

SCIENCE TEACHERS ASSOCIATION OF NEW YORK STATE



POLICY AND PROCEDURES

**Revision Adopted
November 2007**

The Policies and Procedures contained in this manual have been accepted over the years at meetings of the Board of Directors. Wording in some sections has been changed to clarify, coordinate, or update accepted policy statements. Location of some policy statements has been changed. Amendments formerly listed at the end of the Policy and Procedures manual have been incorporated into the main document in appropriate places.

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SECTION I: MEMBERSHIP

A. Regular Membership

1. Regular membership in STANYS is only open to individuals.
2. The membership year shall begin the first day of the month in which dues are paid and end one year later on the last day of that month.
3. Two-year membership dues will be deposited in the dues account of the year in which they are received, and rebates in full will be sent to the Sections in the year received.
4. Members may not prepay membership more than two years in advance. Any payments received that would exceed this limit shall be returned.
5. The dues for each category of membership shall be determined at a regular meeting of the Association or the Board of Directors.
6. STANYS shall provide a complimentary one-year membership for State Level Presidential Awardee(s).

B. Retiree Membership

1. Retired members may continue full membership in the Association by annually completing the renewal notice, and paying dues, as set by the Association or the Board of Directors. Members retired before October 1, 1979 shall not be assessed membership dues. Grand-fathered retired members may receive publications if they request them.
2. A member who applies for retired status must have been a regular member for the previous five years and the member shall either have taught for at least twenty (20) years or be at least 55 years of age and be retired.
3. Any person whose name appears on a current New York State BEDS list, or a current list of employees in an area of science education supplied by a private institution, or an agency shall not be considered to be retired.

C. College Student Membership

1. STANYS shall give one (1) year only of free student membership for pre-service students.
2. Eligibility:
 - a. Undergraduate (during senior year) - science education and elementary education students.
 - b. Graduate science education students.

- c. Non-traditional (for certification only) students.
3. Application for membership must include a letter on institution letterhead and signed by the professor, indicating the student's eligibility and mailed by the student.
4. Students membership shall include:
 - a. The Newsletter
 - b. The Bulletin
 - c. Reduced registration for the STANYS Annual Conference.
5. A teacher who is on sabbatical does not qualify for student membership.

D. Section Membership

1. Members shall have the option of choosing their Section of membership within the state.
2. Updated membership information will be distributed quarterly to the Section membership chairpersons.
3. A Section Chairperson may, upon written request, receive names and addresses of the members in the Section. A Section may not receive more than two sets of this information in a given membership year. A Section shall have the option of receiving this information either on mailing labels or computer disk.
4. Funds for membership drives may be advanced to sections upon request.

E. Other

The Newsletter and Bulletin will not be mailed to any person whose membership has expired.

SECTION II: EXECUTIVE COMMITTEE OFFICERS DUTIES AND TERMS OF OFFICE

A. President

1. The President shall serve on the Executive Committee as immediate Past-president for one year following his/her term as President.
2. The President shall issue a call for the convening of the Annual Meeting of the Association and for all regular and special meetings of the Board of Directors and/or Executive Committee and shall preside at all such meetings.
3. The President shall appoint the members of all standing and special committees unless such appointment is otherwise provided for in the By-Laws or Policy.
4. The President shall serve as Co-Chairperson_of the Annual Conference.
5. The President shall be an ex-officio member of all committees.
6. The President shall prepare an annual report on the work of the Association to be given at the Annual Meeting. The report shall include: a financial report listing assets, ~~and~~ liabilities, and disbursements; the number of members including increases or decreases; where the names and addresses of officers and members may be found.
7. The President shall assemble, or have assembled, and distribute to all Board Members the "Board Book" at least one week prior to each meeting of the Board of Directors.
8. The President shall, subject to the approval of the Board of Directors, fill all vacancies created by resignation or inability to serve, of any Officer or Director-at-Large. Such vacancies shall be filled by pro-tem appointments for the duration of the unexpired term of the elected office.
9. The President shall review and sign all paid vouchers for expenses.

B. President-elect:

1. The President-elect shall automatically succeed to the office of President.
2. The President-elect shall preside at meetings in the absence of the President.

C. Vice President

1. The Vice President shall automatically succeed to the office of President-elect.
2. The Vice President shall serve as State Membership Chairperson and shall keep, in convenient form, a list of Association Members.

3. The Vice President shall preside at meetings when neither the President nor President-elect is present.

D. Immediate Past President

1. The Immediate Past President shall send letters of commitment to Committee Chairpersons.
2. The Immediate Past President shall serve as Co-chairperson of the Annual Conference.
3. The Immediate Past President upon completion of his/her tenure on the Executive Committee will serve as a member of the Nominating Committee for one year.

E. Association Secretary

1. The Association Secretary shall serve for a term of three years.
2. The Association Secretary shall keep an accurate record of the proceedings of all annual, regular, and special meetings of the Board of Directors and/or the Executive Committee. He/she shall transmit a copy of the minutes of meetings of the Board of Directors to the members of the Board of Directors in the next "Board Book". (See Appendix C)
3. The Association Secretary will, when possible, prepare and distribute to each member of the Board of Directors a copy of the unofficial minutes of each Board meeting within 30 days of such meeting. The official minutes will be distributed in the next "Board Book".
4. The Association Secretary shall be responsible for filing all records of the Association in the Archives at the conclusion of his/her term. (See Appendix C)
5. The Association Secretary shall keep an official copy of the Constitution and By-Laws, and the Policy and Procedures, and all amendments thereto approved during his/her term of office and shall pass the official copy on to his/her successor at the conclusion of his/her service. (See Appendix C)
6. The Association Secretary shall maintain a list of Association Officers, Directors, Bulletin staff, and members of all committees with dates of expiration of the terms of such members.
7. The Association Secretary shall receive the returned ballots from Section elections. The returned ballots will be tabulated by the Association Secretary by May 31 and the results communicated to the Section Chairperson.
8. The Association Secretary shall maintain a current list of Section Officers, Directors, and SARs.
9. The Association Secretary will, when possible, prepare and distribute to each member of the Executive Committee a copy of the unofficial minutes of each Executive Committee meeting

within 30 days of such meeting. When possible, the official minutes will be sent to the members of the Board of Directors within 30 days of the meeting at which they are approved

10. The Association Secretary shall keep a continuous file containing written Minutes of both the Executive Committee and Board of Directors meetings. This shall become the official record of the Association. (see Appendix C)

F. Association Treasurer

1. The Association Treasurer shall serve for a term of three years.
2. The Association Treasurer shall oversee the receipt of all monies due the Association and shall deposit all funds to the credit of the Association in a financial institution where deposits are fully insured.
3. The Association Treasurer shall keep an accurate record of all receipts and disbursements and shall make a financial report at each regular meeting of the Board of Directors and of the Executive Committee. (See Appendix C)
4. The Association Treasurer, together with the Executive Committee, shall establish a proposed budget to be submitted to the Board of Directors for consideration and adoption.
5. The Association Treasurer shall rebate funds to each Section Treasurer not less than twice a year. In the event that a section does not have a duly elected Treasurer, the rebate monies shall be retained by the Association Treasurer until a written request for said funds is received from the Chairperson of the Section. Section rebates unclaimed at the end of fiscal year shall become part of the Association's General Fund.
6. The Association Treasurer shall maintain a permanent file of all required financial records and reports including those prepared for Federal and State agencies as well as all employment records, as recommended in the "Guide to Disposition of Records" (See Appendix C), and shall pass this file unto his successor at the conclusion of his service.
7. The Association Treasurer shall purchase and maintain all insurance policies as directed by the Executive Committee.

G. Other

1. The terms of the Association Treasurer and the Association Secretary shall be so arranged that only one shall expire in a given year.
2. No member of the Executive Committee, whether elected or appointed, shall be eligible to hold more than one position on the Executive Committee at one time.

SECTION III: DIRECTORS

A. Section Directors

1. Membership total for the seating of Section Directors shall be based on fully paid regular memberships as of April 30.
2. To facilitate attendance at the Spring Board of Directors meeting STANYS will reimburse travel expenses for one (1) car per Section. When three or more Directors, including DALs come from one Section, STANYS will reimburse travel expenses for a second car.
3. If a report is not received in time to be included in the Board Book, a written report may be distributed at the Board of Directors meeting for informational purposes only. An electronic copy must be sent to the President and the Association Secretary. This policy does not deny the members of the Board of Directors their rights under Robert's Rules of Order.

B. Directors-at-Large

1. The Directors-at-Large shall serve for a term of three years and no more than two consecutive elected terms. They shall be elected in groups according to the sequence below specified by A, B, and C.
2. The following 11 areas are identified as areas of responsibility for Directors-at-Large.
 - a. Biology (B)
 - b. Chemistry (B)
 - c. College (B)
 - d. Earth Science (C)
 - e. Elementary (K-4) (C)
 - f. Intermediate Level (5-8) (C)
 - g. Physics (A)
 - h. Sections (A)
 - i. Professional Development (A)
 - j. Retirees (A)
 - k. Environmental Science (A)
3. Specific duties of the Directors-at-Large are to:
 - a. serve on the Board of Directors, and on Committees as designated.
 - b. become familiar with the Constitution and By-Laws, and the Policies and ~~operating~~ Procedures of STANYS.
 - c. become fully aware of the financial policies and procedures.
 - d. make semi-annual reports to the Board of Directors, through the President, about their activities.
 - e. attend the STANYS Annual Conference, and be available to consult with the membership.
 - f. coordinate, suggest priorities and implement work to be done in the DAL area.
 - g. work cooperatively with other directors, and the Executive Committee.
 - h. foster membership activities.
 - i. suggest names of potential replacements to the Nominating Committee.

- j. disseminate information about, and make nominations, for awards when appropriate.
- k. suggest members' names for committee assignments.
- l. be aware of and keep the Association informed of pertinent State Education Department policies, rulings and activities.
- m. keep accurate record of all activities in the DAL area during their tenure, and present it to their successor.
- n. request the appointment of committees in the DAL area when the need arises, and help in the selection of its membership.
- o. recommend activities and workshops in the DAL area to the conference committee.
- p. submit an annual budget request.
- q. chair the SAR Committee in the DAL subject area.
- r. attend Executive Committee meetings, at Association expense, when requested to do so.
- s. submit at least two articles per year for the Newsletter.

C. Special Directors

1. Special Directors shall be appointed by the Board of Directors at the Annual Meeting.
2. Special Directors shall serve the following terms:
 - a. Bulletin Editor – 3 years
 - b. Newsletter Editor – 3 years
 - c. Web Master – 3 years
 - d. Finance Committee Chairperson – 1 year
 - e. Policy Committee Chairperson – 1 year

D. Roles and Expectations of Subject Area Representatives (SARs)

1. SARs shall be appointed with effective terms running from January 1 to December 31 of the same year.
2. STANYS SARs at the Elementary, Intermediate, Earth Science, Biology, Chemistry, Physics, Environmental Science, College, and Retirees levels are expected to meet the following criteria as part of their responsibilities:
 - a. Support Article II, Section 3 of the Constitution and By-Laws, "The Purpose of STANYS".
 - b. Participate in the SAR activities at the STANYS Annual Conference.
 - c. Attend the DAL/SAR Planning Meeting (Full Day Workshop).
 - d. Conduct at least one (1) workshop per year within the local section which focuses on the ideas and methods for effective science teaching.

- f. Participate in local section activities, events, and meetings as appropriate.
- g. Contribute at least one (1) article to the local section newsletter.
- h. Submit an annual report of workshops to the appropriate DAL by May 1 of each year.

SECTION IV: STANDING COMMITTEES

A. Standing Committees of this Association shall be:

- | | | |
|-----------------|---------------|------------|
| 1. Bulletin | 5. Finance | 9. Grant |
| 2. Conference | 6. Membership | 10. Policy |
| 3. Constitution | 7. Newsletter | |
| 4. Fellows | 8. Nominating | |

B. Committee Procedures

1. Definitions of duties and responsibilities

a. Committee Chairperson

- (1) **Basic Responsibilities:** to serve a term of one year and to direct the members and activities of the committee to ensure that it meets its goals and objectives.
- (2) **Specific Responsibilities:**
 - (a) Assist in developing the committee objectives.
 - (b) Inform committee members of objectives and their expected individual contributions and responsibilities.
 - (c) Assist the Executive Committee in making committee member appointments.
 - (d) Prepare meeting agendas and distribute relevant information to all members, prior to the meeting.
 - (e) Preside over committee meetings, to insure adherence to major issues and purposes.
 - (f) Assist the Executive Committee in identifying committee members who could assume a more responsible role in the Association.
 - (g) Encourage active participation by committee members in the activities of the Association.
 - (h) Prepare committee status reports for meetings of the Board of Directors and the Executive Committee.

b. Committee Members

- (1) **Basic Responsibility:** To serve a term of three years and attend all meetings of the committee, prepare committee assignments, and works toward the fulfillment of the committee objectives.
- (2) **Specific Responsibilities:**
 - (a) Attend all meetings of the committee.
 - (b) Carry out individual assignments that are made by the committee chairperson.
 - (c) Review all relevant material prior to committee meeting.

(d) Prepare to make contributions and voice objective opinions concerning the committee issues.

2. Letter for Committee Chairperson Orientation and Commitment (sent by the immediate Past President – see Appendix A)
3. Letter for Affirmation of Commitment (returned to the immediate Past President – see Appendix A)

SECTION V: DELEGATES

- A. A delegate shall be considered to be the official representative of STANYS for those meetings other than stated in the Constitution and of the Association, i.e. Annual Conference meeting of the Board of Directors, Spring meeting of the Board of Directors and such Executive Committee meetings as deemed necessary for the effective conduct of normal STANYS business.
- B. Delegates shall be entitled to attend the following meetings as a representative of STANYS.
1. National Science Teachers Association (NSTA) Annual Conference: The STANYS President (another officer may be designated in event the President is unable to attend), and other members of the Executive Committee as deemed necessary.
 2. NSTA District IV: The STANYS President and the President-elect. Other Executive Committee and/or STANYS delegates as requested by the NSTA District IV Director may attend with the approval of the Executive Committee.
 3. Summer National Congress on Science Education (NCSE) meeting: the STANYS President and other members of the Executive Committee as deemed necessary.
 4. Connecticut Science Teachers Association (CSTA) Annual Conference: The STANYS President or his/her designee shall officially represent the Association
 5. New Jersey Science Teachers Association (NJSTA) Annual Conference: The STANYS President or his/her designee shall officially represent the Association
 6. Massachusetts Association of Science Teachers (MAST) Annual Conference: The STANYS President or his/her designee shall officially represent the Association.
 7. Pennsylvania Science Teachers Association (PSTA) Annual Conference: The STANYS President or his/her designee shall officially represent the Association.
 8. Board of Regents: STANYS will have a representative attend the meetings of the Board of Regents of the State of New York.
 9. New York State Council of Educational Associations (NYSCEA): The STANYS President, the President-elect or the Past President shall officially represent the Association.
 10. Science Council of New York City (SCONYC) Annual Conference: The STANYS President or his/her designee shall officially represent the Association.
 11. STANYS State Science Congress: The STANYS President or his/her designee shall represent the Association.
 12. OTHER: As the need arises and as approved by the Executive Committee or the Board of Directors.

C. Reimbursable Expenses

1. Any official delegate will have expenses underwritten by STANYS. The amount underwritten will be approved by the Board of Directors or the Executive Committee and must be within approved budget allocations.
 - a. Travel: the most reasonable public transportation, or mileage reimbursed at the current STANYS rate.
 - b. Hotel/Motel: at the most reasonable rate for both time and place.
 - c. Meals: necessary meals within a per diem recommendation not to exceed \$100, as predicated by meeting location.
2. STANYS Delegates and Executive Committee Members attending approved meetings are expected to occupy rooms at the double occupancy rates, whenever possible, and will be reimbursed at that rate. Unnecessary room expenses more than the double occupancy rate will be the responsibility of the delegate or executive committee member and will NOT be borne by STANYS.
3. Exceptions
 - a. Only one delegate, accompanied by a spouse or not, will be reimbursed at the single rate
 - b. Two delegates of the same gender:
 - (1) Reimbursement shall be at the double room rate, usually to whoever assumes responsibility for the room charge.
 - (2) When one delegate is accompanied by a spouse, thus requiring the engagement of an additional room for the second delegate at the single room rate, only the second delegate shall be reimbursed and that shall be at the single room rate.
 - (3) When both delegates are accompanied by a spouse, each shall be reimbursed for one-half the double room rate.
 - c. Two delegates of different gender shall each be reimbursed at the single room rate.
 - d. When more than two delegates are sent to a meeting, the Executive Committee shall determine, before any conference or approved meeting, the extent of reimbursement based on the these policy guidelines.
- D. All delegates will submit a written report of each meeting attended to the Newsletter Editor as soon as possible so that a synopsis may be printed in the Newsletter. The delegate will send a copy of his/her report to the Executive Committee attached to the voucher submitted for incurred expenses.

SECTION VI: THE ANNUAL CONFERENCE

- A. The Executive Committee may approve agreements with facilities for a period of time up to, but not to exceed, five years in advance.
- B. A Conference Program Committee has been established to include five members: the Vice-president, President-elect and three STANYS members to plan the general theme and content of the STANYS Conference Program.
- C. The final decision for the location of the Annual Conference will be made by the Executive Committee or the Board of Directors, which ever meets first.

D. Attendance at the Annual Conference

- 1. The Presidents of the state science teachers' organizations from the contiguous states; the NSTA President and the NSTA District IV Director, and representatives of the State Education Department may be invited to be guests of STANYS at the Annual Conference. This is to include the waiving of the registration fee.
- 2. Anyone registering for the conference, who regularly teaches science or science education, is a science supervisor or supervises a science education program, or is a representative of the New York State Education Department must be a member of STANYS.
- 3. Anyone registering for the conference who is a regular teacher in a subject other than science must belong to the state organization of the subject area they teach in order to qualify for the member conference rate.
- 4. A person who is a member of the state science teacher organization in another state or province may register at the STANYS Annual Conference and pay only the conference registration fee. Proof of such membership shall be required.
- 5. Anyone registering for workshops at the Annual Conference must be a registered participant of the Conference. Any person who is a presenter must register with the Conference if they wish to attend other workshop sessions or view the exhibits.
- 6. STANYS will pay the room and meal expenses of the spouse, or a guest, of the President at the Annual Conference.

E. Activities at the Annual Conference

- 1. STANYS will provide a booth at the Annual Conference at no cost for NSTA and for the New York State Education Department.
- 2. The taking of polls and the circulation of petitions at the Annual Conference may be done only with the written approval of the Executive Committee. Violations of this policy may result in

the cancellation of conference registration, STANYS membership, and/or other financial penalties.

3. No person may solicit donations, materials, or support from any vendor exhibiting at the Annual Conference without written permission from the Conference Exhibit Chairman and/or the Executive Committee. Violations of this policy may result in the cancellation of conference registration, STANYS membership and/or other financial penalties.
4. All activities at the Annual Conference must comply with the STANYS Safety Guidelines, established 11/01 BOD 19. See Section XVI (F) of this manual.

SECTION VII: ELECTION POLICIES AND PROCEDURES

A. State Elections

1. All nominees for statewide office must be current regular members of STANYS.
2. Neither STANYS nor any of its Sections may expend funds for statewide electioneering or any state office of the Association.
3. All nominees for the office of Vice President must have served a minimum of two years on the Board of Directors.
4. Elections for Directors-at-Large shall follow these procedures.
 - a. The order in which the DALs are to be elected will be determined by the Board of Directors (see Policy and Procedures Section IIIB 1,2)
 - b. All DAL elections will be opposed with two persons running for each DAL position.
 - c. Where appropriate, a person must be certified in the DAL subject area
 - d. DAL election ballots should have the terms of office printed on them
5. Nominations for the current election shall not be accepted from the floor during the Annual Membership Meeting or the Spring Board of Directors meeting, since there is no time to verify credentials and or background information.
6. Newly elected or appointed Directors and Officers will be invited to the Spring Board of Directors meeting with their expenses paid by STANYS.

B. Nominating Committee

1. The Chairperson of the Nominating Committee will be appointed to serve a one-year term and shall be a member of the STANYS Board of Directors. The Nominating Committee will continue to serve until the ballot for the candidates it selected is mailed.
2. The election slate presented by the Nominating Committee for approval will have exactly two nominations for each office. An effort should be made to see that there is a geographic distribution of candidates on the proposed slate.
3. In making nominations for Director-at -Large, the Nominating Committee will wherever possible select candidates from Sections that do not have a Section member currently serving as a Director-at-Large, or those in which a Director-a- Large term is expiring.
4. The Nominating Committee Chairperson shall submit an article for the December issue of the Newsletter listing the positions available and the duties and terms of those offices. The article should also request contact information (name, address, email) of possible candidates.
5. The Nominating Committee Chairperson shall send, in early December, a letter to the DALs, the Section Chairpersons and members of the Executive Committee and of the Board of

Directors, listing the positions available and the duties and terms of those offices, and requesting contact information (name, address, email) of possible candidates.

C. Section Elections

1. All nominees for Section office must be current regular members of STANYS.
2. STANYS Sections shall hold annual elections of Section Officers and Directors each year. The assumption of office shall be on or about July 1.
 - a. The annual election of Section Officers and Directors shall be conducted by a mail-in ballot distributed by mail to all Section members.
 - b. Each Section will prepare a ballot and mail it to qualified voting Section members by April 1. Ballots should be written and addressed to be returned by members directly to the Association Secretary, and postmarked no later than May 15. The STANYS Secretary will be responsible for tabulating the votes and notifying Section Chairpersons of the result by May 31. Sections must also submit a completed election report to the Association Secretary within thirty (30) days of receiving the tabulated election results.
 - c. Sections not complying with the above (#2b) may qualify for seating on the Board of Directors for the Spring meeting *IF* their election ballots are postmarked and received by the Association Secretary between May 15 and January 31. These Sections must also submit a complete election report to the Association Secretary within thirty (30) days of receiving the tabulated election results.
3. The Association Secretary shall be required to keep all election ballots returned on file for a period of six (6) months.
4. The Association Secretary shall compile a list of all Section Officers and Directors and shall submit a copy of this list to both the President and the STANYS Clerk by July 15th. Ballots and Election Report Forms postmarked after May 15, but before January 31, shall entitle seating of Section Directors at the Spring Board of Directors meeting.
5. Those Sections which submit the above Election Report showing that they have complied with the requirements of the STANYS Policies will be entitled to receive rebates and to seats on the STANYS Board of Directors as each is specified in the Constitution and By-Laws and the Policy and Procedures manual.

SECTION VIII: ASSOCIATION FINANCES

A. Finance Committee

1. The Finance Committee Chairperson shall serve for a term of one year.
2. The Finance Committee shall
 - a. Oversee Association finances.
 - b. Examine any Association budget, financial books or transactions when requested to do so by the Executive Committee or the Board of Directors.
 - c. Assure that the annual financial review of the Association's finances are done in accordance with established operating policy.
 - d. Review financial reviews for appropriateness of various items and to assure that expenditures conform to budget limits.
 - e. Periodically review the Association guidelines for acceptable expenditures and make recommendations to the Board of Directors.
 - f. Review expenditures that have a financial impact of more than more than \$1000.00 on the current or future budgets of STANYS. Make recommendations in conformity with general finance policy about these procedures to the Board of Directors and/or the Executive Committee.
 - g. Review the Operating Budget of the Executive Committee.
 - h. Insure that all financial reviews are printed in the Newsletter.
 - i. Examine any budget, financial record, transaction, or insurance policy.
 - j. All accounting procedures of the Association will be uniform. They will be developed by the Treasurer and the Finance Committee with the assistance of the accountant and by approval of the Board of Directors.
 - k. The Finance Committee will meet on an annual basis at the strategic planning meeting and, if necessary, at one other time.

B. Financial Procedures

1. The Section Chairperson shall report all changes in section accounts to the Association Treasurer when the changes are made.
2. Any STANYS check deposited to a Section account bearing an account number different from the number on record with the Association Treasurer will be re-collected or withheld from future rebates.
3. All checks forwarded to Sections will be imprinted on the back with the Section's account number and the treasurer's name.

4. All STANYS accounts shall bear two authorized signatures, the Association Treasurer's and that of one other member of the Executive Committee.
5. The Association Treasurer will pay rebates due to Sections upon receipt of the proper request form. Rebates will be payable as soon as possible after December 15 and April 30.
6. STANYS shall release financial information by budget categories only. Individual expenditures will not be released.
7. All STANYS monies will be deposited in insured accounts.
8. The Association shall maintain a Reserve Fund equal to a minimum of \$175,000 in segregated accounts. Action of the STANYS Board of Directors is required to expend monies from the Reserve Fund. The minimum Reserve Fund will be replenished within three (3) years. Interest from the Reserve Fund may be transferred to other STANYS accounts, at the discretion of the Treasurer. The Treasurer will be empowered to transfer funds at the end of the year.
9. The Executive Committee is empowered to pursue appropriate legal actions to collect delinquent funds owed to the organization. The Executive Committee shall determine a fee to be charged for returned checks.
10. Standing Committees not requesting a specific budget allowance may be provided a budget line of \$25.00 to cover possible expenses.
11. STANYS shall void all checks, either to individuals or Sections as rebates, which remain uncashed after a period of 60 days. Such monies shall be returned to the STANYS treasury.
12. Each STANYS committee will submit with its annual budget request the following items:
 - a. A list of the goals of the committee.
 - b. Details of the relationship between the committee's goals and the goals of the organization.
 - c. A list of goal related activities with details of expenses involved.
13. Directors-at-Large and Special Directors who attend Board of Directors meetings will be reimbursed for expenses as follows:
 - a. Mileage at the current rate.
 - b. Meals
 - c. Lodging, at the double occupancy rate in accord with existing STANYS policy, up to a maximum of two nights.
14. The Treasurer will reimburse individuals for budgeted expenses submitted by voucher. The President will sign the voucher at the next available Executive Board Meeting. Original receipts must be attached to the voucher. (Exception: a photocopy of a telephone bill or EZPass receipt may be submitted).

15. Any salary, fee, or honorarium paid to an individual for services rendered to STANYS must be paid through the STANYS Treasurer so that W-2's and 1099 forms can be correctly prepared as required by Federal Tax Law.
16. The STANYS Tax Exempt Certificate may be used by the Sections and Committees of STANYS. Proper use of the Tax Exempt Certificate would include such items as meeting expenses (including refreshments), Section awards, printing expenses, and office supplies. Only the STANYS Treasurer is authorized to sign a Tax Exempt Certificate. A copy of the Tax Exempt Certificate can be requested from the Treasurer by phone, email, or in writing a few days before it is needed.
17. Vouchers must be submitted to the Treasurer for payment no later than 60 days after the expense is incurred. Under no circumstances will a voucher for expenses incurred prior to June 30 be honored if submitted after June 30.
18. Any increase in office rent expense shall not exceed the cost of living index.
19. Dues, once paid, will not be refunded.
20. STANYS Sections should have two officers who have authority to sign Section checks.
21. Purchase of Capital Equipment
 - a. STANYS committees and DAL's are provided operating budgets for the sole purpose of conducting program activities. No capital equipment may be purchased from operating budgets.
 - b. All capital equipment purchases must be authorized by the Board of Directors or the Executive Committee and be paid for by the Association Treasurer with a STANYS check.
22. Director-at-Large Travel Spending Guidelines
 - a. Travel expenses, including mileage, meals and lodging, may be reimbursed for Directors-at-Large only with the prior approval of the President and if appropriate funding is available in the DAL's current budget.
 - b. Eligible expenses include: mileage at the current rate, meals, and lodging at the double occupancy rate in accordance with existing STANYS policy for up to a maximum of two (2) nights.
 - c. Requests for reimbursement must be made on STANYS vouchers submitted to the STANYS Treasurer, with original receipts attached. Requests must be made within 60 days of the expenditure but no later than June 30 of the fiscal year in which they occurred.
23. Disposal of Association Owned Equipment

When a piece of equipment owned by the Association is to be replaced, the vendor of the replacement item should be asked to take the old item as a "trade-in". If a "trade-in" is not possible, the item shall be donated to a non-profit educational and/or charitable organization.

24. All requests for reimbursement of expenses shall be by a properly prepared voucher. Expenses of more than one (1) dollar shall be verified by receipts and dispersed by check.
25. The President has the responsibility for insuring that budgetary provisions for funds as set by the Board of Directors or as necessarily modified during the fiscal year by the Executive Committee are not exceeded.
26. When Association revenues do not reach budget expectations, reductions shall be made in expenditures to bring income and expenditures into balance. This shall be accomplished by the Board of Directors or the Executive Committee, whichever meets first, with the advice of the Finance Committee and the Association Treasurer.
27. Copies of all financial reviews shall be submitted to the Board of Directors in the "Board Book". The Finance Committee will then review the financial reviews and report to the Board of Directors at the spring meeting.
28. Procedures for Obtaining Section SAR Workshop Reimbursements
Each STANYS Section may obtain reimbursement to be applied to the expenses incurred in conducting Section SAR Workshops if the following criteria are met:
 - a. SARs, or their DAL/Section approved substitute, must attend the spring SAR planning meeting in order to present in the fall and to qualify for the section reimbursement for the fall conference and for the lodging reimbursement for the fall conference. If the person trained at the spring meeting cannot attend the fall conference, the replacement for the session must be trained by the person who attended the spring meeting or by the DAL. Exceptions may be allowed by the Executive Committee only in the event of an emergency.
 - b. Participation by Section SARs as Workshop Presenters or Co-presenters at the Annual Conference will qualify a Section for reimbursement at the rate of \$50.00 per SAR if the following criteria are met:
 - (1) By September 15, Curriculum DALs shall send to the DAL for Professional Development the names of the Section SARs who are scheduled to present approved workshops at the Annual Conference.
 - (2) By October 1, the DAL for Professional Development shall send to the Association Treasurer the names of Section SARs who are scheduled to present approved workshops at the Annual Conference. These SARs will receive mileage reimbursement and a credit (maximum \$129.00) for conference lodging and meals.
 - (3) By November 15, Curriculum DALs shall send to the DAL for Professional Development the names of SARs (and their Sections) who presented approved Conference workshops.
 - (4) By November 30, the DAL for Professional Development shall send to the Association Treasurer and Section Chairpersons the list of SARs (and their Sections) who presented approved Conference workshops. This list provides documentation for eligibility for section reimbursement.

- (5) Section funding is established when SARs conduct STANYS-sponsored workshops in the Section. These workshops must be conducted before May 15. The Section Treasurer shall provide verification to the Association Treasurer of the respective SAR's involvement in the planning and/or implementation of the Section's Workshop(s). (eg. Newsletters, programs, correspondence, etc.)
- (6) The following expenses are eligible for this reimbursement: postage, advertising, materials, room rental, promotional material, and food.
- (7) Requests for reimbursements must be sent by the Section Treasurer to the Association Treasurer before June 1. All expenses must be itemized on a completed STANYS voucher form with the appropriate original and validated receipts attached.
- (8) The STANYS Treasurer will not disburse any reimbursements_ after the conclusion of a STANYS fiscal year ending on June 30.

29. Procedure for obtaining reimbursement for the SAR Planning Meeting

- a. The Curriculum DALs will schedule the SAR planning meeting between January and April. Section SARs who attend this meeting (a maximum of one for each subject area) receive mileage, lodging (double occupancy) and meals.
- b. At the conclusion of the Planning Meeting, the Curriculum DAL will send the list of participating SARs and their Sections to the DAL for Professional Development.
- c. By April 1st, all DAL/SAR workshop proposals for the Annual Conference must be submitted.
- d. Sections will receive funding at the rate of \$50.00 for each SAR attending the Planning Meeting (and submitting workshop proposals by April 1st) to a maximum of \$150.00 per section.

30. The current STANYS mileage reimbursement rate is \$0.30 per mile.

31. The funds allocated in the STANYS budget for the Science Olympiad shall be used to defray the expenses of the winning first and second place teams and their advisors representing New York State at the National Science Olympiad Competition. The funds shall be divided equally among the teams that actually attend.

32. Science Honor Society shall submit an annual compilation of its expenses that will be published in the STANYS Newsletter

SECTION IX: MAILINGS AND OTHER COMMUNICATIONS

A. Regular Postal and Delivery Services

1. No person shall make a mailing for any outside group, organization or institution, using the STANYS or section mailing lists, without the prior written permission of the Executive Committee or the Board of Directors.
2. STANYS shall make at least one-membership promotion mailing per year to all science teachers in the state for whom we have a mailing address.
3. Membership and conference mailings will be sent to all science teachers in New York State for whom we have a mailing address
4. Sections will be reimbursed for the postal costs of mailing complimentary copies of the Section newsletter to the Association Officers and other Section Chairpersons. Requests for reimbursement should be sent to the DAL for Sections.
5. STANYS will provide mailing labels and first class postage for exchange newsletters for Sections with less than 200 members and for Sections with more than 200 members that do not receive a STANYS bulk mailing reimbursement. The STANYS DAL Sections will work with the STANYS office clerk and the STANYS Treasurer to obtain mailing labels and stamps for distribution to the Section Chairpersons.
6. STANYS will reimburse Sections for the annual fee for a postal bulk-mailing permit, to the appropriate postal amount, for those Sections whose membership count is large enough to allow use of the permit.

B. Provisions for E-mailings and Listservs

1. Membership lists should not be made available for listservs or any type of electronic media.
2. Individual Sections are allowed to communicate to their members by any and all means possible, including electronic communication. Sections are still under the rules/regulations of STANYS, although they might have some additional ones that are unique to their Section.
3. It is acceptable for an individual member to give permission for their name to be added to a listserv.

SECTION X: PUBLICATION GUIDELINES

The following guidelines are to be used in reviewing for approval STANYS sponsored curriculum, assessment and instruction publications, including those appearing on the web site, in the *STANYS Newsletter*, and in the *Science Teachers Bulletin*.

A. STANYS Newsletter

1. The Newsletter Editor is responsible for reviewing, editing, and layout design.
2. The following publication announcement is printed on the inside front cover of the Newsletter: “Opinions expressed herein are those of the authors and may not reflect STANYS policy.” This statement ensures that authors have the freedom to present information that may not always be in full alignment with STANYS policy. It also ensures that readers should not expect STANYS policy to be mirrored in all statements in the Newsletter.

B. The Science Teachers Bulletin

1. The Science Teachers Bulletin has a publication agreement, signed by the author or lead author of each article, certifying that the work is the author's own and hasn't been published elsewhere, and transferring the copyrights to STANYS.
2. Articles written by the Editor or Assistant Editors are owned by the organization since these persons are considered non-paid staff.
3. The Bulletin contains the following disclaimer on the Copyright page: “Opinions expressed herein are those of the authors and may not reflect STANYS policy.” This statement ensures that authors have the freedom to present information that may not always be in full alignment with STANYS policy. It also ensures that readers should not expect STANYS policy to be mirrored in all statements in the Bulletin. (Please note that the contents of the Bulletin are intended to survey a wide range of thinking and not merely reflect STANYS policy on every issue.)
4. The Bulletin Editor is responsible for reviewing, editing, and layout design. The Editor may consult with assistant editors and other volunteers who are willing to review submitted articles. Reviews are based on such factors as safety, appropriateness to science and science education, and clarity of expression.

C. The STANYS Website

1. As per the Board approved policy in the STANYS Policy and Procedures document, only materials prepared for STANYS or STANYS related information may be placed on the web site. This includes notices of professional development opportunities and instruction and curriculum materials.
2. Permission must be obtained from copyright holders before any copyrighted material is placed

of the web site.

3. Where possible, if the material appears on another web site, a link to that material will be placed on the STANYS web site.
4. The responsibility of the STANYS Webmaster is to review materials before they are placed on, or linked to, the web site to ensure the materials are aligned with the STANYS mission and goals and follow STANYS policy. In addition, the Webmaster is responsible for the site layout, obtaining permission for posting, and uploading materials.
5. Personal information about STANYS members or officers should appear on the Website only with their permission.
6. Advertisements by commercial interests are prohibited unless the commercial interest is providing services to STANYS-sponsored events and the notice or advertisement relates to the specific event.
7. The STANYS Webmaster will check out each link requested for inclusion on the web site *before* inclusion to make sure that it does not violate the Mission or Goals of the Association
8. If questions arise, the Webmaster will consult with the Executive Committee to obtain advice and/or direction.

D. Other documents sponsored and released through STANYS

1. Concerning position papers, science curricula, instruction, assessment, and other written or electronic documents **clearly denoting** STANYS sponsorship, the STANYS Board of Directors shall review and vote on whether to sponsor the document before its release.
2. A simple majority vote of the Board members present is needed to grant approval.

SECTION XI: RESOURCE MATERIALS

- A. STANYS committees have developed activities that reflect the new standards and current teaching modalities. These activities were printed, bound and distributed or placed on CD, which will be for sale at cost. Signed statements for permission to include these teacher prepared activities were given prior to their publication.
- B. For future reference to said resource materials:
 - 1. Signed permission will be obtained prior to any modifications of these activities.
 - 2. In the event that activities are taken from a source other than an individual teacher, e.g., funded project, signed permission must be obtained.
 - 3. For resource materials that are placed on the STANYS Website:
 - a. the organization in its sole discretion, has the right to modify the material
 - b. a statement attesting to authorship and right for modification must be obtained from the contributor before any material is placed onto the site.

SECTION XII: STANYS STATE SCIENCE CONGRESS

- A. The STANYS Executive Committee shall recommend, at the Fall meeting, a director for the Congress to be held in the next fiscal year.
- B. Entry to the STANYS State Science Congress shall only be through a Section science congress or by direct application sponsored by a STANYS member and signed by the Section Chairperson.
- C. STANYS shall not sponsor students at national or international science congress competitions.
- D. The number of entrants permitted from a STANYS Section to the STANYS State Science Congress shall be by the following formula.
 - 1. Each Section of STANYS will be allowed to send three (3) entrants to the State Science Congress for up to 75 students competing at the section level.
 - 2. For every 25 students or fraction of it beyond the first 75 competing at the section level, the Section may send one (1) additional entrant to the State Science Congress.
 - 3. The maximum number of entrants from one Section shall be six (6).
- E. The STANYS State Science Congress Committee must obtain and maintain adequate insurance for each year's congress.
- F. It shall be the responsibility of each STANYS State Science Congress Chairperson to furnish to the following year's Chairperson the sponsor / funding list immediately after an official appointment has been made by the Board of Directors.
- G. At the Spring Board of Directors meeting in the year preceding the science congress, and at the Fall Board of Directors meeting in the fiscal year of the congress, the State Science Congress Director and/or the State Science Congress Committee Chairperson, shall present to the Board of Directors through the Executive Committee, a report that shall include:
 - 1. Fees and other charges to participants and other attendees.
 - 2. Donations and funding received, or expected.
 - 3. Housing arrangements.
 - 4. Financial report which includes the status of revenues received versus expected expenses.
 - 5. Judging and other matters as needed.
 - 6. Publicity.
- H. Interim reports including an annual financial compilation shall be made to the Executive

Committee at each of its meetings. This annual financial compilation shall be published in the STANYS Newsletter.

SECTION XIII: FELLOWS AWARDS

A. The Fellows Committee

1. The Fellows Committee shall consist of seven members to include the President, the immediate Past-President, and five (5) other members. At least one member shall be a non-fellow.
2. When presenting nominees for election to the Board of Directors, the Fellows Committee Chairperson shall have the biographical information for each nominee available. This information will be given orally upon request.
3. In addition to the established nomination procedure for Fellows, the STANYS Fellows Committee is authorized to accept nominations initiated and prepared by any two members of the Board of Directors.

B. Fellows Nomination and Selection Procedure

At the Annual Meeting in New York City on December 27, 1949, our organization inaugurated the STANYS Fellow's Award Program for honoring teachers, who have served with distinction as science educators in New York State. These persons are chosen on the basis of their effective teaching, and active participation in professional scientific organizations. Their leadership and scholarly endeavors in science education are noteworthy.

1. Guidelines for of nomination materials for STANYS Fellows: to be evaluated, nominees for the STANYS Fellow Award must:
 - a. be current members of STANYS,
 - b. have ten years of continuous membership, and
 - c. have the required materials submitted on their behalf, with supporting documentation. Each of the categories below is used to rate nominees and the first four categories are weighted more than the other five. Please note that candidates should have qualifications in all major areas: i.e. service only at the section level, even if outstanding, cannot be substituted for a lack of service at the state level.
2. Rules for Fellows Nominations
 - a. The nomination may be made by any member of that STANYS section which the nominee belongs through the Section Chair. The signatures of the Section Chair and Secretary show the endorsement of the nomination by the Section. This procedure must be followed with two exceptions:
 - (1) in the case of a nominee who is the Section Chair, or
 - (2) if the nominee belongs to an inactive section (one with no elected officers or director).
 - b. Sections may not resubmit nomination materials of unsuccessful candidates unless it is documented by substantial additional proof that the criteria have now been met.

- c. The nominating section must request from the STANYS Office documentation of said membership requirements and submit it with the nomination materials.
- d. The official nomination form, or a photocopy of it **MUST** be used. (See Appendix A) No handwritten forms will be accepted. All information must be typed or printed. All sections of the form must be completed.
- e. The last page must be signed by the persons designated in Rule 2a.
- f. The nominating section must compile and organize appropriately all supporting documentation, the originals, **PLUS SIX** Copies of it must be sent by **FIRST CLASS CERTIFIED MAIL** to the Fellows Chairperson. (Name and address attached, postmarked on or before January 15.)
- g. The nomination form must be accompanied by a letter from the Section Chairperson or comparable STANYS member(s) who can list specific details in regard to the nominee's service to STANYS.
- h. The nomination form must be accompanied by a letter of recommendation from a building principal or comparable administrator (not a Department Chairperson). This letter must address:
 - (1) classroom performance
 - (2) leadership of science students and other pertinent information.
- i. Additional letters of recommendation, which speak to specific criteria, are needed. It is recommended that one or two that cite(s) specific proof of qualification be provided for each of the criteria. The number of letters is optional. Ten to fifteen letters from carefully chosen and instructed individuals are far more helpful than a larger number of letters which are repetitive or do not address the essential criteria. If a nominee has served in several sections, be sure to provide dates, information and endorsements from each of the sections in which service was rendered. Examples:
 - (1) department chairpersons, former students and fellow teachers could be asked to provide information on the nominee's qualities as a teacher and leader of students
 - (2) chairpersons of STANYS committees or STANYS officers who are not currently serving on the Fellows Committee should be asked to provide information on the candidate's service on committees or as an officer. Remember, nominees must show service beyond the mere holding of an office or appointment;
 - (3) proof of publications and awards, and service through the State Education Department or various scientific organizations and letters which speak to the quality of the service are among the types of letters that are valuable.
- j. To maintain objectivity, the members of the Fellows Committee may not provide letters of endorsement or initiate nominations.
- k. If the nominee is elected, it shall be the responsibility of the Section Chairperson to see that an award citation is written and that **THREE** copies are sent to the Fellows Chairperson. Newly elected Fellows will provide suitable black and white photographs for the Conference Program and the Bulletin. All must be submitted by July 15. The Section must

also arrange for a Fellow of STANYS to escort and present the new Fellow at the Awards Ceremony during the Annual Conference.

1. Traditionally, three to five Fellows have been selected in a given year. It is recognized that circumstances may warrant the selection of a different number.
3. Evaluation Criteria: Each of the categories below is used to rate nominees and the first four categories are weighted more than the other five. Please note that candidates should have qualifications in all major areas: i.e. service only at the section level, even if outstanding, cannot be substituted for a lack of service at the state level. The candidate shall have:
 - a. done meritorious service (above and beyond the duties of holding office) to the State Association.
 - b. done meritorious service (above and beyond the duties of holding office) at the Section level.
 - c. shown sustained interest in STANYS as shown by active participation over a long period.
 - d. been an outstanding teacher and leader of science students.
 - e. contributed to science education in New York State and/or nationwide (including publications).
 - f. participated in other scientific societies.
 - g. been recognized by other organizations, reflecting honor to STANYS.
 - h. interested other teachers in belonging to and working for STANYS.
 - i. had experience in various kinds of scientific work, advanced education or research.
4. Candidates are evaluated by the seven members of the Fellows Committee using the criteria listed above. Scores from all seven members are recorded. Candidates must receive a minimum of eighty percent of the maximum score from five of the seven members of the committee to be recommended to the Board of Directors at the May meeting to be considered for election.
5. Fellows application and Evaluation Forms: See Appendix E.

C. The Fellows Annual Conference Dinner

1. Attendance at the Past Presidents and Fellows Dinner is restricted to: Past Presidents and Fellows, each of who may have one guest. Each Fellow being inducted may have three guests including their spouse. Also, the President and guest, the Fellows Committee chairperson and guest are invited to attend. Visiting dignitaries may be invited to attend.
2. Retired Past Presidents and retired Fellows who are not staying in one of the hotels at the conference may attend the Past Presidents and Fellows Dinner with a guest, as the guest of STANYS.
3. All Past Presidents and Fellows, the President of STANYS, all guests invited by STANYS, the

Fellows Committee Chairperson, the Conference Committee Chairperson and committee members who arrange the Past Presidents and Fellows functions, shall receive gifts presented at the Past Presidents and Fellows Dinner.

4. Guests at the Past Presidents and Fellows Dinner must be at least twelve (12) years of age.

SECTION XIV: PROFESSIONAL DEVELOPMENT

A. General

1. When STANYS is the only or originating sponsor of a statewide workshop, membership for participants shall be required.
2. In those cases where STANYS is asked to co-sponsor workshops with SED or other institutions, the regulation for membership will be dropped. In place of a membership requirement, STANYS will be allowed to dispense membership materials and to encourage membership.
3. These procedures are not intended to interfere with local Section activities, where the Sections may set their own guidelines. Local Sections, may inform the Professional Development (PD) DAL about local activities. The DAL for PD shall coordinate all workshops.

B. Workshop Committee

1. Purpose: the Workshop Committee shall
 - a. foster workshops of educational value throughout the state for the benefit of science teachers.
 - b. cooperate with other STANYS committees in planning and presenting workshops.
 - c. when requested, aid local sections.

2. Responsibilities/Functions

- a. Maintain Workshop Calendar.

The DAL for Professional Development shall maintain a calendar of state-wide and multi-section workshops to prevent possible conflicts. Persons responsible for organizing workshops should notify the DAL for Professional Development of the workshop. Any proposed workshop that will include more than one STANYS section must be presented to the Executive Committee or the Board of Directors for approval. The DAL for Professional Development shall submit a Workshop Calendar to the editor of the STANYS Newsletter for publication.

- b. Approve Requests for Seed Money.

Seed money, to \$200.00, may be requested for workshops arranged by the DAL for Professional Development, STANYS Committees, or two or more STANYS sections working jointly on a workshop. Requests for "seed money" must be made in writing, through the DAL for Professional Development, at least eight weeks before the workshop. Requests must

- (1) include an itemized budget.
- (2) Full details, giving; the location of the workshop, a tentative program or agenda, expected attendance and the purpose of the workshop.

c. Ensure Financial Accountability.

Workshops must be planned to be self-supporting. Profits from statewide and seeded workshops must be remitted to STANYS.

If a seeded workshop incurs a financial loss, STANYS will be responsible for reasonable debts incurred by the workshop. Such debts will be assumed by STANYS if the Executive committee finds them reasonable.

If a workshop presented by a STANYS section suffers a financial loss, the section may apply to STANYS for a loan, which must be repaid from dues reimbursement and/or other income of the section.

d. Report Finances.

A full financial report must be sent to the DAL for Professional Development within thirty (30) days after a seeded workshop, the DAL shall submit the report for presentation at the next Executive Board meeting. A workshop, presented by a section, that incurs a financial loss that requires a loan from STANYS, must file a financial report within thirty (30) days of the close of the workshop, but no later than June 30.

e. Approve Travel Expenses.

Travel expenses for speakers may be included in the budgeted expenses if mileage is more than 100 miles round trip. Mileage, at the existing STANYS rate and tolls may be paid, if a proper voucher and receipts are submitted according to existing policy. Mileage reimbursement for members of the workshop planning committee may be included in the workshop budget. Vouchers must be submitted according to existing policy.

f. Review and Approve Records.

(1) Progress reports.

During the planning of statewide workshops, reports will be sent to the DAL for Professional Development no later than 30 days after each planning meeting.

(2) Final Reports.

Within 30 days after a state wide or seeded workshop, a written report must be submitted by the DAL for Professional Development to the Executive Committee. The report must include:

- (a) STANYS Sections and Chairperson(s)
- (b) Topic/Title of workshop
- (c) Date of Workshop
- (d) Location of Workshop
- (e) Program (include speakers names and other activities)
- (f) Announcements/Publicity Materials
- (g) Number in Attendance
- (h) Total Cost

- (i) Financial breakdown of expenses and income (include itemized listing of registration fees, luncheon cost, printing, postage, facility rental, etc.)
- (j) Workshop evaluation summary (prepared from a form completed by the participants of the workshop)

g. Record Canceled Workshops.

If a seeded or statewide workshop is canceled or has a major change, the DAL for Professional Development shall be notified of the changes within one (1) week of the decision to cancel or modify. The notification shall include the reasoning for the change or cancellation.

If a seeded workshop is canceled, a final written financial report must be prepared and submitted along with any unused funds to the Association Treasurer within seven (7) days.

h. Monitor Workshop Programs.

The program of each seeded workshop will be monitored by the Workshop Committee. If at any time it becomes evident that the workshop is not/will not be in the best interest of STANYS or is not following proper procedures, the DAL for Professional Development shall immediately notify the Executive Committee and contact the section chairperson. If the problem(s) cannot be corrected, the DAL for Professional Development shall immediately inform the Executive Committee.

i. Conduct Needs Surveys.

The workshop Committee shall assesses the workshop needs of teachers across the state.

3. Insurance.

Proper arrangements must be made for liability insurance on the workshop, through the Association Treasurer.

SECTION XV: STANYS FOUNDATION GRANT

- A. The mission of the STANYS Foundation is to enrich the quality of teaching/learning in New York State classrooms.
- B. Goals
 - 1. To support legitimate science enrichment opportunities for students K-12 beyond the classroom in order to cultivate continued interest in science and what it has to offer
 - 2. To provide opportunities for classroom teachers to enrich the quality of teaching/learning in New York State classrooms through workshops, mini-grants, action research and other activities to be determined.
- C. Future goal: Goals will not shift but rather become more inclusive with the support of K-12 students as well as teachers
- D. Criteria for Selection
 - 1. Expression of interest and need that supports quality science
 - 2. Completion of forms
 - 3. Applicants must be STANYS members and their pupils
- E. All information and forms relating to the STANYS Foundation will be found at the STANYS Website.
- F. Time frame: Two rounds will be considered per fiscal year
 - 1. Round 1: USPO postmarked by December 31
 - 2. Round 2: USPO postmarked by May 31

SECTION XVI: GENERAL POLICIES AND PROCEDURES

- A. The enforcement of STANYS Policies and Procedures is the responsibility of the specific Officer, Section Chairperson, or Committee Chairperson affected by the policy or procedure.
- B. Activities needing prior approval
1. Activity of any Section or Committee in which STANYS or the Section is considered to be, or is listed as a co-sponsor, must have the prior written approval of the Executive Committee or the Board of Directors before any announcement of the activity.
 2. Sections or Committees that wish to co-sponsor an activity with an outside agency that crosses Section boundaries must be approved by the Executive Committee or the Board of Directors before announcement of the activity.
 3. No person shall release the STANYS or Section membership lists to any outside group, organization or institution without the prior written permission of the Executive Committee or the Board of Directors. Failure to adhere to this policy may result to sanctions being applied to the person or Section involved.
 4. The Association may affiliate with other professional groups as approved by the Board of Directors.
 5. All official position statements of STANYS must be approved by the Board of Directors.
 6. Vitae files are not to be released outside STANYS for any purpose without the written consent of the people involved.
 7. Prior to the duplication and distribution of science standards-based and other curriculum and instructional resources that include materials written and developed by teachers and others authors, STANYS will obtain written permission and signatures of these teachers and/or authors that allow STANYS to use and/or modify these materials.
- C. Use of Association Name and Logo
1. Any Section or individual that makes unauthorized use of the Association name or logo shall be warned by the President of the Association that the unauthorized use is a violation of existing policy. Continued unauthorized use of the Association name or logo may result in the following action:
 - a. In the case of a Section, the loss of reimbursement money for a period not to exceed two years.
 - b. In the case of an individual, that individual shall be warned that legal action may be taken.
 2. The above actions may be taken by the Board of Directors or the Executive Committee with the approval of the Board of Directors.

D. Speakers

1. Commercial organizations may not present awards or gifts to speakers who are solely sponsored by STANYS. Commercial organizations will not be allowed to photograph STANYS sponsored events or speakers for commercial advertising purposes.
2. STANYS shall not offer honoraria to speakers or presenters, except for the Keynote and Fellows Addresses at the Annual Conference.

E. Meeting and Function Procedures

1. Smoking is banned at all Board and Committee meetings and at the Annual Conference.
2. Any pre-college student or minor attending a STANYS function must be accompanied by an adult who shall remain with, and be responsible for, the student or minor for the duration of the event.
3. Robert's Rules of Order, Revised (latest edition), shall be the authority on all questions of procedure not set forth in the Constitution and By-Laws or in the Policy and Procedures of the Association

F. Safety Guidelines

1. Presenters, exhibitors, and keynote speakers should seek permission from STANYS for open flames or other potentially dangerous or hazardous demonstrations
2. All local safety laws should be enforced by STANYS at their Annual Conference and at Section meetings, conferences, and workshops.
3. The STANYS Safety Committee incorporates the above safety provisions in the materials given to presenters and exhibitors.

G. Miscellaneous

1. The Science Teachers Association of New York State supports the theory of evolution as outlined in the New York State Biology Syllabus (September 1982, pages 92-115: Units 5 and 6), and the evidences for evolution as outlined in the New York State Biology Syllabus (September 1982, pages 92-115: Units 5 and 6).
2. In order to insure objectivity in the selection or the granting of STANYS awards, a member of the Executive Committee, or a member of a committee that sponsors an award, or selects award recipients may not make application for these awards. This policy does not apply to Fellows selection or the STANYS Service Award.
3. The Policy Committee each year, from May to October, will update the Policy and Procedures

manual. The revisions should be distributed at the Fall Board of Directors meeting. Policy Manuals should be available for new Directors at the Fall Board of Directors meeting.

4. No individual or group may solicit funds or merchandise in the name of STANYS, Inc. without prior knowledge and approval, in writing, by the Executive Committee.

H. STANYS Enterprise

As defined by Webster's Merriam Dictionary, an "*enterprise*" is "*an activity or endeavor that may or may not be considered speculative.*" A STANYS Enterprise should have the following parameters:

1. Any activity, endeavor, event, solicitation, sponsorship, or commitment that may or may not be considered speculative
2. Aligned with the Association's mission and goals
3. Does not jeopardize the Association's tax exempt status with federal or state statues
4. Does not exceed \$1,000 in TOTAL costs to the Association
5. Must have a budget that conforms to STANYS practice (a) proposed budget (b) anticipated income (c) projected expenses (including start up) (d) record keeping consistent with accepted business practices
6. List of all persons, with their affiliation noted, who are involved in the project
7. STANYS membership lists will be made available only with the approval of Executive Board or the Board of Directors.

APPENDICES

Appendix A: Communications for Committee Chairs

Letter for Committee Chairperson Orientation and Commitment

(Sent by the immediate Past President)

Dear _____:

The most valued asset of our Association is the time people, like you, devote to the Association and its objectives.

I appreciate your willingness to accept a position of responsibility, but because we value your time, so highly, and because the Association's success will be directly dependent upon your fulfilling the obligations you are about to accept, I want to make sure you have been fully informed about these obligations.

You have been appointed to the position of _____

The term of your appointment is _____.

The By-Laws describe your position in Article ____ Section ____.

The budget amount approved for the fiscal year is _____.

Specific policies and procedures, which govern your activities, have been attached to this letter.

If the functions of your Committee are not described in the By-Laws or Policies and Procedures and this is a continuing committee, a copy of the activities carried out last year is attached.

The portion of the long-range plan which relies upon you and your Committee for implementation is attached.

I hope this review of what you are saying yes to is helpful in developing your thinking and planning. After reviewing this information if you feel you are able to commit yourself to this position, I would appreciate your affirmation of your commitment.

Please sign and return the attached letter of commitment as soon as possible.

Cordially,

Letter for Affirmation of Commitment

(Returned to the immediate Past President)

I acknowledge receipt of a detailed outline of the functions, activities and responsibilities related to service as _____

I affirm my intention and availability to perform the functions, to attend the activities and to accept the responsibilities specified.

Signature _____ Date_____

Appendix B: Endorsement for Grant Proposals

Background

From time to time, STANYS receives requests to provide letters of endorsement in support of Grant proposals. This policy establishes a uniform procedure to respond to such requests in a fair and orderly manner.

Guidelines

The President, in accordance with the following steps, may provide letters of endorsement in support of a Grant proposal:

Evaluation of the request should be based on consideration of the written abstract (2 – 5 pages); Factors to consider include, but are not limited to:

- Proposal goals, compared with STANYS Mission Statement, goals, position papers, and budget.
- Proposed goals, compared to SED Learning Standards and other guides;
- Key strategies suggested to achieve the goals, and analysis of the likelihood for their success.
- Timeline, and impact on STANYS personnel.
- Funding requested, and potential financial impact on STANYS programs.
- Principal Investigators, analysis of expertise, experience in previous grants, and affiliation with STANYS.
- Expected involvement of STANYS, and potential positive and negative exposures.
- Potential benefit to STANYS members, sections and/or entire organization.
- Potential value to other classroom teachers, including those in allied subject areas.
- Importance of STANYS endorsement to likelihood of approval of Grant.
- Other Grant support provided by STANYS (precedence, positive/negative experiences associated with such support).

Procedure to be followed

- The President shall establish an ad hoc committee to consider each request and make a recommendation to the Executive Committee in a timely manner.
- Upon approval of the request by a majority vote of the Executive Committee at an official meeting, the President will write the letter of endorsement.
- Letters of endorsement should explicitly state what STANYS has to/ will do to facilitate the development and/or implementation of the Grant.
- The President may also develop an on-going evaluation plan to assess the quality of the implementation.
- No letter of endorsement should commit to or imply financial support unless such support has been formally approved through the appropriate STANYS structure. STANYS may wish to commit “in-kind” contributions, and/or request some return of operating costs.

Appendix C: Guide to Disposition of Records

| Guide to Disposition of Records | Records to be Permanently Retained in Original Form | Records to be Permanently Retained but may be Microfilmed | Records which may be Destroyed after 7 years | Records which may be Destroyed after 2 years |
|---|--|--|---|---|
| Constitution and By-Laws, and Amendments | X | | | |
| Documents related to Tax-Exempt Status (State and Federal) | X | | | |
| Insurance Contracts | X | | | |
| Inventory Listing of Office Equipment | X | | | |
| Inventory Listing of Offsite Equipment | X | | | |
| Authorization for Payroll Deductions and W-4 forms | X | | | |
| Copy of each Annual Financial Report (Audit) | | | X | |
| Employee Records (while employed) | X | | | |
| Documents related to investment of funds and bank accounts. W-9/ Certification of Tax ID Number | X | | | |
| Examination Reports | | | X | |
| Minutes of Annual Meetings | | X | | |
| Minutes of Board of Directors and Executive Committee Meetings | | X | | |
| Reports of Officers and Committee Chairs | | X | | |
| Finance Committee Annual Reports and Reviews | | | X | |
| Applications for membership | | X | | |
| Bank Reconciliation | | | X | |
| General Ledger | | | X | |

| Guide to Disposition of Records | Records to be Permanently Retained in Original Form | Records to be Permanently Retained but may be Microfilmed | Records which may be Destroyed after 7 years | Records which may be Destroyed after 2 years |
|---|--|--|---|---|
| Journal and Cash Record | | | X | |
| Voided / Canceled checks and money orders | | | X | |
| Bank Statements | | | X | |
| Periodic Treasurer's Reports | | | X | |
| Paid Bills, Invoices and Expense Vouchers | | | X | |
| Certificate of Deposit Records | | | X | |
| Used Bank Books, Copies of Deposit Slips and Check Registers | | | X | |
| Insurance Records | | | X | |
| Employee Records (Terminated) | | | X | |
| Registered Mail (Incoming and Outgoing) | | | X | |
| Correspondence of a general nature, except official instructions or documents | | | | X |
| Applications for Membership (rejected) | | | | X |
| Insurance Records (non-permanent) | | | | X |

Appendix D: Building a Presence

(Abridged transcript of correspondence between STANYS and William Doyle, Legal Counsel)

The Board of Directors has **sole** discretion to grant permission for STANYS to participate in the National Science Teachers Association (NSTA) project BUILDING a PRESENCE (BaP).

Full participation in BaP can commence upon approval from STANYS legal counsel.

Any person associated with BaP may receive a stipend for services rendered with the approval of the Board of Directors.

(The Building A Presence Contract belongs here.)

Appendix E: Fellows Information

Guidelines for the Preparation of STANYS Fellows Nomination Materials

At the Annual Meeting in New York City on December 27, 1949, our organization inaugurated the STANYS Fellows Award for honoring teachers who have served with distinction as science educators in New York State. These individuals are chosen on the basis of their effective teaching and active participation in professional scientific organizations. Their leadership and scholarly endeavors in science education are noteworthy.

To be evaluated, nominees for the STANYS Fellows Award must be current members of STANYS, have ten years of continuous membership (this must be verified in writing by the STANYS Clerk) and have the required materials submitted on the nominee's behalf. Each of the categories below is used to rate nominees and the first four categories are weighted more than the others. Service only at the section level, even if outstanding, cannot be substituted for a lack of service at the state level.

THE EVALUATION CRITERIA

The candidate has met the following criteria:

1. Performed meritorious service above and beyond the duties of holding office for the State Association.
2. Performed meritorious service above and beyond the duties of holding office for the STANYS Section.
3. Exhibited sustained interest in STANYS as evidenced by active membership and participation over a long period of time.
4. Recognized as an outstanding classroom teacher and leader of science students.
5. Contributed to science education locally, statewide and/or nationally.
6. Interested other teachers in belonging to and working for STANYS.
7. Received awards and recognition from STANYS and STANYS Sections.
8. Participated in other scientific or science education organizations.
9. Received awards and recognition from other organizations reflecting honor to STANYS.
10. Experienced in various kinds of scientific work, advanced education, or research.

Candidates are evaluated using the criteria listed above, by the seven members of the Fellows Committee. Scores from all seven members are recorded and submitted to the Fellows Committee Chairperson. Candidates must receive a minimum of eighty percent of the maximum score from five of the seven members of the committee to be recommended to the Board of Directors at the Spring Board of Directors meeting. The STANYS Board of Directors then votes to approve the nominees that have been recommended by the Fellows Committee.

RULES FOR NOMINATIONS

1. The Fellows nomination may be made by any member of the nominee's membership section. A letter must accompany the nomination form from the Section Chairperson or comparable STANYS member(s). The letter should describe specific details in regard to the nominee's service to STANYS.

In addition to the established nomination procedure for Fellows, the STANYS Fellows Committee is authorized to accept nominations initiated and prepared by any two members of the Board of Directors.

Endorsement is demonstrated in the following manner:

1. The nomination form must be signed by the Section Chairperson and Secretary.
2. If the nominee is the Section Chairperson, the nomination form must be signed by the Director and the Secretary.
3. If the nominee belongs to an inactive section (one with no elected officers or director) then two members of the Board of Directors may sign.

Please note signature choices at the end of the STANYS Fellows Nomination Form.

2. A letter of recommendation from an administrator, science supervisor or community leader must accompany the Nomination Form. This letter must address:

4. Classroom performance
5. Leadership of science students
6. Other pertinent information

3. Additional letters of recommendation which speak to specific criteria are needed. It is recommended that one or two letters citing specific proof of qualification be provided for criteria listed. The number of letters is optional. Evidence of meeting all the criteria is important. A modest number of letters from carefully chosen and instructed individuals may be more effective than a larger number of letters that do not address the essential criteria.

Examples of Letters:

7. Department chairpersons, former students and fellow teachers could be asked to provide information on the candidate's qualities as a teacher and leader of students.
8. Chairpersons of STANYS committees or STANYS officers who are not currently serving on the Fellows Committee could be asked to provide information on the candidate's service on committees or as an officer. Nominees must show service beyond the mere holding of an office or appointment.
4. Proof of publications, awards and service with the State Education Department or various scientific organizations must be submitted. Service may be verified with letters. Publications may be verified with a first page of the published copy or with a letter. Awards may be verified with copies of articles in printed publications such as a newsletter or newspaper or with a letter.

5. Verification of ten years of continuous membership must be obtained in writing from the STANYS Clerk and submitted with the nominating materials.
6. The nominating section or individuals (if the nominee belongs to an inactive section) must compile and organize all supporting documentation. This includes the Nomination Form with the two signatures on the last page and all the supporting documents. Besides sending the original nomination material, the section is required to also make SEVEN COPIES and send this material to the current Fellows Chairperson. All documents must be sent by FIRST CLASS CERTIFIED MAIL postmarked on or before January 15 of the year of submission.
7. Sections may not resubmit nomination materials of unsuccessful candidates unless there is additional substantially documented proof that the criteria have now been met.
8. To maintain objectivity, the members of the Fellows Committee may not be nominated, provide letters of endorsement, or initiate nominations.

STANYS Fellows Nomination Form

1. The online STANYS Fellows Nomination Form (www.stanys.org/felnom.pdf) is a writeable document for your convenience. It must be printed for submission. The form may also be submitted as a manually typed document.
2. Please read and follow carefully this nomination form and the four supporting documents:
 - a. Rules for Nominations
 - b. Guidelines for the Preparation of STANYS Fellows Nomination Materials
 - c. STANYS Fellows Nomination Procedure and the Award Preparation Ceremony
 - d. STANYS Fellows Rubric

Lack of specific information on the Evaluation Section of the Nomination Form is a continual problem for the Fellows Committee. Please advise letter writers reinforcing the items in the Evaluation Section to be as specific as possible.

3. There will be no additional reminders. The Nomination Form and all supporting documents must be sent First Class Certified Mail to the Fellows Committee Chairperson, postmarked on or before January 15, 200X.
4. The Nomination Form may be completed online, copied, and signed by the two people as stated in item #1 of the Rules for Nomination Form, and mailed with the other requested materials.
5. The copy of the original materials and seven additional copies of the completed Nomination Form must be mailed to the Fellows Committee Chairperson by January 15, 200X as noted in item #6 of the Rules for Nomination Form.

The current Fellows Chairperson's information is available on the STANYS website at www.stanys.org/committees.htm. Please email the chair for a current mailing address.

6. The packet must include seven copies of all the following documents with required signatures:
 - a. The fully completed STANYS Fellows Nomination Form
 - b. All supporting letters and documentation
7. The STANYS Board of Directors considers nominations recommended by the Fellows Committee for approval at their spring meeting. The Fellows Committee Chairperson will notify the Chairpersons or Directors of sections submitting a nomination regarding Fellows Committee and Board actions.
8. An additional copy of the nomination form and all supporting letters and documentation should be retained for the nominee's own records.

Personal Information

Full Name of Nominee

STANYS Section to which Nominee belongs

Position

School and School Address

Work Phone Number with Area Code

Home Address with Zip Code

Home Phone Number with Area Code

Email Address

1. Evaluation Section of the Nomination Form

The Fellows Committee welcomes a resume highlighting the nominee's educational work experience, accomplishments and credentials as a summary to aide their evaluation.

SECTION A: Most Strongly Weighted

1. Performed meritorious service above and beyond the duties of holding office for the State Association.

- a. Did the nominee hold an elected position in STANYS at the state level (for example, Executive Committee, DAL)? Please include the following information for each position held:
 - Name of position held
 - Beginning and ending date of that position
 - Number of terms served

- b. Describe the nominee's service to STANYS at the state level that are above and beyond the duties of holding an elected position for a long period of time (Special Director, Committee Chair, Committee Member, Science Congress Chair, other service). Include the following:
 - Name the service and describe some of the duties of this position
 - Approximate date of that service
 - Number of terms if it was a termed service

2. Performed meritorious service above and beyond the duties of holding office for the STANYS Section.

- a.** Did the nominee hold an elected position at the STANYS section level (Executive Committee or Director)? If a candidate has served in several sections, be sure to provide dates, information and endorsements from each of the sections in which service was rendered. Include the following information for each position held:
- Name of position held
 - Beginning and ending date of that position
 - Number of terms served
- b.** Describe the nominee's service to STANYS at the section level above and beyond the duties of holding an elected position for a long period of time (SAR, Newsletter Editor, Membership, Science Congress, other service). Include the following:
- Name of service above and beyond the duties of holding office - describe some duties of this position
 - Approximate date of that service
 - Number of terms if it was a termed service

- 3. Exhibited a sustained interest in STANYS as evidenced by active membership and participation over a long period of time.**
 - a. Length of membership
 - b. Describe evidence of active service such as helping to plan Book Fairs, Annual Conference, Award Dinners, other service. Include the following:
 - Name of service that shows sustained interest in STANYS
 - Approximate date of that service

- 4. Recognized as an outstanding classroom teacher and leader of science students.**
 - a. Describe evidence of being an outstanding classroom teacher (letters or other documents from students, parents, administrators, colleagues)?
Describe with details.
 - b. Describe evidence of being an outstanding leader of science students (coach of Science Olympiad, Director of Honor Society, Science Congress Mentor, Science Club, other)?
Describe with details.

SECTION B: Moderately Weighted

- 5. Contributed to science education locally, statewide and/or nationally.**

Describe fully with details the nominee's other contributions to science education at the local, state or national level. These contributions may include scientific publications, workshop presentations and articles for newsletters or bulletins.

- 6. Interested other teachers in belonging to and working for STANYS.**

Describe fully with details each attempt at fulfilling this requirement (invites non-members to section and state activities, promotes events to help new people feel welcome, other).

- 7. Received awards and recognition from STANYS or STANYS Sections?**

Describe the name of the award, the year received and who was the sponsor giving the nominee this award (Fellows New Teacher Award, Elementary Teacher of Year, Appreciation Award, State or Section service Award, other).

SECTION C: Least Strongly Weighted

8. Participated in other scientific or science education organizations.

Describe in detail the nominee's membership with active participation in other science or science education organizations. Participation means holding offices, serving on committees, or actively working in the organization beyond holding membership (ex. NSTA, CESI, NMLA, AMA, AAA, NESTA, NYSTEA, other). Give dates and clear descriptions related to these activities.

9. Received awards and recognition from other organizations reflecting honor to STANYS.

Include the organization from which nominee received the award and describe the kind of award with its title (Local College Awards, School District Award, PTA Award, NSTA, Presidential, other).

10. Experience in various kinds of scientific work, advanced education or research.

Include specific evidence of this experience (participation in summer institutes, work in science settings like research laboratories, advanced education beyond the Master's level, other).

Official Signatures Either A, B or C must be completed
(Refer to Rule #1 of Rules for Nomination)

The signatures below guarantee that the two people signing this Fellows Nomination Form have checked all documents for accuracy of information and completeness. Incomplete or inaccurate documents will be disqualified.

| |
|--|
| <p>A. Section Chairperson (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> <p>Section Secretary (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> |
|--|

| |
|--|
| <p>B. STANYS Director (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> <p>Section Secretary (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> |
|--|

| |
|--|
| <p>C. STANYS Board of Director Member (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> <p>STANYS Board of Director Member (Signature)</p> <p>_____</p> <p>Print Name _____</p> <p>Home Address (Zip) _____</p> <p>Phone with Area Code _____</p> <p>Email Address _____</p> |
|--|

**Successfully Nominated Fellows Procedure
and the
Award Ceremony**

1. If the nominee is elected, the Section Chairperson or a designee is responsible for the following:
 - a. Submit a descriptive narrative as an electronic document of no more than 1,000 words for publication in the Conference Program. This narrative should be focused on the nominee's professional accomplishments.
 - b. Submit a digital photograph for the Conference Program and the STANYS Bulletin.
 - c. Email the above documents by JULY 15 to the following individuals:
 - (1) Chairperson of the Fellows Committee
 - (2) Chairperson of the Conference Publications
 - (3) Editor of the STANYS Bulletin
 - d. Email addresses may be found at www.stanys.org/committees.htm
2. The Section Chairperson in consultation with the newly elected Fellow must arrange for a section Fellow of STANYS to escort and present the new Fellow at the Awards Ceremony. If a Fellow from the section is not available, a Fellow from another section may be the presenter. The verbal presentation is limited to two minutes and should highlight qualities and activities beyond what is printed in the article.
3. In regard to this honor, the Section is encouraged to arrange for publicity in the local newspaper, as well as other appropriate media to coincide with the presentation of the Fellows Award at the Conference.

STANYS Fellows Rubric

Fellows Committee members will evaluate the nominee using the charts below based on the materials received.

Rate the nominee on the items in each section by marking an “X” in the appropriate box and record the total points below each chart. Please initial each page of the rubric and sign the last page. Note that there is a maximum amount of points that can be obtained for each section.

SECTION A: Most Strongly Weighted

- 1) Performed meritorious service above and beyond the duties of holding office for the State Association.

| | Little or No Evidence 0 points | Limited Evidence 1 point | Limited Evidence 2 points | Clear Evidence 3 points | Clear Evidence 4 points | Clear, Consistent & Convincing Evidence 5 points |
|---|---|--|--|--|--|--|
| 1a. Held Position at the State Level. Points may be combined. (5 point maximum) | No evidence. | Committee membership of less than 3 years | Committee membership of at least 3 years | DAL-1 term, Special Director-1 term, Committee chair-3 years | DAL-2 terms, Special Director-2 terms, Committee chair over 3 years | State Executive Committee-1 term of service |
| 1b. Performed meritorious service above and beyond the duties of holding office at the state level. Points may be combined. Other: _____ _____ (5 point maximum) | No evidence | Significant contributions over a span of less than 3 years | Significant contributions as committee member identified over a span of 3 years or greater | Significant contributions identified as a DAL, Special Director or Committee chair over 1 term | Significant contributions identified over 2 terms as a DAL, Special Director, or Committee chair | Significant contributions identified over 1 term of service as a member of the State Executive Committee |

1. Total Verified Points up to a Maximum of 10 _____

2. Performed meritorious service above and beyond the duties of holding office for the STANYS Section.

| | No evidence 0 points | Limited Evidence 1 points | Clear Evidence 2 points | Clear, Consistent and convincing evidence 3 points | |
|--|---------------------------------------|---|--|--|---|
| 2a. Held Position at the Section Level. Points may be combined. Other: _____ _____ (3 points maximum) | No evidence | SAR for 3 years or other section role for 3 years | Section Executive Office for two years or SAR for 4 years | Section Executive Office for three years or SAR for 5 years | |
| | No evidence 0 points | Limited Evidence 1 point | Clear evidence 3 points | Clear evidence 5 points | Clear, consistent and convincing evidence 7 points |
| 2b. Performed meritorious service above and beyond the duties of holding office at the section level. Points may be combined. Other: _____ _____ (7 points maximum) | No evidence | Significant contributions as a SAR or other section roles over 2 years. | Significant contributions as a SAR or other section roles over a 3 year span | Significant contributions as a Section Executive Officer or a SAR over a 4 year span | Significant contributions identified as member of section executive committee over 1 term or SAR over 5 years |

2. Total Verified Points up to a Maximum of 10 _____

3. Exhibited a sustained interest in STANYS as evidenced by active membership and participation over a long period of time.

| | Little Evidence 1 point | Limited Evidence 2 points | Clear Evidence 3 points | Clear Evidence 4 points | Clear, Consistent and Convincing Evidence 5 points |
|---|--|---|---|---|---|
| 3a. Membership (5 points maximum) | 10 years | 11-12 | 13-14 years | 15-19 years | 20+ years |
| 3b. Active Service in STANYS at state and local levels. This includes activities in addition to those mentioned in #1 or #2. May include leadership in such activities as Book Fairs, Annual Conference, Award Dinners, Field Trips Other _____ (5 points maximum) | Evidence of active service of less than 10 years | Evidence of active service over 11-12 years | Evidence of active service over 13-14 years | Evidence of active service over 15-19 years | Evidence of active service over 20 years or more. |

3. Total Verified Points up to a Maximum 10 _____

4. Recognized as an outstanding classroom teacher and leader of science students.

| | Little or No Evidence 0 points | Limited Evidence 1 point | Clear Evidence 3 points | Clear, Consistent and Convincing Evidence 5 points |
|---|---|--|---|--|
| 4a. Outstanding Classroom Teacher as verified by submitted documents (letters or other documents from students, parents, administrators, colleagues describing outstanding classroom teaching) (5 points maximum) | No evidence | 1 letter with limited evidence of outstanding teaching | 3 letters with clear evidence of outstanding teaching | 5 or more letters with clear, consistent and convincing evidence of outstanding teaching |
| 4b. Leader of Science Students as verified by submitted documents. Examples of leadership include coach of Science Olympiad, Honor Society, Science Congress Mentor, Science Club, other: _____ (Please describe) (5 points maximum) | No evidence | Less than 2 years experience as a leader of student science activities | 2- 5 years experience as a leader of student science activities | Over 5 years as a leader of student science activities |

4 a. Total Points up to a Maximum of 5 _____

4 b. Total Points up to a Maximum of 5 _____

4. Total Verified Points up to a maximum of 10 _____

TOTAL POINTS on Section A up to a maximum of 40 _____

Section B: Moderately Weighted

5. Contributed to science education locally, statewide, and/or nationally.

| | Little Evidence 1 points | Limited Evidence 2 point | Clear Evidence 3 points | Clear, consistent and convincing evidence 4 Points |
|--|--|--|---|---|
| <p>Examples of contributions at each level could include articles for newsletters, bulletins or journals. It could also include workshops presented at the local, state or national level. Points may be combined. Other _____ (please describe)</p> <p>(4 point maximum)</p> | Evidence of 1 workshop or 1 published article. | Evidence of 2 workshops or 2 published articles. | Evidence of 3 or more workshops or 3 or more articles published papers on science education | Evidence of 4 or more workshops or 4 or more published articles on science education. |

5. Total Verified Points up to a maximum of 4 _____

6. Interested other teachers in belonging to and working for STANYS.

| | Little or No Evidence 0 points | Limited Evidence 1 point | Clear Evidence 2 points | Clear, Consistent, Convincing Evidence 4 points |
|---|---|--|--|--|
| <p>Candidate invites teachers to become STANYS members. Invites non-members to section and state activities. Promotes events to help new people feel welcome. For example, student teachers are brought to STANYS functions, given copies of STANYS publications, and membership materials. Other (please describe):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(4 points maximum)</p> | No evidence | Evidence of an effort over 1-2 years to invite non-members to join and work for STANYS | Evidence of a consistent effort over 3-4 years to invite non-members to join and work for STANYS | Evidence of a sustained effort over five years to invite non-members to join and work for STANYS |

6. Total Verified Points up to a maximum of 4 _____

7. Received awards and recognition from STANYS and STANYS Sections.

| | Little or No Evidence 0 points | Limited Evidence 1 point | Clear Evidence 2 points | Clear, consistent and convincing evidence 4 points |
|--|---|---|--|---|
| Fellows New Teacher Award, Elementary Teacher of Year, Middle Level Teacher of Year, Secondary Teacher of Year, Appreciation Awards, State or Section Service Award, Other <hr/> (4 point maximum) | No evidence. | 1 award from STANYS | 2 awards from STANYS | Evidence of more than 2 awards from STANYS |

7. Total Verified Points up to a maximum of 4 _____

TOTAL POINTS on Section B up to a maximum of 12 _____

Section C: Least Strongly Weighted

8. Participated in other scientific or science education organizations.

| | Little or No Evidence 0 points | Evidence 1 point |
|---|---|---|
| a. Membership (1 point) | 0 years | Member at least 2 years |
| b. Participation means holding offices or serving on committees or actively working in the organization. It means beyond only membership. Example organizations: National Science Teachers Association (NSTA), Council for Elem. Science International (CESI), National Middle Level Assoc. (NMLA), Mentor Networks, American Meteorological Association (AMA), AAAS, National Earth Science Teachers Association (NESTA), NYS Technology Education Association (NYSTEA), NYS Education Department Other _____ (1 point) | No evidence | Evidence of active participation in a scientific or science education organization besides STANYS |

8. Total Verified Points up to a maximum of 2 _____

9. Received awards and recognition from other organizations reflecting honor to STANYS.

| | Little or No Evidence 0 points | Limited Evidence 1 point | Clear, Consistent and Convincing Evidence 2 points |
|---|---|---|---|
| Examples of awards: Local College Award, School District Award, PTA Award, NSTA, Presidential Award. Other: _____ (Please describe) | No evidence of awards | 1 award from other organizations | Evidence of 2 or more awards from other organizations |

9. Total Verified Points up to a maximum of 2 _____

10. Experienced in various kinds of scientific work, advanced education, or research.

| | Little or No Evidence 0 points | Clear Evidence 1 point | Clear, consistent and convincing evidence 2 points |
|--|---|---|---|
| Examples include: participation in summer institutes, work in science settings like research laboratories, advanced education beyond the Master's level (ex. PhD, EdD, SDA certification) Other _____ (please describe) | No evidence. | Clear evidence of scientific work, advanced education (course work, not a degree or certificate) or research. | Clear, consistent and convincing evidence of sustained scientific work, advanced education (degree or certificate) or research. |

10. Total Verified Points up to a maximum of 2 _____

TOTAL POINTS on Section C up to a maximum of 6 _____

| |
|---|
| <p><u>FINAL SCORE (Subtotal A + B + C) TOTAL SCORE _____</u></p> <p>Highest score possible = 58 Minimum score for nomination = 46 (80% of 58)</p> <p>Signature of Committee Member Evaluating _____</p> |
|---|

STANYS Fellows Checklist

- _____ I have read the **Rules for Nominations**.
- _____ I have read the **Guidelines for Nomination Preparation**
- _____ I have read and completed the **STANYS Fellows Nomination Form**.
- _____ I have read the **Fellows Rubric** to help me include the necessary information for successful **completion** of the Nomination Form.
- _____ The required signatures are completed on page 7 of the **STANYS Fellows Nomination Form**.

In the packet that is being sent to the Fellows Chairperson, I have included:

- _____ documentation from the STANYS Clerk verifying that the nominee has ten years of continuous membership in STANYS.
- _____ all supporting letters, newspaper articles, copies of the first page of articles written by the nominee and other forms of support
- _____ the Nomination Form with signatures.

I have

- _____ contacted the Fellows Chair and know the correct postal mailing address.
- _____ made arrangements for First Class Certified Mail to be postmarked no later than January 15 of the year of nomination.