

**NORTHEAST REGION OF THE ASSOCIATION FOR SCIENCE TEACHER EDUCATION
BY-LAWS**

**ARTICLE I
The Organization**

Section A. Name

The name of this organization shall be: The Northeast Region of the Association for Science Teacher Education.

Section B. Purpose

The purpose of this organization shall be to foster the improvement of the education of teachers in science.

Section C. Membership

1. The membership shall consist of persons concerned with the education of teachers of science who live in or near the Northeast Region of the Association for Science Teacher Education.
2. Annual dues are incorporated into the Northeast Region of the Association for Science Teacher Education annual conference fee.

Section D. Relationship to Other Organizations

This organization shall be a regional division of the ASTE and shall be governed in accordance with the national by-laws and by the by-laws of this division.

Section E. Organization Authority

Any actions, projects, or similar endeavors identifying the Northeast Region of the Association for Science Teacher Education (NE-ASTE) as a sponsoring or supporting agency shall be made only with the approval of a majority of members attending and voting at an official meeting of NE-ASTE or with the express consent of the Executive Committee of NE-ASTE acting in behalf of the membership.

**ARTICLE II
Officers**

Section A. Officers of the Organization

1. The officers of the organization shall be members of the national ASTE.
2. The officers of the organization shall consist of the Director, a Secretary, a Treasurer, and the annual conference chair or co-chairs.

Section B. Executive Committee

The Executive Committee shall be composed of the officers and the immediate past Director and up to three additional members appointed by the Director.

Section C. Duties of the Officers

1. Director
 - a. Shall preside at all meetings.
 - b. Shall notify all members of the time and place of all meetings of the region.
 - c. Shall post minutes of NE-ASTE meetings on the region's Web site.
 - d. Shall appoint committees not otherwise provided for in the by-laws and shall be an ex-officio member of all committees appointed by the Director.
 - e. Shall carry out the policies of the organization and all duties assigned to the Director by the Executive Committee.
 - f. Attend the Committee of Regional Units meetings at the national ASTE meetings. Duties of the Regional Directors are defined in the by-laws of the national ASTE.

- g. Submit Northeast Region reports to the national ASTE board each summer and winter.
- h. Shall act as a signatory along with the Treasurer for the NE-ASTE account.
- i. For Northeast Regional Directors whose term coincides with the Northeast cycle on the ASTE board, they or their designee will serve on the ASTE board for a three-year term.

2. Treasurer

- a. Shall collect all dues from members and make all disbursements as authorized by the Director.
- b. Shall provide a financial report to the members at the annual meeting.
- c. Shall maintain the NE-ASTE bank account information (bank name, contact information, and account number).
- d. Shall maintain and safeguard all financial information.
- e. Shall act as a signatory along with the Director for the NE-ASTE account.

3. Secretary

- a. Shall keep minutes of all business meetings and all Executive Committee meetings, and shall forward annual minutes to the region Director for proofreading and posting on the NE-ASTE Web site.

4. Conference Chair or co-chairs

- a. Shall plan the program agenda for the annual meeting of the region.
- b. Shall plan/coordinate the annual's program local arrangements for and evaluation of the regional meeting.
- c. Shall make the call for annual meeting presentation proposals, collect and review proposals, and send out acceptance notices to presenters.
- d. Shall carry out other duties that may be assigned to the Conference Chair or co-chairs by the Executive Committee or specified in the by-laws.

Section E. Succession of Officers

- 1. If the Director is unable to take office or to complete the term, the Secretary will serve as Interim-Director until such a time as a new Director can be elected in a regular manner as described in Section F of this Article. If the Secretary is unable to serve as Interim-Director, the Executive Committee will appoint another member.
- 2. If the Secretary is unable to take office or complete the term, the Executive Committee will appoint another member to serve in that capacity until such time as a new Secretary can be elected in a regular manner as described in Section F of this Article.
- 3. If the Treasurer is unable to take office or complete the term, the Executive Committee will appoint another member to serve in that capacity until such time as a new Treasurer can be elected in a regular manner as described in Section F of this Article.

Section F. Election of Officers

- 1. The term of the Director shall be for three years beginning with the close of the region's annual meeting each fall. The Director shall be elected by a majority vote at the Northeast Region of the Association for Science Teacher Education annual conference.
- 2. The Secretary and Treasurer shall be elected by a majority vote at the Northeast Region of the Association for Science Teacher Education annual conference. The term of each office shall be for a period of three years, beginning at the close of the annual meeting.

**ARTICLE III
Meetings**

Section A. Regular Meeting

There shall be at least one regular meeting of this division each year. The meeting shall be held at the annual business meeting at the Northeast Region of the Association for Science Teacher Education annual conference.

Section B. Special Meetings

The Director may call a special meeting of the division with the approval of the Executive Committee, provided that all members are notified of the time and place and purpose of such meeting at least thirty days in advance of the meeting.

Section C. Quorum

A quorum for all business meetings of the division shall be a minimum of 5 members.

**ARTICLE IV
Parliamentary Authority**

Robert's Rules of Order, Revised, shall govern the order of all business meetings of the region where applicable and where consistent with the by-laws of the national ASTE and the by-laws of the region.

**ARTICLE V
Amendments**

Section A. Proposals for Change

Changes in the by-laws may be proposed by a petition of 5 members of the association or recommended to the membership by the Executive Committee. Proposals from the members should be presented to the Executive Committee.

Section B. Revision of By-Laws

Revision of the by-laws shall be implemented if approved by the majority of the received votes. Balloting of the membership attending the annual business meeting shall be used, or balloting will be by e-mail if a quorum is not present at the annual business meeting.

Section C. Non-substantive Changes

Non-substantive changes in the by-laws may be made by Executive Committee action without a membership balloting.