

**OPERATING PROCEDURES OF THE Virginia
Association of Science Teachers, Inc.** Approved:

August 27, 1994

Amended: 11/15/1997, 7/21/2000, 11/19/2005, 3/14/2009, 11/18/2011, 1/24/2014, 3/18/2015,
11/20/2015, 3/11/2018, 4/28/2018

Item I. Membership

A. Dues

1. The annual dues for members shall be \$25.00, \$10.00 for student members (full time students), and \$10.00 for former members of VAST who have retired. In addition, the following dues options shall be available:

- a. Life Membership for \$200.00
- b. Corporate Memberships shall be \$150.00 annually
- c. Corporate Benefactor members will pay \$500.00 annually.

B. Corporate Members will be listed in each of the four quarterly newsletters, in the PDI Program, and on the VAST website.

C. Corporate Benefactors shall receive all benefits of Corporate Members, plus, they shall receive a 15% discount on all advertising in the VAST newsletter.

D. The membership year is from December 1 to November 30 of the following year.

E. The dues for VAST membership should be paid to VAST..

F. The Board is authorized to establish, annually, temporary promotions to encourage membership growth and retention.

Item II. Expenses. The association shall honor bills incurred on behalf of VAST, by authorized members, providing said expenditure are included in the operating budget and/or the conference budget, as approved by the Board of Directors. VAST shall reimburse members for authorized expenditures, including travel at a rate to be determined by the Board of Directors, but not to exceed the IRS standard. Travel expenses may include travel of Executive Committee and Board of Directors members to meetings of those groups, as well as authorized VAST business travel.

Item III. Committee Operation

A. The Executive Committee

1. is responsible for the day-to-day operations of VAST. In addition, the Executive Committee will provide leadership, motivation, and guidance toward meeting of the objectives and mission of VAST (Article II). B. The Executive Committee, through the Treasurer, is responsible for overseeing the budget, as approved by the Board of Directors. Expenditures, in excess of \$200, not included in the approved budget, must be approved by the Board of Directors before VAST monies are committed. Convention expenditures, if not included in the budget, must also be approved.
2. shall make recommendations to the Board of Directors, and execute the decisions of the Board of Directors.
3. may enter into contracts on behalf of the VAST membership, provided such commitments are included in the budget, as approved by the Board of Directors.
4. shall provide oversight and support for the Executive Director, including a formal annual review.
5. shall approve all appointments made by the President, fill all vacant positions not otherwise covered in this document, and have charge of all other business of VAST for which no other provisions are made. move to operational procedures.

B. The nominating committee

1. Shall prepare a slate of officers and Directors for the coming year and submit it to the Board of Directors for approval, and to the membership at least thirty days prior to the annual meeting.
2. In the event of a vacancy on the slate of officers, provisions shall be made for nominations from the floor at the Annual meeting. Prior consent must be obtained from the nominee when nominated from the floor.
3. The composition of the nominating committee shall be comprised of the nomination committee chair as well as a minimum of three other members.

C. A Ballot Committee shall be appointed by the President, and a report of the election results shall be announced at the annual conference (PDI).

Item IV Collaboration. The association will endeavor to be represented at the NSTA Congress and at other meetings that will, in the opinion of the Board, advance the mission and goals of the organization. Delegates will be appointed by the Board,

subject to financial considerations. The amount of financial support to be provided by the association will be determined by the Board when the annual budget is approved. The association may fund attendance to the VAST annual conference for those members working who will not be able to participate in the majority of the conference because of their conference-related duties. Funding may include registration, selected meals, and/or lodging. The amount of financial support and designation of those to be provided support, will be determined annually by the board, subject to financial considerations.

Item V. Publications:

A. **Newsletter:** "The Science Educator" is the official newsletter of VAST. The editor(s) of the newsletter will be appointed by the President subject to the approval of the Executive Committee. The newsletter will be provided (at least) four times to its membership, annually.

B. The **VAST Web Page** (www.VAST.org) shall be maintained for the purpose of promoting the mission and objectives of VAST. The web page will include VAST leadership contacts, forms, calendars, promotion of events, items supporting the classroom teacher, and excerpts from The Science Educator.

C. The Board may authorize other publications, as recommended by the Communications Committee, and as deemed necessary to meet the mission and goals of the organization. These publications may include, but are not limited to: a Journal to disseminate activities, demonstrations and labs to the membership, and/or a Safety Handbook.

Item VI. The **VAST HANDBOOK** shall be published for the purpose of defining duties, describing committee responsibilities, providing time-lines, and, in general, outlining the procedures employed by the VAST leadership. The handbook shall be updated and published on a yearly basis by the Vice President. The handbook shall be distributed to all new Board members at the first Board meeting of the year. Revisions necessitated by Board actions made during the previous year, will be distributed to all Board Members, by the Vice President, as soon as possible in the new year.

Item VII - Amendments

The Board of Directors shall have the authority to amend the Operating Procedures, at a called meeting where such actions are included as an agenda-item. Approval requires a two-thirds vote of the members present.

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- First Presented to the Advisory Board February 26, 1994
 - Revisions Presented & Approved by the Advisory Board April 30, 1994 as well as changes recommended by legal counsel May 10, 1994
 - Amended to add Directors and remove Affiliated Group Presidents, 11/15/97
 - By-Laws amended February 6, 1999 to amend dues rates and provide BaP discounts
 - Non substantive changes made Jan 2000
 - Additional Revisions approved by the Board 2/26/00, & by the membership 7/21/00
 - By-Laws amended by Executive Committee 9/17/05
 - Major committee revisions to Operating Procedures 6/23/05, approved by Board 9/17/05 & by membership 11/19/05
 - Non substantive changes made 9/6/11.
 - A standing Committee (Environmental Science, Natural Resources, & Stewardship) was approved by the Board 9/10/11, and by the membership 11/18/11. (name was changed to “Environmental Literacy” in 2012)
 - Committees “Outreach” and “Professional Concerns” were combined approved by the Board 11/8/12
 - A standing committee (Advocacy) was approved by the Board 11/8/12 and Membership 11/16/13
 - A major edit of the Operating Procedures and the By Laws was completed in February 2015, resulting in the addition of multiple entries previously approved by the Board over the last several years.
 - PDI Chair, Regional Director Coordinator, and assistant (PDI) treasurer were added 11/20/2015
 - Mission statement was changed on 11/20/2015
- Editing and formatting 3/11/2018
- Board Approved 4/28/2018