

The Constitution of
UNCW National Science Teacher Association Student Chapter
of University of North Carolina Wilmington

Adopted _____
Signature of President Date

Article One: Name

The name of this organization shall be UNCW National Science Teacher Association (UNCW NSTA) Student Chapter.

Article Two: Purpose and Objectives

The purpose of this organization shall be to:

- Promote the mission of National Science Teacher Association (NSTA), which is to promote excellence and innovation in science teaching and learning for all,
- Acquaint pre-service teachers of science with the support resources available from NSTA,
- Provide additional professional development in science education to pre-service teachers,
- Acquaint pre-service teachers of science with others like themselves at their university, and across the United States and Canada.

Article Three: Affiliation

The UNCW NSTA Student Chapter is affiliated with the National Science Teachers Association (NSTA), Arlington, VA, USA. This organization will be a student chapter of NSTA.

Article Four: Adherence

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

Article Five: Membership

Section One: Non-exclusionary Membership Clause

- 5.1.1 It is the policy of UNCW and UNCW NSTA Student Chapter that this organization practices an open membership policy for members of the university community without regard to age, color, disability, national origin, race, religion, military service member or veteran status, or sexual orientation. Membership and participation in this student organization must be open to all currently registered students without regard to gender, unless exempt under Title IX.

Section Two: Categories of Membership

5.2.1 **Active Membership**

The active members of UNCW NSTA Student Chapter shall consist of any interested student currently enrolled at UNCW. The Student Chapter does not require a member to join NSTA, or non-NSTA organizations, to become a chapter member or enjoy the full privileges afforded by the Student Chapter.

- 5.2.2 To be considered an active member, members must attend at least 50% of meetings each semester.

5.2.3 A student will be qualified for membership in the UNCW NSTA Student Chapter if he/she expresses an interest in science education and/or is pursuing a degree that will allow him/her to teach science at any level, elementary, middle or high school.

5.2.4 Active members are allowed to run for office, propose new amendments, and vote. Only active members are eligible for financial support through the student organization.

5.2.5 **Inactive Membership**

Inactive members attend less three meetings consecutively each semester.

5.2.6. Inactive members are not allowed to run for office, propose new amendments, or vote.

5.2.7 To become an active member again, the inactive member has to attend at least 50% meetings each semester after being informed by the Secretary of their inactive status.

5.2.8 **Alumni Membership**

Alumni members include individuals that have graduated from UNCW, and still wish to be involved in the organization.

5.2.9 Alumni membership is granted to those that attend 25% meetings/events each semester.

5.2.10 Alumni members are not allowed to run for office, propose new amendments, or vote.

5.2.11 Alumni members are allowed to speak at meetings and attend events.

5.2.12 **Honorary Membership**

Honorary members will consist of faculty, staff or community members

5.2.13 Honorary members are determined by individuals who are dedicated to the organization and support the mission of UNCW NSTA Student Chapter. Honorary members are voted on by the active members. The person must receive a 2/3 majority vote.

5.2.14 Honorary members must attend 25% of meetings/events each semester to maintain honorary membership status.

5.2.15 Honorary members are not allowed to run for office, propose new amendments, or to vote.

5.2.16 Honorary members are allowed to speak at meetings and attend events.

Section Three: Membership Removal Procedures

5.3.1 The UNCW NSTA Student Chapter reserves the right to remove any member because of disruptive behavior, violation of UNCW policy, or failure to uphold the constitution.

5.3.2 The member, subject to be removed, is given written or email notice of the violation from the President.

5.3.3 All officers will hold a special meeting concerning the removal of the member in question at least one week after the member, subject for removal, receives the written or email notice.

5.3.4 The member, subject to be removed, will be given the special meeting date, and will be allowed to speak on his/her behalf at the next Board of Officers' meeting.

5.3.5 A 3/4 majority vote by the Board of Officers is needed to remove the member.

Section Four: Appeal Process

- 5.4.1 If the member is found to be in violation of any of the reasons listed in 5.3.1 the member will be informed of the decision, and has one week to appeal to the active members.
- 5.4.2 The appeal from the member in question will be accepted via email to the President, and the President will call a special meeting to order.
- 5.4.3 At the special meeting, the member will be allowed to speak on his/her behalf. After the member has concluded his/her case, the active members will conduct a vote. Quorum of active members must be present, and a 2/3 majority vote rules to reinstate the member.

Article Six: Meetings

Section One: Meeting Details

- 6.1.1 The first meeting in the fall semester shall be held within the first three weeks of the semester.
- 6.1.2 The general meetings shall be held once a month.
- 6.1.3 Meetings will be run by the President. The President has the authority to call a special meeting with 48 hours notice via email.

Section Two: Parliamentary Authority

- 6.2.1 The Board of Officers will ensure that an open forum is maintained at all meetings.
- 6.2.2 No formal parliamentary procedure will be used, however the President will run all meetings.

Section Three: Quorum

- 6.3.1 Quorum shall be composed of 2/3 of the active membership and a majority vote will rule for voting purposes.

Article Seven: Officers

Section One: Board of Officers Responsibilities

The responsibilities of the President include:

- 7.1.1 Preside over all meetings of UNCW NSTA Student Chapter and plan/create an agenda for meetings.
- 7.1.2 Maintain UNCW NSTA Student Chapter registration status with the Campus Activities & Involvement Center
- 7.1.3 Delegate authority to other officers and members as needed
- 7.1.4 Provide the primary signature of authority on fiscal matters
- 7.1.5 Chair the Board of Officers and serves as the voice of the organization
- 7.1.6 Be the recognized liaison between the NSTA and the student chapter.

The responsibilities of the Vice-President include:

- 7.1.7 Perform the duties of the President in his/her absence
- 7.1.8 Address any duties deemed necessary by the organization and/or the President
- 7.1.9 Assist in the planning and coordinating meetings
- 7.1.10 Provide the secondary signature of authority on fiscal matters.
- 7.1.11 Oversee the financial aspects of the organization.
- 7.1.12 Ensure that all funds are used in accordance with the purpose of the organization.
- 7.1.13 Continually update all financial records.
- 7.1.14 Regular attendance at all finance meetings through Student Government Association.

The responsibilities of the Secretary include:

- 7.1.10 Perform the duties of the President in the absence of the President and Vice-President
- 7.1.11 Record minutes of all meetings and report minutes as necessary
- 7.1.12 Take attendance at all meetings
- 7.1.13 Maintain member list(s) and keep contact information up to date
- 7.1.14 Inform inactive members of their reestablishment as an active member

The responsibilities of the Publicity Chairperson include:

- 7.1.15 Coordinate publication of the chapter newsletter and publicity for the chapter and its events
- 7.1.16 Recruitment of new members and the retention of current members.
- 7.1.17 Organize a pool of potential speakers for meetings/events

Section Two: Election Process

- 7.2.1 Any active member in good standing with the UNCW NSTA Student Chapter can nominate another member, including him/herself. Inactive members are not allowed to nominate themselves, but are allowed to nominate other active members.
- 7.2.2 The nomination process will start at the end of January. The elections will take place at least three weeks after nominations occur during the month of February. Nominations will be accepted up until one week before the election date.
- 7.2.3 After the nomination process is over the candidates will be allowed to present formal speeches at the next meeting.
- 7.2.4 Quorum must be present and officers shall be elected by a majority vote of active members

- 7.2.5 Officers will serve a one year term or unless removal or resignation occurs.
- 7.2.6 Newly elected officers will shadow the current officers for one month then the newly elected officers will assume his/her position.

Section Three: Removal Procedures

- 7.3.1 The UNCW NSTA Student Chapter reserves the right to remove any officer not performing the duties required of their position, is in violation of UNCW policy, or misses 3 consecutive meetings.
- 7.3.2 The officer, subject to be removed, will be given written or email notice of the violation from President, unless the President is subject to be removed. If the President is subject to be removed, he/she will receive email notice from the Vice President.
- 7.3.3 The active members will hold a special meeting concerning the removal of the officer in question at least two weeks after the officer, subject for removal, receives the written or email notice.
- 7.3.4 The officer, subject to be removed, will be given the special meeting date, and will be allowed to speak on his/her behalf at the meeting.
- 7.3.5 Quorum of active members must be present and a 2/3 majority vote is needed to remove the officer.
- 7.3.6 There is no appeal process.

Article Eight: Advisor

Section One: Qualifications

- 8.1.1 The advisor(s) of the UNCW NSTA Student Chapter shall be chosen by the Board of Officers.
- 8.1.2 The advisor(s) preferably should:
- Have knowledge of the NSTA and its purposes
 - Be a member of the NSTA
 - Be a UNCW faculty member in the Watson School of Education
 - Have a science background.
- 8.1.3 The advisor(s) will serve a one-year renewable term, and will be subject to all procedures and guidelines within the organization. The advisor(s)' term will start and end concurrent with the Board of Officers.

Section Two: Responsibilities

- 8.2.1 It is the responsibility of the advisor(s) to meet monthly with officers and advise on University policy as schedule permits.
- 8.2.2 The advisor(s) will attend organizational meetings as schedule permits, and have a close working relationship with the UNCW NSTA Student Chapter and to help guide the organization.
- 8.2.3 In the interest of remaining objective, the advisor(s) will not have voting privileges within the organization.

Section Three: Removal Procedures

- 8.3.1 The advisor(s) will be notified of possible removal by the Board of Officers two weeks in advance of the vote.
- 8.3.2 The advisor may be removed by a 3/4 majority vote of the Board of Officers.
- 8.3.3 There is no appeal process.

Article Nine: Committees

Section One: Standing Committees

The responsibilities of the Board of Officers include:

- 9.1.1 The Board of Officers consists of the President, Vice-President, Secretary, and Publicity Chair.
- 9.1.2 The Board of Officers serves as a committee responsible for organizing meetings, events, and agendas. The Board of Officers functions with a goal of guiding the UNCW NSTA Student Chapter towards its mission.
- 9.1.3 Quorum of this committee is defined as 50% +1 and a 3/4 majority vote rules.
- 9.1.4 The President will form standing committees by a Board of Officers vote.
- 9.1.5 The Board of Officers will choose a chair of each standing committee by a simple majority vote.

Section Two: Ad-hoc Committees

- 9.2.1 The Board of Officers will form ad-hoc committees by a simple majority vote.
- 9.2.2 The Board of Officers will choose a chair of each ad-hoc committee by a simple majority vote.

Article Ten: Finances

Section One: Budget Authority

- 10.1.1 The Vice President shall keep and maintain the financial records of the UNCW NSTA Student Chapter.
- 10.1.2 The President shall be the primary signature authority on all fiscal matters, and the Vice President will be the second signature authority.

Article Eleven: Amendments

Section One: Proposed Amendments

- 11.1.1 An emailed recommendation by an active member is required to propose an amendment to the constitution.
- 11.1.2 The President must have the proposed amendment one week before an amendment may be voted upon, and all proposed amendments must be presented in writing.
- 11.1.3 Quorum must be present, and a 50%+1 vote rules of active members is needed to pass an amendment.

Article Twelve: Nonprofit Clause

Section One: Non-Profit Clause

12.1.1 The UNCW NSTA Student Chapter is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.