

## Alaska Science Consortium By-Laws

### I. NAME

The name of the corporation is the Alaska Science Consortium (hereafter called ASC).

### II. GOALS AND PURPOSES

#### A. Goals

##### *Section I.*

To continually improve science education for Alaskan students and educators.

##### *Section II.*

To operate the ASC so as to achieve its goals and purposes under the laws as an educational and scientific organization.

#### B. Purposes

##### *Section I.*

To build a network of people throughout Alaska interested in science education and to provide links to other organizations, educators and fellow Alaskans interested in science education.

##### *Section II.*

To increase understanding of science concepts, particularly as these concepts relate to the Alaskan environment.

##### *Section III.*

To promote science teaching methods, curriculum design and science content which are developmentally appropriate and which promote critical thinking and problem solving skills and which are aligned with state and national science standards.

##### *Section IV.*

To recognize cultural diversity and build on the cultural strengths of students and communities.

##### *Section V.*

To strengthen the collaboration between school districts, universities and colleges, the state, professional organizations and other agencies.

##### *Section VI.*

To integrally involve teachers in the planning and delivery of relevant science training activities.

### **III. STRUCTURE**

- A. The ASC is a network of educators and those interested in science education in Alaska.
- B. Membership in the ASC is of two types:

*Section I.*

School districts, private schools, colleges, universities and organizations who have interest in the ASC's stated goals and purposes and who have agreed to membership responsibilities as set by the District Representative Board and described in Article IV.

*Section II.*

Fellows- Individuals who have completed an ASC Basic, Summer, or Early Childhood Institute.

- C. The ASC is governed by the District Representative Board (hereafter known as Board), which is composed of individuals as defined in Article V of these By-Laws.
- D. The Board is supported by an Executive Council (hereafter known as the Council), which is composed of individuals as defined in Article VI of these By-Laws.
- E. Standing committees are formed to perform specified tasks described in Article VII. Special committees are formed as needed.

### **IV. MEMBERSHIP**

- A. All Alaskan school districts, private schools, colleges, universities and organizations are eligible for membership in the ASC. To join the ASC, a superintendent or the administrative equivalent must:

*Section I.*

Sign a letter of commitment to fully implement consortium activities within the district.

*Section II.*

Pay a membership fee of \$1,000 per year (the membership year being from September 1 - August 31). The billing will be done in August of each year.

*Section III.*

Designate two district representatives to the Board: one teacher who is an ASC Fellow and one administrator.

*Section IV.*

Allocate travel and per diem for the district representatives to attend the annual board meeting.

*Section V.*

Work with Fellows and district administrators to implement plans for in-district improvement of science instruction. Strongly encourage the participation of 2 staff members to attend a Summer Institute.

*Section VI.*

Allocate stipends for participation in the Institutes(s). This stipend is to be the district equivalent for participating in similar types of professional development.

- B. Eligibility for district membership is determined by the Board.
- C. Any member district may terminate its membership voluntarily by giving notice of termination to the Executive Council. The Executive Council may in turn terminate a member's membership with no dues refund if it does not comply with its membership responsibilities.

**V. DISTRICT REPRESENTATIVE BOARD**

- A. Composition.  
The District Representative Board will consist of a teacher representative and an administrative or district office representative from each of the member districts.
- B. Selection.  
Board members will be selected by their individual districts. Such selection may be either by election or appointment.
- C. Responsibilities include, but are not limited to:

*Section I.*

To set all ASC policies and procedures.

*Section II.*

To suggest long-range goals for the ASC.

*Section III.*

To represent the views and needs of the district teachers and administrators to the Executive Council representative and the Board.

*Section IV.*

To represent the views and needs of the Science Consortium to district teachers and administrators.

*Section V.*

To serve on ASC committees and attend all pertinent meetings and audio conferences.

*Section VI.*

To work with district administrators and district fellows to create an in-district plan promoting the ASC.

*Section VII.*

To conduct one meeting or audio conference per year with district ASC fellows.

*Section VIII*

To disseminate information about the ASC throughout the district.

*Section IX.*

To recruit applicants for the ASC institutes.

*Section X.*

To schedule and help deliver ASC professional development when appropriate.

**VI. EXECUTIVE COUNCIL**

A. Composition of the Executive Council (Hereafter called the Council).

The Council shall be composed of no fewer than 8 members, 6 of who shall be chosen from ASC Fellows with representation in each of five statewide regions. The Council membership shall be constituted as follows: 1 Central Representative, 1 Southwest Region Representative, 2 South Central Representatives, 1 Southeast Representative, 1 Arctic Representative, the ASC Treasurer, and the ASC Coordinator. The elected members and treasurer shall vote on ASC business items. The ASC Coordinator shall vote in case of tie votes. If at least one person with experience as a teacher leader is not

elected to the Council, the Council may appoint an additional non-voting member to represent this category. It may also appoint other non-voting members with areas of particular expertise should that expertise be deemed necessary on the Council.

B. Nomination.

New Council members shall be nominated as follows: The member vacating his/her seat shall initiate the nomination procedure January 1 and shall recruit within the region attempting to nominate two candidates to replace him/her. The names and qualifications of two nominees from each member vacating the Council will be submitted to the ASC Coordinator by March 15. The ASC Coordinator, in turn will create a master ballot, including a brief description of each candidate's qualifications, and email the ballot by March 31.

C. Election.

Council members representing a specific region shall be elected by the ASC Fellows from their region. Ballots shall be sent to Fellows as described above. Fellows shall vote electronically.. All ballots-must be received by the ASC Coordinator by April 15th. Each Fellow shall vote for one candidate per vacancy. Votes will be counted and all nominees notified by April 30 so that they may participate in the Council's May audio conference.

D. Terms.

Council members shall be elected for 3-year terms. Council terms shall rotate so that no more than one half of the terms expire in any one year. Council members may serve a maximum of two consecutive terms; then must wait one year to be reelected.

E. Vacancies.

Should a vacancy occur on the Council, the-Council shall immediately appoint a replacement to complete the remaining term of that vacancy.

F. Removal.

Any Council member may be removed for cause. Removal shall be considered for attendance and punctuality, not participating in committee work, missed meetings or is consistently late to a meeting. Removal shall require 75% vote of the remaining Council members.

G. Responsibilities include but are not limited to:

*Section I.*

To interpret, implement and make interim revisions in ASC policy and budget as needed between the yearly District Representative Board meetings.

*Section II.*

To represent the views and needs of the teachers and administrators in the represented region to the Executive Council.

*Section III.*

To represent the views and needs of the ASC to the teachers and administrators in the represented region.

*Section IV.*

To attend Council meetings and serve actively on committees and projects.

*Section V.*

To network with individuals and organizations that share ASC goals and purpose.

*Section VI.*

To assure communication is on-going with the Fellows and district representatives.

- H. The Executive Council shall elect a chairperson and a secretary at the annual meeting. The Chair will set the agenda and facilitate the Council meetings and audio conferences. The secretary will take minutes and distribute them to the Council within two weeks of an audio conference or meeting.

## **VII. COMMITTEES**

### **A. Standing Committees**

*Section I. Summer Institute Committee*

This committee is charged with the selection of Summer Institutes to be offered and with the scheduling of dates and locations for same. It is also responsible for developing a participant recruitment strategy and timeline for this process. This committee will also make recommendations to the instructors regarding the content of Summer Institutes.

*Section II. Instructor Selection Committee*

This committee is charged with both creating and implementing a process/timeline for selection of a teaching team and site coordinator for upcoming Summer Institutes, Advanced Institutes or other professional development opportunities.

*Section III. Continuing Professional Development Committee*

This committee is charged with identification of topics, and selection of time, place and instructors for the Advanced and/or professional development opportunities as well as creating a participant recruitment strategy for same.

*Section IV. Communication Committee*

The Communication committee shall foster communication among individuals, organizations, and agencies involved in science education. The committee shall discuss such activities but not be limited to: web page production Fellow database updates, science competitions, scholarships, and conferences.

This committee is charged with identifying both traditional and non-traditional leadership roles as well as encouraging and developing leadership within the ASC.

*Section V. Budget Committee*

Working with the Board priorities in mind, this committee reviews the ASC budget, making recommendations for revision, increases, and decreases in expenditures.

B. Ad Hoc Committees

Should the Board determine a need for other committees (e.g. Multicultural, Political Action) they shall be formed and will be active for as long as the board feels is necessary.

C. Committee Membership

All Fellows and members of the District Representative Board may participate on any committee. An Executive Council member who has served on the Council at least one year must chair each committee. An Executive Council member may chair only one committee each year.

## **VIII. STAFF**

A. Composition

The staff shall consist of a Coordinator, treasurer, and an inventory clerk who are employed by ASC. These positions shall be advertised and applications will be accepted and reviewed by a quorum of Executive Council members using a rubric and job description created by the Executive Council. The duties of each are defined as follows:

*Section I. Coordinator*

The Coordinator shall represent the organization officially. S/he shall be responsible for keeping activities of the ASC moving in an efficient manner and executing ASC business at the direction of the Board and Council. The Coordinator will facilitate the fall meeting.

*Section II. Treasurer*

The treasurer shall monitor and account for all ASC funds, sign checks, and prepare an annual budget to be presented at the fall meeting. S/he will be the designated signer of contracts for ASC. The Coordinator will also be a designated signer of contracts and checks.

*Section III. Inventory Clerk*

The inventory clerk shall be responsible for maintaining the storage unit rented by ASC. This will include updating storage tubs, assisting in the mailing of tubs, buying new supplies, and keeping the inventory data sheet updated. S/he will be the contact person for the teacher leaders when they send in their inventory requests for Institutes.

## B. Evaluation/Retention

The Coordinator, Treasurer, and Inventory Clerk shall be evaluated yearly prior to August 31 using rubrics created by the Executive Council that have been shared with each employee. The evaluation team for each paid position shall consist of three members of the Council. No employee shall be part of a team that evaluates her/his performance. The Coordinator, Treasurer, and Inventory Clerk may be reappointed each year based on a positive evaluation.

## IX. MEETINGS

### A. Fall Meetings

The Executive Council and the District Representative Board of the ASC shall hold an annual meeting between Sept. 1 and Dec. 1 each year. This meeting shall consist of a combined Board and Council meeting to review the work of ASC, evaluate goals, and continue committee work. An announcement to the ASC district membership telling the date, time, place, and tentative agenda shall take place at least six weeks prior to the meeting.

### B. Executive Council

The Executive Council shall meet at the time of the annual meeting. Travel and per diem expenses for the Council members to attend the annual meeting will be paid for by the ASC unless a council member is also a district representative in which case per diem will be shared. Meeting of the Council shall be held by audio conference every month August through May. Other meetings may be called by the Coordinator given that Executive Council members are notified one week in advance. A quorum must be present at any meeting in order to do business. A quorum is defined as a simple majority of the voting members of the Council.

### C. Committees

Committees may meet, as needed, by audio conference as designated by the Executive Council committee chair.

### D. Running Meetings

Meetings shall be conducted democratically.

## X. VOTING

### A. Council and District Representative Board

Votes on all questions before the Board will be based on a simple majority of those member district representatives present. Membership dues must be paid to ASC prior to the fall meeting in order for the district representatives to have a vote during the meeting. Votes on all questions before the Council will be based on a simple majority of the quorum. All actions voted upon by the Board or Council shall be reported in the minutes from audios or meetings.

- B. The Council may choose to table motions for voting at their next meeting. Written proxies will be accepted and included. This procedure applies to phone, e-mail, and mail ballots.
- C. Membership  
All ASC Fellows shall be invited to vote on the election of the Executive Council as described in Article VI.

## **XI. FUNDING**

- A. The Board and Council shall raise funds for the ASC in the following ways
  - 1. Dues charged to member districts and organizations;
  - 2. Grants applied for and received;
  - 3. Course tuition and special fees;
  - 4. Profit and non-profit sponsorship;
  - 5. Donations;
  - 6. Other legal means of fund raising.

## **XII. BUDGET**

- A. Annual Budget  
The ASC Treasurer shall prepare a budget annually. It will be reviewed, prioritized, and revised at the fall meeting. The Council shall further revise the budget as necessary during the year.

## **XIII. AMENDMENTS**

- A. Amendments to these bylaws must be passed by a simple majority of those Board members present at the annual meeting.
- B. Any Fellow or Board member may propose amendments that may be considered at the annual meeting of the Board when sent to the ASC Coordinator prior to the meeting. They will be distributed to the Board in advance of the annual meeting. Amendments may also be taken from the floor at the annual meeting.
- C. Written proxies, specific to each amendment, will be accepted at the time of the vote.

Adopted by the membership on  
September 22, 2011  
Sandi Schultz  
Coordinator, Alaska Science Consortium