

COLORADO ASSOCIATION OF SCIENCE TEACHERS BY-LAWS
REVISIONS ADOPTED November 17, 2006

Paragraph 1 - Membership

Section 1.0 - Membership is valid from month payment is received for the year(s) paid.

Section 2.0 - Individuals interested in science education at any level are qualified for membership in the CAST.

Section 3.0 - Membership levels and dues will be determined by the executive board.

Section 4.0 - All members are entitled to vote and shall receive newsletter(s).

Section 5.0 - Membership services may be made available to other than members as approved by the Executive Board.

Paragraph 2 - Elections

Section 1.0 - A call for candidates will be in the Spring Newsletter and voted on at the Colorado Science Conference or the NSTA Regional meeting if it is held instead of the Colorado Science Conference.

Section 2.0 - A slate of candidates will be submitted to the membership.

Section 3.0 - Each candidate will be provided an opportunity to have a biography and a vision included in an election newsletter which shall contain the official ballot. The results of the election shall be published.

Paragraph 3 - Executive Board

Section 1.0 - All members of the Executive Board shall be members of the CAST and the NSTA.

Section 2.0 - Officers:

Section 2.1 - The officers of the CAST shall be President-Elect, President, Past-President, Secretary, Treasurer and the 9 Regional Directors.

Section 2.2 - The President-Elect, Secretary, and Treasurer are to be chosen from and elected by the membership at large. After one year, the President-Elect assumes the office of President and the President assumes the office of Past-President for one year.

Section 2.3 - A President-Elect is elected annually. The office of Treasurer shall be elected in even numbered years. The office of secretary shall be elected in odd numbered years.

Section 2.4 - Officers shall become voting members of the Executive Board on June 1 following their election.

Section 3.0 - Regional Directors:

Section 3.1 - The elected Regional Directors of the Executive Board will represent the following regions of the state of Colorado.

Region 1: - Northeastern Region consisting of the following counties: Adams, Arapahoe, Boulder, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jackson, Jefferson, Kit Carson, Larimer, Lincoln, Logan, Morgan, Park, Phillips, Sedgwick, Washington, Weld, and Yuma.

Region 2: - Southeastern Region consisting of the following counties: Alamosa, Baca, Bent, Chaffee, Cheyenne, Conejos, Costilla, Crowley, Custer, El Paso, Fremont, Huerfano, Kiowa, Las Animas, Mineral, Otero, Prowers, Pueblo, Rio Grande, Saguache, and Teller.

Region 3: - Western Region consisting of the following counties: Archuleta, Delta, Dolores, Eagle, Garfield, Grand, Gunnison, Hinsdale, Lake, LaPlata, Mesa, Moffat, Montezuma, Montrose, Ouray, Pitkin, Rio Blanco, Routt, San Juan, San Miguel, and Summit.

Section 3.2 - Each Regional Director shall serve a three-year term, beginning June 1 following the election. There are three regional directors for each region, Elementary, Secondary, and College/Informal Education. One director from each region and at a different level shall be elected each year.

Paragraph 4 - Duties

Section 1.0 - The Executive Board:

Section 1.1 - Shall conduct an annual review of the Constitution.

Section 1.2 - Shall conduct official business and select items of interest to be referred to the general membership.

Section 1.3 - Shall fill the Executive Board vacancies, for the duration of the term, from qualified members.

Section 1.4 - Shall review and approve the audit and proposed budget as presented by the treasurer.

- Section 1.5 - Shall approve the minutes of the previous meeting and the treasurers' report.
- Section 2.0 - The President-Elect or their designee:
- Section 2.1 - Shall actively support the President in an intern role.
- Section 2.2 - Shall be liaison to the Colorado Science Conference Governing Board (CSCGB) if elected in even years and shall be the contact person for the Denver Museum of Nature and Science Teacher Night with said position to carry on for the duration of their term of office.
- Section 2.3 - Shall in the President's absence, preside over meetings of the Executive Board.
- Section 2.4 - Shall participate in the internal audit.
- Section 2.5 - Shall be in charge of recognition of retiring CAST board members.
- Section 3.0 - The President or their designee:
- Section 3.1 - Shall be the liaison to the NSTA.
- Section 3.2 - Shall have general charge of the affairs of the CAST.
- Section 3.3 - Shall provide a written agenda for each business meeting.
- Section 3.4 - Shall preside over all meetings of the CAST Executive Board.
- Section 3.5 - Shall be encouraged to attend the National Congress on Science Education (NCSE).
- Section 3.6 - Shall approve all payment of bills and reimbursements.
- Section 3.7 - Shall participate in the internal audit.
- Section 3.8 - Shall be in charge of all publications and press releases related to the CAST activities.
- Section 4.0 - The Past-President or their designee:
- Section 4.1 - Shall compile the slate of candidates for the annual election.
- Section 4.2 - Shall, in the absence of the President and President-Elect, preside over meetings of the Executive Board.
- Section 4.3 - Shall be in charge of awards and related funding.
- Section 4.4 - Shall insure that each member of the Executive Board has a current copy of the Constitution and By-Laws.
- Section 5.0 - The Secretary:
- Section 5.1 - Shall maintain a record of the official business and actions of the Executive Board.
- Section 5.2 - Shall supply the minutes of business meetings to the newsletter editor/webmaster and members of the Executive Board within fourteen (14) days of each Executive Board meeting.
- Section 5.3 - Shall coordinate with the President the distribution of pertinent information.
- Section 5.4 - Shall be in charge of membership and report to the board.
- Section 6.0 - The Treasurer:
- Section 6.1 - Shall collect dues, pay authorized bills, and report the financial status to the Executive Board at business meetings.
- Section 6.2 - Shall close the books on June 30 and present the results of an internal audit to the Executive Board within 90 days. The audit will be done by the President, President-Elect, Treasurer, and Treasurer-elect if there is one in that year.
- Section 6.3 - Shall propose and present, prior to June 30, a budget for the following fiscal year (July 1 to June 30).
- Section 7.0 - Regional Directors:
- Section 7.1 - Shall organize a regional conference with financial support from the CAST.
- Section 7.2 - Shall recruit new CAST members from their region.
- Section 7.3 - Shall promote the Colorado Science Conference Governing Board (CSCGB).
- Section 7.4 - Shall actively seek members from their region for awards and recognition.
- Section 7.5 - Shall actively collect articles for the CAST Newsletter(s).
- Section 7.6 - Shall actively disseminate pertinent information and services for teacher enhancement.
- Section 8.0 - Editor - CAST Newsletter(s)/webmaster
- Section 8.1 - Shall be appointed for an indefinite period of time.
- Section 8.2 - Shall be a non-voting member of the Executive Board.
- Section 8.3 - Shall distribute all publications and press releases.
- Section 8.4 - Shall be paid a negotiable amount from the CAST funds.
- Section 8.5 - Shall submit the newsletter for approval by a designated representative of the Executive Board.
- Section 8.6 - Shall publish the dates of the quarterly meetings.

Section 8.7 - Shall disseminate to the membership a summary of the minutes of the quarterly meetings and the financial report 4 times a year.

Paragraph 5 - Meetings

Section 1.0 - The Executive Board shall hold quarterly business meetings and additional meetings as needed.

Section 2.0 - Business meetings, especially the Annual Meeting, are open to all members.

Section 3.0 - Reports pertinent to the business of the CAST will be presented according to the agenda at each business meeting.

Section 4.0 - Eight (8) members of the Executive Board shall constitute a quorum for the transaction of business. In the case of extenuating circumstances, business may be transacted and completed through a quorum by telephone conferencing or electronic conferencing.

Section 5.0 - At the President's discretion, mail and telecommunications may be used to conduct business.

Section 6.0 - Robert's Rules of Order, Revised, shall be followed.

Paragraph 6 - Committees

Section 1.0 - The President or Executive Board may establish standing and ad hoc committees as the need arises.

Section 2.0 - The duties and duration of each committee shall be defined at the time of appointment.

Section 3.0 - The chairs-of such committees shall prepare a report to be presented at a business meeting.

Paragraph 7 - Amendments

Section 1.0 - A proposed amendment or revision of the By-Laws may originate in the Executive Board or through petition submitted to the Executive Board, bearing the signatures of not less than ten percent (10%) of the CAST members.

Section 2.0 - A proposed amendment to or revision of the By-Laws, if approved by two-thirds of the Executive Board at a business meeting, shall be submitted to the membership of the CAST for adoption or rejection. This shall be done by submission of the amendment or revision to the Annual Meeting of the CAST or through publication in the newsletter, or by mail, at least thirty (30) days prior to the tabulation of ballots.

Section 3.0 - Any amendment to or revision of the By-Laws is adopted if it is approved by a two-thirds majority of total ballots returned or approved by a two-thirds majority of total votes at the annual meeting.