTE Fastbacks on topics of interest to ASTE members and other science teacher educators
3. New YMH for ASTE will be proposed in one of the following ways:
  - a. by the ASTE President
  - b. by the ASTE Publications Committee
  - c. by an ASTE member(s) via the Publications Committee (see guidelines for YMH proposals)
4. Proposals from ASTE members should contain the following information:
  - a. proposed title
  - b. abstract
  - c. list and qualifications of editors
  - d. rationale/statement of need
  - e. purpose
  - f. proposed format
  - g. outline (of chapters/parts and contributors) and
  - h. proposed timeline
5. The Publications Committee will vote on the merits of the proposal and make a recommendation to the ASTE Board of Directors. The Board will vote on whether to accept the proposal. The chair of the Publications Committee will be responsible for all communications with the editor of the YMH.
6. For any YMH that is approved, the Publications Committee will be responsible for finding a publisher.
7. A YMH editor will be recommended by the President or Publications Committee and approved by the ASTE Board of Directors.
8. The editor will draft a call for proposals and publish it in:
  - a. The ASTE Newsletter
  - b. ASTE and other appropriate listservs
  - c. ASTE web page
9. The call for proposals will include the following information:
  - a. Purpose of the monograph
  - b. Deadlines
  - c. Submission guidelines
10. The editor will issue a call for volunteers to serve as manuscript reviewers. The editor will develop a review protocol and have each manuscript reviewed by 2 or 3 reviewers.

11. The editor will collate all reviews and make selections for inclusion. The editor will inform all authors of the status of their manuscripts. Authors of accepted manuscripts will be sent guidelines for final manuscript preparation.
12. The editor will be responsible for final decisions regarding the disposition of all manuscripts.
13. The editor will work with the publisher to prepare all manuscripts for publication and write the Introduction to the final product.
14. The editor will be responsible for making biannual reports to the ASTE Board of Directors regarding the progress of the YMH from inception to final publication.

#### **3E(8)d. Journal of Elementary Science Education**

1. The *Journal of Elementary Science Education* (JESE) was established in 1989 at the University of Tennessee at Martin through its Center of Excellence for the Enrichment of Science and Mathematics Education. The journal was printed twice a year, and distributed to anyone wishing to receive it. Throughout the years, the journal has moved to several universities.
2. During the mid-90's, "column" for ASTE was established in the journal. The President of ASTE originally appointed an Editor for the column.
3. Editor Selection: The JESE Editor must be a member in good standing of ASTE. This individual should have expertise in research in elementary science teacher education as well as experience in publishing and reviewing manuscripts for professional refereed educational journals.
4. A general call for the nominations (self and other) for the Editor will come from the Publications Committee in the spring in the year in which the current Editor is completing his/her term. The call will go to the general membership of ASTE. From the nominees, a letter of interest and a vita will be requested. A sub-committee of the Publications Committee will review the materials, and a recommendation for the Editor position will be made to the Board of Directors during their summer meeting.
5. Terms of Office: The Editor will have a five-year term of office, which will begin upon conferral of the Board of Directors at the summer meeting. The outgoing Editor will be responsible for transferring all needed documents to the incoming Editor at the conclusion of his/her term.
6. The Editor may be removed from office upon a motion from the ASTE Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the ASTE Publications Committee will recommend a member of ASTE to finish out the current term of office until a formal search procedure can be enacted.
7. Responsibilities of the Editor:
  - a. Maintain academic standards that are comparable to other journals affiliated with ASTE.
  - b. Originate the call for and the selection of reviewers
  - c. Solicit manuscripts for the journal
  - d. Assign each manuscript to no fewer than two review board members
  - e. Transmit reviews to author
  - f. Identify which manuscripts will be published based upon reviews
  - g. Maintain communication with the chair of the Publications Committee

- h. Maintain correspondence with ASTE reviewers (including letters of acceptance, refusal, and thank you letters)
  - i. Compile statistics and maintain files as appropriate for the journal
  - j. Ensure that reviewers are thanked publicly on an annual basis
  - k. Participate in a "Publishing in Science Education" session at the annual ASTE conference
  - l. Submit semi-annual board reports to ASTE through the Publications Committee
6. JESE Reviewers: JESE Reviewers must be members in good standing of ASTE. These individuals should have experience publishing in and reviewing manuscripts for professional refereed journals. Primary selection considerations should include:
    - a. Balance of committee (senior/junior, female/male, national/international, east/west, academic areas of interest)
    - b. Publication record in journals of science education, or similar nature
    - c. Knowledge of elementary science teacher education
  7. A general call for nominations for the JESE review board should be generated by the JESE Editor in cooperation with the ASTE Publication Committee in the spring, prior to the summer appointment. Final selections will typically require discussion with the Publications Committee chair. New reviewer candidates will be presented to the ASTE board at the January or summer meeting and will begin their term immediately upon board conferral. Guest reviewers may be appointed on an occasional basis as deemed necessary by the Editor, and are not required to be members of the organization.
  8. Term of Office: Each reviewer will serve a 3-year term of office
  9. A reviewer may be removed from office upon a motion from the Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the Editor, in cooperation with the Publications Committee, will recommend a member of ASTE to finish out the current term until a formal search can be enacted.
  10. Responsibilities of Reviewers: Each Reviewer will:
    - a. Review manuscripts in a timely fashion as established by the Editor.
    - b. Assist the JESE Editor in soliciting manuscripts.
    - c. Bring issues important to the continued quality of the journal to the attention of the JESE Editor

**3E(8)e. Contemporary Issues in Technology and Teacher Education**

1. The Society for Information Technology and Teacher Education (SITE) has established an interactive, online journal that supports the national Department of Education initiative, Preparing Tomorrow's Teachers to Use Technology (PT3). The journal, *Contemporary Issues in Technology and Teacher Education* (CITE), provides a national forum for discussion of methods of preparing teachers to appropriately integrate technology in instruction. The focus of the journal is the use of technology in core subject areas science, mathematics, language arts, and social studies. In addition to SITE and the U.S. Department of Education, other partners in this venture include the University of Virginia Digital Library and Department of Computing Science, which lend technical expertise, and the AACE, which serves as the publisher.
2. Association for the Education of Teachers in Science (ASTE) sponsors the science education section of CITE (approved '02). Full editorial responsibility and the

appointments of the section editor for science and science education editorial board reside with ASTE.

3. Each CITE article may be published with substantive accompanying commentary by two to three reviewers. An opportunity will be provided for submission of subsequent commentary by other correspondents. This commentary will undergo editorial review to ensure a strong, on-going intellectual discourse centered on technological topics of importance to the science teacher education community.
4. CITE Editor Selection: The CITE Section Editor must be a member in good standing of ASTE. This individual should have expertise in research in science teacher education and applications of technology as well as experience publishing and reviewing manuscripts for professional refereed educational journals. The CITE Section Editor will be selected from the membership at large. A general call for nominations for the CITE Section Editor should be conducted by the ASTE Publications committee approximately one year prior to the appointment of a new CITE Section Editor.
5. The ASTE Publications Committee should review nominations and recommend a candidate to the ASTE Board of Directors.
6. Term of Office: The term of office for the CITE Section Editor is 3 years, with a 6-month transition period for incoming and leaving Editor.
7. The past CITE Section Editor will provide the new Section Editor with copies of all electronic files and templates and will complete the review process with any outstanding manuscripts.
8. A CITE Section Editor may be removed from office upon a motion from the ASTE Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the ASTE Publications Committee will recommend a member of ASTE to finish out the current term of office until a formal search procedure can be enacted.
9. Responsibilities: CITE Section Editor will:
  - a. Maintain standards that are comparable to or exceeding those of the *Journal for Science Teacher Education* and the *Journal of Elementary Science Education*.
  - b. Target one to two articles for the science education section of each issue; i.e., four to eight articles per year.
  - c. Originate the call for and the selection of reviewers - Assign manuscripts to two review board members
  - d. Transmit edited reviews to the general Editor of CITE for publication (as necessary).
  - e. Solicit manuscripts for the CITE section.
  - f. Maintain communication between CITE and ASTE.
  - g. Maintain correspondence with ASTE reviewers (including letters of acceptance, refusal, and thank you letters)
  - h. Compile statistics and maintain files as appropriate for the section - Ensure that reviewers are thanked publicly on an annual basis.
  - i. Coordinate, conduct and/or participate in a "Publishing in ASTE Journals" session at the annual ASTE conference.
  - j. Submit semi-annual board reports to ASTE through the Publications Committee.
  - k. Cooperate with the Editor of CITE in the moderation and review of subsequent commentary submitted to CITE on published articles.

10. CITE Section Reviewers: CITE Section Reviewers must be members in good standing of ASTE. These individuals should have experience publishing in and reviewing manuscripts for professional refereed journals.
11. Primary selection considerations should include:
  - a. Balance of Review Board (e.g., national/international, academic areas of interest)
  - b. Experience in science education or technology in education review boards.
  - c. Publication record in journals of science education, technology in education, or journals of similar nature.
12. A general call for nominations for the CITE review board should be generated by the CITE Section Editor in cooperation with the ASTE Publications Committee. Final selections will typically require discussion with the Publications Committee chair. New reviewer candidates will be presented to the ASTE board will begin their term immediately upon board conferral.
13. Term of Office: Twelve (12) individuals review for the CITE section; each serves a 3 year term of office. Each year, 4 members will complete their term of duty and 4 new members will be appointed.
14. A reviewer may be removed from office upon a motion from the Publications Committee to the ASTE Board of Directors. If a mid-term termination occurs, the Section Editor, submit a nomination for a replacement member to the Publications Committee. If approved, the Publications Committee will then submit the nominee to the ASTE Board of Directors for final approval.
15. Responsibilities of Reviewers:
  - a. Each CITE Reviewer will:
    - i. Review manuscripts in a timely fashion as established by the CITE Section Editor in cooperation with the CITE Editor.
    - ii. Bring issues important to the continued quality of CITE to the attention of the CITE Section Editor or CITE Editor.

### **3E(9). Technology Education Committee**

1. The purpose of the Technology Education Committee is to organize and coordinate technology-related activities for ASTE, in order to assist members and other science teacher educators in the pursuit of integrating technology appropriately in science teacher education. The Technology Education Committee will also advise the Board of Directors on policy and issues pertaining to technology in science teacher education. The Technology Education Committee shall accomplish this through the following endeavors:
  - a. Recommend specific sessions and workshops at the ASTE annual conference that address technology in science teacher education in coordination with the Conference Coordination Committee.
  - b. Disseminate information and resources to the membership in areas pertaining to technology in science teacher education.
  - c. Advise the Board of Directors on policy and issues pertaining to technology in science teacher education.
  - d. Communicate, when appropriate, with associations regarding technology issues in science teacher education (e.g., SITE, ISTE, AECT, NECC, NSTA).

2. The Technology Education Committee is composed of 6 at-large members and a chair and co-chair. The chair and co-chair are members of the Board of Directors. A member of the Equity committee, the Director of Electronic Services, the Newsletter Editor, and a graduate student member are also on the committee in an ex-officio, nonvoting position. Six members of the committee shall be appointed by the President to serve staggered three-year terms. The President shall appoint an elected member of the Board of Directors to serve as chair for one or more years.
3. The function of the chair and co-chair is to facilitate the work of the committee. The chair will attend ASTE Board Meetings at the annual ASTE conferences and during the summer months. The chair should report to the Board of Directors on the work of the committee. The chair should keep updated on technology policy and issues of the organization, and coordinate committee activities. In December of each year, the Technology Education Committee chair should contact all Technology Education Committee members to inform them when and where the committee will be meeting at the ASTE annual conference. Members should be encouraged to check this information in the annual conference program. The chair will conduct a meeting of the Technology Education Committee at the annual ASTE conference in order to fulfill the purposes of the committee. This work will be continued throughout the year.
4. The chair and co-chair of the Technology Education Committee will work with the Conference Coordination Committee to review and select technology sessions for the annual conference. The chair will also consult with the Professional Development Committee to coordinate technology-related workshops and the annual conference. The chair will be responsible for coordinating these efforts with the Conference Coordination Committee chair.
5. The Technology Committee will select the winner of the National Technology Leadership Initiative (NTLI) each year.

### **Selection of the NTLI Fellowship**

Action	Date	Person Responsible
Email ASTE membership to remind them to consider submitting their proposal for consideration for the NTLI fellowship. Include NTLI eligibility requirements.	One month prior to ASTE proposal submission date	Chair of Science Education SIG of SITE
Ensure that there is box to check on the ASTE conference proposal website for consideration for NTLI Fellowship. Include the eligibility requirements.	ASTE proposal submission deadline	Chair Technology Cmmt. of ASTE
Chair and co-chair provide initial review of proposals for NTLI eligibility.	After ASTE conference acceptances sent	Conference Coordination Committee, Chair and Co-chair of Tech. Commt. of ASTE

Establish a NTLI Fellowship review committee. Begin by soliciting Technology Committee members of ASTE and former NTLI fellowship winners. (Standing members, Chair of Technology Committee ASTE, Chair and Vice-Chair of Science Education SIG SITE)	Sept- Oct	Chair of Science Education SIG and Chair of Technology Cmmt. ASTE
Email all those for consideration of fellowship to encourage SITE submission regardless of being selected for fellowship.	One month prior to SITE submission deadline (typically Feb.)	Chair of Science Education SIG of SITE
Ensure that all submissions for NTLI fellowship are scheduled in the ASTE program before 10:00 AM on Saturday morning of ASTE meeting	Prior to final program	Chair of Technology Cmmt. of ASTE
Schedule a NTLI Fellowship deliberation room for 11:00 am on Saturday morning of ASTE meeting	Prior to final program	Chair of Technology Cmmt. of ASTE
NTLI-eligible authors contacted and requested to submit their papers to the chair by Dec. 1	Nov. 1	Chair & co-chair or Tech. Cmmt. of ASTE
NTLI Fellowship submissions assigned to reviewers, no more than four reviews per person, minimum of two reviewers per submission, sent to reviewers	Dec. 1	Chair of Science Education SIG at SITE, and Chair of Technology Cmmt. of ASTE
Papers for consideration submitted electronically to Chair of Science Education SIG at SITE, papers distributed to assigned reviewers with rubric for papers and presentations	Two Weeks prior to ASTE conference	Chair of Science Education SIG at SITE
Presentations attended and reviewed according to rubric by selection committee	During ASTE Conference	NTLI Fellowship selection committee
NTLI Fellowship committee deliberation and selection	11:00 on last day of ASTE Conference	NTLI Fellowship selection committee
NTLI Fellowship winner announced to ASTE membership	ASTE Award lunch	Chair of Science Education SIG of SITE

#### Eligibility/Award Requirements

NTLI Fellowship winner receives an Invited Presentation at the Annual SITE (Society for information Technology and Teacher Education) Conference. This award includes special promotion in the program and recognition at the SITE conference. Conference registration

fee is waived and \$1000 travel stipend is provided thanks to the support of Vernier Technology.

To be considered for the NTLI Fellowship, ASTE presenters must indicate their desire to be considered for the award on the conference proposal submission form. By this indication, candidates for the award agree to send a completed paper for their presentation to the Chair of the Technology Education Committee by Dec. 1, prior to the ASTE conference, for dissemination to the NTLI Fellowship review panel. Candidates understand that at least two members of the NTLI Fellowship review panel will attend their session.

By submitting for the award, candidates understand that acceptance of the award includes a responsibility to attend and present at the SITE conference. The SITE conference is typically held during March each year.

Rubric for Paper and Presentation

### ASTE NTLI Award Rating Sheet

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Rating Criteria: 1-5 subscale

5=Strongly Agree    4=Agree    3=Neutral    2=Disagree    1=Strongly Disagree

Criteria	Rating
Research and/or ideas contribute important new knowledge to the area of technology integration in science teaching and learning, science teacher preparation, or development of instructional materials	
Paper shows innovation in science teacher preparation or research	
Technology is used in a manner consistent with prior research and new ideas being presented	
Paper is relevant to science teacher education and is supported with a theoretical framework	
Evidence is provided to support effectiveness in science teaching and/or learning	
Paper has a clear focus	
Paper and presentation is of interest to ASTE and SITE membership	
Presentation is informative and engaging and will represent ASTE well	

### 3F. Forums

1. Forums are committees dedicated to member interests and commitments. Forums serve the interests of the membership by influencing the policy, procedures, and activities of

the Association with the assistance of the Board of Directors. Forums are proposed by petition of the members and are approved and rescinded by the Board of Directors.

2. To create a Forum, a petition of 10 members of the Association must be forwarded to the Board of Directors. The petition should include the following: Name of the Forum; purpose; name of a long-term contact person; description of chair selection and rotation; the administrative structure of the Forum; potential plans of action; and length of existence. Forums should propose a length of existence between 3 and 5 years. At the end of the Forum term, a Forum may submit an application to renew. A renewal application should include all of the information in the original petition, a list of previous accomplishments, and include an indication of Forum membership. The Board of Directors may reject an application for renewal if the Forum has limited membership (less than 10), has accomplished few goals, or has inconsistently submitted Forum reports to the Board of Directors. Forums may be approved or rescinded at any Board of Directors' meeting or between Board meetings by vote of the Executive Committee.
3. Forums are responsible for the recruitment and maintenance of their own membership; for communication among members; and for selecting their own projects, goals, and activities. Each Forum will hold a minimum of one forum meeting at the annual Conference (space, time, and advisement of location to be provided by the Program Committee) and may meet as needed throughout the year using alternative formats.
4. Established Forums may access all ASTE support structures by following the policies and procedures that exist for the Association. For instance, Forums may suggest key note speakers or conference strands by working through the Program Committee, may recommend publications by working with the Publications Committee, may monitor and enhance membership by working with the Membership and Conference Planning Committee
5. Each Forum chair will be expected to provide a written report to the Board of Directors for each Board of Directors' meeting and will be provided time during the second Board of Directors' meeting at the annual Conference to present verbal updates of actions or initiatives.

			Purpose	
Inclusive Science Education			A forum for those involved in inclusive science education.	
Women in Science Education			A forum for women who are involved in science teacher education	
Graduate Student Forum			To foster the development of the graduate students in ASTE	

Scientists/Science Educator Collaboration			To foster collaboration between scientist and science educators	
Environmental education			To provide support and professional development for issues of environmental education	
Seniors as resources in science education			To provide support for retired members and use their expertise to foster mentoring opportunities	

**3G. Ad Hoc Committees**

Ad Hoc committees are created to complete specific and short-term tasks. Ad hoc committees are established by the Executive Committee or by the President with the approval of the Board of Directors. The duties of the ad hoc committees shall be defined at the time of appointment, and such committees shall exist only for the length of time designated in their charge.

Ad Hoc Committee		Purpose
International Science Teacher Education		Increase international connections
Development		To investigate future external funding sources for ASTE.
PUBLIC POLICY		EXPLORING OPPORTUNITIES FOR ASTE TO IMPACT PUBLIC POLICY

**3H. Guidelines for Development of ASTE Position Statements**

1. Rationale for Position Statements

- a. ASTE provides national and international leadership in science education by identifying the qualities and standards necessary for the professional development of teachers of science. ASTE Position Statements are used to document those qualities and standards.
- b. Position Statements should be far-reaching statements for science teacher education, should reflect the organization’s official stand on issues and membership’s responses to issues. Position Statements are statements of intent and

goals for science teacher education. The statements should reflect the desired state, be future oriented, data and research based, and reach beyond a statement of standards. Position statements should be useful to our membership.

2. Developmental Procedures:

- a. Any member or constituent body of ASTE may initiate development of a position statement. There should be wide membership input. During development membership discussion can take place during convention feedback sessions and panel reviews. Review panels should consist of individuals from constituencies appropriate to the topic.
- b. *Board:* The Board of Directors approves the development of a Position Statement prior to formation of an ad Hoc committee. A Position Statement may, however, be submitted for adoption with prior approval of the Board of Directors (Route II). The Board of Directors recommends composition of the task force by categories of representation. Recommendations of individuals and volunteers can be given to the President by Board of Directors Members. The Board of Directors advises the President in regard to the charge to the ad Hoc committee, and the Board votes to accept, amend, or return a Position Statement with reference to the advice and review by membership.
- c. *President:* The President receives nominations/volunteers for service on the ad Hoc committee. The President considers all nominations in good faith, names the ad Hoc committee and the chair. The President gives the charge, with a time line, to the ad Hoc committee.
- d. The President is also responsible for having the position statements reviewed every 5 years. The President should charge a review committee who will determine if the statement should be reviewed or not. If the Position statement is to be reviewed, this committee will be responsible as an ad Hoc committee.
- e. *Ad Hoc Committee:* An ad Hoc committee, if initiated by an individual or a group, should be composed of members with expertise in the topic area. Ad Hoc committee members are responsible also for obtaining input from persons outside the ad Hoc committee.

3. Development and Revision Sequence Routes

- a. *Route I:* Board Authorized Development (follow steps 1-6, 8-12)
- b. *Route II:* Individual/ Group Development (follow steps 7A, 8-12)
- c. *Route III:* Revision of Existing Position Statement (follow steps 7B, 8-12)

4. Development and Revision Sequence Steps

- a. Recommendation for development submitted to the Board by President, Board member, committee, Forum, ASTE member, or ASTE Affiliate.
- b. Board approves development.
- c. Board recommends composition of ad Hoc committee.
- d. President receives nominations/volunteers.
- e. President considers all nominations in good faith, names ad Hoc committee and chair.
- f. President gives charge, with time line, to the ad Hoc committee.
- g. An individual or group, after identifying a need for a Position Statement, will assemble an ad Hoc committee to research and develop a statement.

- h. (For Position Statement Revision) Board of Directors approves need for revision. President names ad Hoc committee. Ad Hoc committee obtains wide membership input on suggestions for revision by publicizing the existing statement and requesting feedback (i.e., using newsletters, ASTE listserv, and convention sessions).
  - i. Ad Hoc committee develops preliminary draft/outline.
  - j. Wide review of draft/outline by membership (refer to Review Procedures below).
  - k. Final draft prepared.
  - l. Position Statement support document prepared (refer to Supporting Documentation below).
  - m. Final Draft of Position Statement and support documentation is submitted to the Board of Directors for adoption as an ASTE Position Statement. This should be accomplished in a timely manner for consideration during a regularly scheduled Board of Directors' meeting.
4. Format for Position Statements: See Suggested Format for an ASTE Position Statement
5. Review Procedures:
- a. Wide membership review should be obtained. The following review sources are suggested for feedback:
    - i. ASTE Newsletter
    - ii. ASTE listserv
    - iii. Other appropriate ASTE publications
    - iv. Direct solicitation from a sufficient national sample of members representing appropriate expertise and/or constituencies.
6. *Review for a New Position Statement:* Wide membership review during the draft development process can include convention feedback and Board member suggestions. The final draft should be reviewed by the ad hoc committee members, including the Board liaison.
7. *Review for Revision of Position Statement:* Revision can involve a publicized request to membership for revision suggestions. Convention feedback can be used for suggestions. Wide membership review during the draft process should be used. The final draft should be reviewed by the ad hoc committee members, including the Board liaison.
8. *Dissemination Procedure:* All position statements will be vigorously disseminated through publication in the ASTE newsletter, appropriate publications of other professional and governmental organizations, and posting on the ASTE listserv. The ad hoc committee membership will be included with the Position Statement. The Position Statement and references to support documents for this statement will be available upon request.
9. *Endorsement Procedures:* The ASTE President may circulate new Position Statements to other appropriate professional organizations for information and/or proposed endorsement.
10. *Suggested Format for an ASTE Position Statement:* This format is in keeping with the Guidelines for the Development of ASTE Position Statement and applies to publication.
- a. All published official ASTE Position Statements must contain:
    - i. Title

- ii. Brief introductory paragraph
  - iii. Bulleted declarations
  - iv. Date of adoption
- b. Supporting discussion papers/documents must be accepted by the ASTE Board of Directors at the time a Position Statement is considered for adoption; however, such documents will not necessarily be published and will not be considered as part of the Position Statement.
  - c. Upon first publication of an official ASTE Position Statement, it may be accompanied by a listing of the writers/developers, endorsers, and/or references.
11. *Format Options for an ASTE Position Statement*
- a. *Title*: Clear, concise, identify the issue/point. Example: An ASTE Position Statement on Student Teacher Supervision.
  - b. *Introductory Remarks*: Succinct comments of one or two paragraphs that explain the importance of the position/issue to science educators and/or why ASTE desires to go on record with an opinion. Summaries are not necessary. The introductory remarks may take one of the following forms:
    - i. **RATIONALE**: (The Why). In cases where it is necessary to establish why a position is taken, a short explanation may be in order. In some instances, this could be a listing of the sequence of events that led members to feel that ASTE needed to define its role in this particular issue.
    - ii. **PREAMBLE**: (The What). Use this style when it is necessary to define the issue(s), terms, and set the stage for the statements that follow, e.g., The Role of Research in Science Teaching.
    - iii. **INTRODUCTION**: (The How). The method of developing and refining the statement may be useful.
12. *Declarations*: Bulleted sentences that make up the body of the Position Statement. Each declaration should be a complete declarative sentence, e.g., from the position statement on the role of action research in the classroom: In order to verify the effectiveness of developed curriculum, teachers should be encouraged and provided with support to conduct research in their own classrooms.
- c. A declaration may be followed by a series of sub-clauses, but not additional narrative text.
  - d. Each declaration should be parallel in grammar to the other declarations in the Position Statements.
13. *Authors*: A list of author's names and affiliations is needed at the time of adoption and will be published when the Position Statement is initially introduced to the membership.
14. *References*: References are particularly important for Position Statements with collaborative aspects with other organizations.
15. *Adoption*: The date when a position statement is adopted by the ASTE Board of Directors is part of the official document.
16. *Support Documents*: A reference list of support documents and, if possible, the actual documents for the Position Statement should be on file in the ASTE archives.
17. Position Statements and Revisions

Statement	Status	Board Approved	Review date
Science Teacher Preparation	Posted	08-04	08-09
Technology in Science Teacher Education	In progress		

## CHAPTER 4: AFFILIATES AND AFFILIATIONS

### 4A. Procedures for Affiliation with ASTE

#### I. Purposes and Overview

- A. ASTE: Statement of Purpose: The mission statement is to promote leadership in, and support for those involved in, the professional development of teachers of science.
- B. Achieving ASTE Affiliate Status: To this end ASTE encourages relationships with other like-minded organizations for the benefit of collaboration, coordination and information exchange.
- C. Guidelines For Becoming An Affiliate of ASTE: The role of the Affiliate is to represent stakeholders in specific areas of education whose goals and membership overlap with those of ASTE. These Affiliates are able to work cooperatively with ASTE in their specific areas of expertise. Likewise, ASTE is able to provide input to Affiliates with a broad view of the state of education and specific direction that might be taken by the individual Affiliates. The specific areas of expertise of Affiliates and general overview of ASTE serve to interface well and provide a solid base for decision-making and action.

#### II. Requirements for consideration: These requirements refer to characteristics of the organization seeking affiliate status. The organization seeking affiliation:

- A. Demonstrates a philosophy and a dedication to promoting quality education;
- B. Represents a major organization whose goals compliment ASTE;
- C. Has a constitution and/or bylaws stating its purpose, which is not in conflict with the constitution and bylaws of ASTE and includes a disbandment clause;
- D. Has elected officer(s);
- E. Approves a motion for affiliation with ASTE and endorses ASTE's bylaws (this vote is taken in accordance with the affiliate's constitution and bylaws that describe the affiliation process);
- F. Is a not-for-profit 501 (c) (3) organization;
- G. Is in agreement that both parties are to be signatories of an agreement of protective exclusion (see Appendix I).

#### III. Procedures For Becoming An Affiliate of ASTE: The following procedure must be followed for a petitioning organization to become an affiliate of ASTE:

- A. The President of the petitioning organization will provide a *Letter of Request* and required documentation to the ASTE Executive Director. Documentation indicating adherence to the *Affiliate Requirements* cited above should be included. The ASTE Executive Director will then forward said letter and documentation to the ASTE President.
- B. The Executive Committee will review documentation and make a recommendation to the ASTE Board of Directors within six months of receipt of materials.

- C. The ASTE Board of Directors will discuss the report at a regularly scheduled meeting. At that time the Board of Directors will vote on the request.
- D. The ASTE President will inform the petitioning organization of the outcome. In the case of denial, rationale for the refusal of Affiliate status will be outlined to the petitioning organization. A group seeking Affiliation may resubmit after a period of one year.

#### IV. Rights and Responsibilities of ASTE

- A. The ASTE President (or designee) will:
  - 1. Represent ASTE on governing bodies and/or programs of the Affiliate.
  - 2. Fulfill all responsibilities of Affiliate Board Member as identified in bylaws and operating policies of Affiliates.
    - a. Appoint Affiliate President or representative to appropriate ASTE committee(s).
- B. As an Organization, ASTE:
  - 1. Will extend to Affiliate President or appointee all rights and privileges of ex-officio ASTE Board Members, e.g., to include committee appointments and financial assistance in accordance with their responsibilities.
  - 2. Will provide copy of documents that are directed toward the Affiliate for review/input prior to vote by ASTE Board of Directors, e.g., position statements.
  - 3. May promote membership in Affiliate Groups, Affiliate publications, convention sessions, Affiliate Awards and recognition programs, and other activities as deemed appropriate and essential by officers of ASTE and Affiliates.
  - 4. May provide presentation and/or meeting time and rooms at regional or national conventions.
  - 5. Will designate the ASTE Executive Director as Affiliate liaison.

#### V. Rights And Responsibilities Of Affiliates

- A. Affiliate President: The affiliate president (or designee) will represent the affiliate on the ASTE Board of Directors, with all of the rights and privileges of an ex-officio ASTE Board of Directors member.
- B. The Affiliate Organization:
  - 1. Will provide ASTE President or appointee with the rights and privileges of Affiliate Board members – to include committee appointments and financial assistance in accordance with their responsibilities.
  - 2. May promote ASTE membership, ASTE Regional and National Conventions, ASTE publications, ASTE Awards and recognition programs, and other activities as deemed essential by officers of ASTE and Affiliates.
  - 3. May organize a convention/meeting held in conjunction with the ASTE annual conference or regional meetings.
  - 4. May provide ASTE adequate time on Affiliate programs, if requested.
  - 5. May, with Board of Directors approval, designate an ASTE publication as their own.
  - 6. May provide financial incentives for dual membership.
  - 7. Will inform the ASTE Executive Director of all newly elected officers and Board Members in a timely manner.
  - 8. Will Inform the ASTE Executive Director of any changes in constitution or bylaws in a timely manner.
  - 9. By request, will provide the ASTE Executive Director with an active membership list when requested, for internal use only.

10. Will inform ASTE of all conferences, seminars, etc. that are being conducted by or in conjunction with the Affiliate where science teacher education concerns are being addressed.

## VI. Disaffiliation

### A. Written notice by initiating organization

1. An Affiliate may disaffiliate from ASTE at any time by submitting a letter to the ASTE Executive Director citing the Affiliate's Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.
2. ASTE may move to conclude an Affiliation relationship by submitting a letter from the ASTE President to the Affiliate President citing related ASTE Board action to initiate disaffiliation and the reasons for this request. It is agreed that specific contractual or fiscal agreements must be handled separately from these proceedings.

### B. Board Action

1. The ASTE Board of Directors must act on any disaffiliation request and on the resolution of any related business issues in order to confirm and effect disaffiliation.
2. The governing body of the disaffiliating organization must confirm such disaffiliation, and accommodate for this action in their bylaws and records. Upon confirmation, the affiliation will be terminated.

## 4B. Affiliates

### 4B(1): Responsibilities as an Affiliate Representative to NSTA

1. History: The National Science Teachers Association and ASTE have maintained affiliate relationships with each other for an extended period of time.
2. Nature of Affiliation:
  - a. NSTA Representative to the ASTE Board of Directors: NSTA holds a position as ex-officio on the ASTE Board of Directors. The NSTA representative is appointed by the President of NSTA and is most typically the Director of Preservice Teacher Education. The NSTA representative holds an ex-officio (non-voting) position on the ASTE Board of Directors, is invited to all Board meetings, and is expected to act as a voice of NSTA, to find mechanisms for collaboration and to abide by policies of both organizations where possible.
  - b. ASTE Affiliate Representative to NSTA: ASTE is an affiliate of NSTA, and holds a position on the NSTA Alliance of Affiliates. The ASTE representative who serves as Affiliate Representative attends NSTA Alliance of Affiliate meetings, is a member of the Preservice Teacher Education Committee, and fulfills other responsibilities of Affiliate Representatives of NSTA. Affiliate representatives for both associations are expected to maintain membership in each association.
3. Cost of Affiliation: The affiliation between ASTE and NSTA is based upon mutual agreement and position in a leadership capacity in each association. ASTE supports the NSTA affiliate representative to attend ASTE Board of Directors' meetings at the same rate as support is provided to other ASTE Board members. NSTA supports the ASTE affiliate representative to attend the NSTA Alliance of Affiliate Meeting held during the Summer Congress on Science Education. During years when the ASTE representative is on the NSTA Alliance of Affiliate Leadership Team, NSTA supports the ASTE affiliate representative to attend the NSTA Alliance of Affiliate Leadership

Team Meeting held in conjunction with the February NSTA Board Meeting. ASTE supports the ASTE representative to attend the fall NSTA Alliance of Affiliate Meeting held during a Regional NSTA Conference. ASTE also supports the ASTE representative to attend the NSTA National Conference, during which time the NSTA Alliance of Affiliate meets.

4. Benefits of Affiliation: ASTE maintains a voice on the NSTA Alliance of Affiliates, is in a position to seek and implement projects of mutual benefit, and receives electronic updates on legislation related to science education.
  - a. In return, NSTA is invited to provide a display at the ASTE annual Conference and may solicit members as approved by the Board of Directors.
5. Duties, Responsibilities and Timeline of ASTE Affiliate Representative to NSTA: The president who assumes responsibility as the representative to NSTA has a term of affiliate office for three years. Responsibilities as affiliate representative are as follows:
  - a. February: During years when on Alliance of Affiliate Leadership Team, attend Board/Council/Alliance of Affiliate Meeting, NSTA Headquarters
  - b. March: NSTA National Convention and Committee Meeting ASTE/NSELA Luncheon, NSTA Convention
  - c. July: Board/Council/Congress/Alliance Meeting
  - e. Fall: Alliance of Affiliate Meeting during NSTA Regional Conference
  - f. Winter/Spring: Coordinates presentations at the regional and national NSTA Conferences
6. In the event that the person designated by this policy cannot fulfill his or her obligations to NSTA the president shall appoint with the approval of the Board a replacement representative to complete the term.

#### **4B(1)a: Responsibilities in Co-Hosting the ASTE/NSELA Luncheon**

1. ASTE and NSELA have been co-hosting a luncheon at the NSTA National Convention for an extended period of time. At one time, this luncheon, as well as other ASTE venues at NSTA, acted as the sole source of a national meeting for ASTE, providing an opportunity for members to gather and as an outlet for the presentation of ASTE awards. While this is no longer the case for ASTE, this remains the case for NSELA.
2. While the relationship between ASTE and NSTA has changed significantly with the creation of ASTE's own national conference, members in the past have voiced support for continuing this joint luncheon meeting. ASTE members and the Board of Directors should be periodically queried about their continued support for this event.
3. ASTE and NSELA take turns selecting the luncheon speaker and hosting the meeting. ASTE provides the speaker on even years and this should be coordinated by the current representative, NSELA on odd years. The host is also responsible for providing a program that introduces the speaker, the president and/or representative of each association. NSELA will provide a program of any awards and winners that they may be presenting at the luncheon. Coordination of the speakers, the programs, and tickets should be orchestrated between the two presidents who will be responsible for the luncheon and their executive secretaries, as appropriate.

#### **4B(2): Responsibilities as an Affiliate Representative to CSSP**

1. History of Affiliation: The Association is a member of the Council of Scientific Society Presidents (CSSP). The Council of Science Society Presidents and ASTE have maintained affiliate relationships since the mid-1990s.
2. Nature of Affiliation: The ASTE representative to CSSP is the person in presidential succession, following the approved rotational schedule.
3. Cost of Affiliation: In order to be an affiliate of CSSP, ASTE pays dues on a sliding scale based on membership. In addition, ASTE agrees to support the president-representative with travel costs to two meetings each year.
4. Benefits of Affiliation: ASTE receives electronic updates on legislation related to science and science education. ASTE is able to join with other science and science education organizations to lobby the US Congress and influence educational policy.
5. Duties, Responsibilities, and Timeline: The president who assumes responsibility as the representative to CSSP has a term of affiliate office for three years. Responsibilities as affiliate director are as follows:
  - a. MAY CSSP Meeting
6. Through CSSP, ASTE and other science education organizations have numerous opportunities to meet with and influence scientists, legislators, and directors of influential government agencies.
7. In the event that the person designated by this policy cannot fulfill his or her obligations to CSSP the president shall appoint with the approval of the Board a replacement representative to complete the term.

**4B(3): Responsibilities as an Affiliate Representative to the Triangle Coalition**

1. History of Affiliation: The Triangle Coalition and ASTE have maintained an affiliate relationship since at least the mid-1990s. The Triangle Coalition for Science and Technology Education was formed in 1985 to provide a national forum for the discussion of educational issues and an organizational framework for mobilizing resources and support for science and technology education. Today, the Triangle Coalition is considered to be a leader in the reform of science, mathematics, and technology education.
2. With funding from The Carnegie Corporation of New York, the MacArthur Foundation, various government agencies (NSF, ED, DOE, NASA, etc.), and Triangle Coalition members, the Triangle Coalition has administered and managed grants and major national programs. Over the years, the Triangle Coalition has also hosted numerous national and regional conferences and has printed several publications and reports. Some of the Triangle Coalition's major programs have included the Local Alliance Network Program; the National School Volunteer Project in Science, Mathematics, and Technology (NSVP); Scientific Work Experience Programs for Teachers (SWEPT); the Eisenhower Mathematics and Science Technical Assistance and Leadership Development Project; and the Albert Einstein Distinguished Educator Fellowship Program.
3. Nature of Affiliation: The Association is an affiliate member of the Triangle Coalition for Science and Technology Education and will allot funding in the budget to maintain membership and representation. The Triangle Coalition is a Washington D.C.-based nonprofit organization comprised of more than 100 member organizations with representation from three key stake holders: business, education, and scientific and

engineering societies. The Coalition provides a forum for these three sectors to work together to promote the improvement of science, mathematics, and technology education. The Triangle Coalition convenes an annual conference in October.

4. The Triangle Coalition's mission is to foster collaboration among leaders in education, business, and government to improve science, mathematics, and technology education. The focus of its action is in three major areas: advocacy, communication, and programmatic efforts to advance science, mathematics, and technology education for all students.
5. Cost of Affiliation: \$150.00
6. Benefits of Affiliation: The benefit of the affiliation is sustaining the link to the Triangle Coalition's ties to Capitol Hill. The Triangle Coalition has hosted several Congressional Liaison Task Force meetings on Capitol Hill and also organizes efforts to keep Congress informed on the importance of mathematics, science, and technology education. Through its web site and its weekly electronic bulletin, the Triangle Coalition Electronic Bulletin (TCEB), the Triangle Coalition helps to keep others alerted about legislative activities, outstanding and innovative education programs, and resources for science, mathematics, and technology education improvement.
7. Duties, Responsibilities, and Timeline: The ASTE representative to the Triangle Coalition is the person in presidential succession, following the approved rotational schedule. The president who assumes responsibility as the representative to Triangle Coalition has a term of affiliate office for three years. Responsibilities of the Triangle Coalition representative include attend the Spring Triangle Coalition Meeting.

**4B(4). Presidential Rotation Schedule of Representatives to Affiliates**

Each president will serve 3 years (as President-elect, President, Past-President) representing ASTE. Term is January-January, begins at ASTE International Conference.

		<u>President Elect</u>	<u>President</u>	<u>Past President</u>
05 Pres Elect	NSTA	05-06	06-07	07-08
06 Pres Elect	CSSP	06-07	07-08	08-09
07 Pres Elect	Triangle	07-08	08-09	09-10
08 Pres Elect	NSTA	08-09	09-10	10-11
09 Pres Elect	CSSP	09-10	10-11	11-12
10 Pres Elect	Triangle	10-11	11-12	12-13

11 Pres Elect	NSTA	11-12	12-13	13-14
12 Pres Elect	CSSP	12-13	13-14	14-15
13 Pres Elect	Triangle	13-14	14-15	15-17

#### **4C. Academic Relationships**

The Association may wish to form a special collaboration with another association without incurring or formalizing a financial commitment. To this end, the Association can pursue an academic relationship with another association, where both organizations share conference announcements and other appropriate information with members. To set up an academic relationship, the interested association designee should submit a letter of interest to the Executive Director, who will then forward the letter to the President. The President can then review and present the letter for discussion and/or vote at one of the Board meetings. The President then informs the designee of the interested association of the outcome of the vote. Should the vote be negative, the interested association may re-submit a letter of interest in a year.

#### **4D. Collaborations and Endorsements**

1. As an association, ASTE will consider collaborations and endorsements. ASTE typically does not endorse products, but will consider each request on a case by case basis. Examples may include, but are not limited to:
  - a. Entering into a collaboration, producing a product, or delivering services
  - b. Providing a signature of support on a public letter or position statement on behalf of the organization
2. In such instances, the following considerations must be made:
  - a. How does this collaboration or endorsement reflect the mission of ASTE?
  - b. What are the benefits, obligations, and risks of this collaboration or endorsement?
  - c. If the collaboration or endorsement being considered already covered by policy and/or procedure in the ASTE by-laws or statement of operating procedures, then follow those guidelines
  - d. Support of a personal nature, such as letters of support for tenure, may be requested of any member or officer of the Board of Directors using their position title, as long as it is evident that the support is not on behalf of the organization.

## **CHAPTER 5: PROJECT/PRODUCT SUPPORT**

### **5A. Guidelines for Project/Product Support**

1. As an association, ASTE must carefully consider when, how, and with whom to offer its support. Examples of support include but are not limited to the following:
  - a. Endorsement of a product, such as a textbook or curricula
  - b. Entering into a partnership, such as a grant, to produce a product or to deliver services
  - c. Providing a signature of support on a public letter or position statement on behalf of the organization.
2. In such instances, the following must be considered:
  - a. Does support of this project/product accurately reflect the mission of the ASTE?
  - b. What are the financial and political benefits, obligations, and risks involved in providing support for this project/product? Can they be supported by the Board of Directors and the membership?
  - c. Is the issue already covered by policy and/or procedure in ASTE by-laws or statement of operating procedures? (For instance, issues related to sponsoring publications, entering into affiliations and or being an affiliate of another organization, and procedures for electing representatives to other associations are currently covered by existing policy.)
  - d. Is the support being requested of an organizational or personal nature? Support of a personal nature, such as letters of support for tenure, can be provided by any member or officer of the Board of Directors using their position title, as long as it is evident that the support is not on behalf of the organization. Support of an organizational nature must undergo the procedures outlined below.
3. Procedures to Provide ASTE Support on a Project/Product
  - a. Any individual, either a member or non-member of ASTE, may request consideration for support by ASTE for a project/product/ Contacts should be made with the ASTE President, preferably in writing.
  - b. Once contacted, the ASTE President should present the nature of the proposal to the Board of Directors, either at a Board meeting or electronically between Board meetings. The initial presentation is to determine: a) an assessment of whether the proposal warrants further discussion (based on mission, benefit/obligation/risk, and personal/organizational nature of the request), b) interest in the Board of Directors to pursue the proposal, and c) elicitation of additional questions/concerns that need exploration.
  - c. If, after the initial presentation, the Board of Directors is satisfied with the considerations listed above, is interested in the proposal, and have no further questions, following a formal vote of the a quorum of the Board and a two-thirds majority vote, the President (or designee) may act on behalf of the Board to take action as directed.
  - d. If there are questions/considerations that require additional research or consideration, the President will appoint an ad hoc committee to study the issues and make a recommendation to the Board of Directors. At least one member of the Board of Directors should serve on the committee. The committee should consider the questions posted in this policy statement and any additional questions posed by

the Board of Directors. At the end of the work period, the committee should provide a written report and recommendation to the Board of Directors that can be considered at the Board meeting or electronically if between Board meetings.

- e. Following presentation and discussion, if the Board of Directors is satisfied with the information provided by the ad hoc committee and there are no further questions, following a formal vote of a quorum of the Board on a two-third majority vote, the President (or designee) may act on behalf of the Board of Directors to take action as directed.
- f. If the directed action is simple, such as a signature, no additional actions may be required. If the desired action is complex or long term, such as participating in a grant, a formal written agreement with the entity should be drafted and approved by the Board of Directors. The President should then appoint an ad hoc committee to see the project through completion, with a member of the Board of Directors serving on the committee (preferably the same committee member as in Step 4 in order to provide continuity of leadership) and request bi-annual reports as one of the committee members.

#### APPENDIX I

##### PROTECTIVE EXCLUSION

In this affiliation between the Association for the Education of Teachers in Science and

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Organization

Both parties mutually agree to hold the other party harmless in the event of litigation against either organization wherein the other party is not named.