

Bylaws of the Texas Science Education Leadership Association

Article I – Administration

1.01 Name

The name of the organization shall be the Texas Science Education Leadership Association, referred to as TSELA.

1.02 Purposes

The purposes of TSELA are to provide:

- leadership for the improvement of science education.
- means of regular communication among science education leaders.
- support while developing solutions for common science education issues and interests.
- professional learning opportunities to support leadership in science education.

1.03 Standard Operating Procedure Manual

TSELA has Standard Operating Procedures, referred to as SOP. The SOP contains details of processes and activities that operationalize these bylaws.

- TSELA officers maintain the SOP and audit it annually.
- Any changes to the SOP are made collaboratively by the TSELA Board and are reported to the membership at the next TSELA business meeting.

1.04 Nonprofit Organizational Status and Exempt Activities Limitation

- TSELA is a Texas nonprofit educational organization, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the

corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

- **Distribution Upon Dissolution.** Upon termination or dissolution of TSELA, any assets lawfully available for distribution shall be distributed to informal science education organizations within the state of Texas, that are exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended, as determined by TSELA officers.

1.05 Affiliations

TSELA is an affiliate of the Science Teachers Association of Texas, referred to as STAT, and the National Science Education Leadership Association, referred to as NSELA.

1.06 Fiscal Year

The fiscal year for TSELA shall begin on the first day of January and end on the last day of December. Financial reports will be presented to the membership at the annual and regular meetings by the Treasurer, as described in the SOP.

Article II - Membership

2.01 Regular Membership

Membership in TSELA is open to all personnel in leadership roles who are concerned with, and interested in, the improvement of science education, such as science directors, department heads, team leaders, curriculum coordinators, university professors, administrators, and informal science educators.

2.02 Associate Membership

A business, corporation, or organization representative must join TSELA as an associate member without voting privileges in order to participate in TSELA events, including meetings.

2.03 Membership Benefits

Members of TSELA shall have the rights, privileges, and services with respect to all TSELA business and activities as described in the SOP. All members shall be entitled to receive all

electronic communications and access to the members-only area of the TSELA website. Special meeting registration fees are included in TSELA membership.

2.04 Annual Dues

TSELA annual membership dues for regular and associate members shall be determined and proposed by the Board and approved during the business meeting at the annual meeting by members in good standing, present, and voting.

- TSELA annual membership dues are to be remitted to the Treasurer by October 1 of each year.
- Once remitted, TSELA annual membership dues will hold that member in good standing until September 30 of the following year..

2.05 Membership Affiliation

Members of TSELA are expected to be members of STAT. Members of TSELA are encouraged to be members of NSELA.

Article III - Officers

3.01 Officers

The officers of TSELA shall be President, President-Elect, Past-President, Secretary, Treasurer, and Technology Media Officer.

- TSELA officers are Texas science education leaders who volunteer to actively assume these duties.
- TSELA officers will collaborate to advance the purposes of TSELA as identified in Section 1.02.
- TSELA officers shall participate in TSELA Board meetings and assigned TSELA committee meetings.
- All current TSELA officers shall constitute the current TSELA Board, referred to as the Board.

3.02 Term of Office

TSELA officers shall serve terms beginning June 1.

The terms of office for TSELA officers:

- Secretary - one year term
- Treasurer - two year term, taking office in even years

- Technology Media Officer - two year term, taking office in odd years
- Presidential cycle of three consecutive years: President-Elect - first year of the three year term; President - second year of the three year term; Past-President - third year of the three year term

3.03 Officer Duties

3.03a President

- represent TSELA on the Executive Board of STAT
- plan programs and meeting agendas in collaboration with the TSELA officers and facilitate annual and regular TSELA meetings with all business meetings being conducted in accordance with the rules designated in Article VII
- appoint members of Standing Committees and Special Committees through the process described in the SOP, in a collaborative manner with the Board
- carry out or delegate other TSELA business and duties as necessary

3.03b President-Elect

- represent TSELA at functions as designated by the President
- conduct meetings in the absence of the President
- carry out other duties designated by the President
- be a member of the Nomination Committee.

3.02c Past-President

- serve as an advisor to and carry out duties designated by the President
- be a member of the Nomination Committee.

3.03d Secretary

- maintain minutes of meetings and other records of TSELA, as described in the SOP
- maintain historical documents and transfer them to the incoming Secretary
- coordinate with the Technology Media Officer in digitally archiving TSELA records and documents
- be a member of the Communication Committee

3.02e Treasurer

- maintain accurate financial and membership records
- be the custodian of TSELA monies
- be a member of the Membership Committee and Communication Committee
- be the Chair of the Finance Committee

- reimburse expenditures, as appropriate, that support the purposes of TSELA as determined in Section 1.02

3.03f Technology Media Officer

- maintain the TSELA website and other online communication platforms
- assist other officers in developing, writing, editing, and posting TSELA digital content
- track analytics and communicate the results to the other officers
- ensure that all TSELA materials and digital content provides a consistent branding
- maintain digital media archives including photos and videos in coordination with the Secretary
- manage the TSELA communication plan as described in the SOP.
- be the chairperson of the Communication Committee

3.04 Officer Vacancies

Vacancies occurring between elections shall be filled by appointment of the President and approval of the Board.

3.05 TSELA Board Financial Decisions

The Board shall make collaborative financial decisions.

- All expenditures over \$250 must be approved by the Board.
- TSELA officers and members, as approved by the Board, must remit to the Treasurer the receipts of all expenditures accrued while representing TSELA in order to receive reimbursement.

Article IV - Elections

4.01 Officer Eligibility

Any regular member in good standing of TSELA is eligible for election to a TSELA office provided said member has been a regular member of TSELA for at least ONE year at the time of the TSELA annual meeting.

4.02 Officer Nominations

Candidates for officers shall be determined by the Nomination Committee through the process described in the SOP, and will be posted on the TSELA website at least 30 calendar days prior to

the annual meeting. Additional nominations may be presented from the floor at the annual meeting. Each year, the ballot will include President-Elect, Secretary, and either Treasurer or Technology Media Officer.

4.03 Officer Elections

Officers shall be elected during the annual meeting. Newly-elected officers will begin their term of office on June 1 after the annual meeting.

Article V - Meetings

5.01 Annual Meeting

The Annual Meeting of TSELA will precede the Conference for the Advancement of Science Teaching.

5.02 Regular Meetings

At least two regular meetings will be held each year in addition to the annual meeting. All pertinent meeting information will be determined by the TSELA Board and notification of the regular meetings will be made available to all members at least 30 calendar days prior to each of the regular meetings.

5.03 Special Meetings

Special meetings may be called by the Board at any time. A special meeting must be called by the Board at the petition of a majority of the members, as described in the SOP. The special meeting pertinent information must be given to members in good standing at least 30 calendar days prior to the special meeting. Special meetings are conducted by the Board.

5.04 Meetings Eligible for Official Business

TSELA business may only be conducted at any meeting if the number of members present is at least 15% of the number of Regular Members in good standing.

5.05 Meeting Fees

Annual and Regular Meetings may have registration fees as determined by the Board. Special Meetings are included in TSELA membership and require no registration fee. Only members in good standing shall be allowed to attend any TSELA meeting.

5.06 Position Statements

TSELA may develop position statements addressing topics pertaining to TSELA purposes. The procedure for developing a position statement is described in the SOP.

Article VI - Committees

6.01 Committee Member Eligibility

Any member of TSELA in good standing is eligible for appointment to a TSELA Committee.

6.02 Standing Committees

The Standing Committees of TSELA are the Membership Committee, the Communication Committee, the Nomination Committee, the Awards Committee, the Professional Learning Committee, and the Finance Committee functioning as described in the SOP. Eligible TSELA members will be appointed annually by the President, in collaboration with the Board, to fill any committee vacancies. The membership of standing committees will have a multiple year rotation as described in the SOP.

6.03 Special Committees

Special Committees of TSELA may be formed by the Board as needed. Members of the special committees will be appointed by the President in collaboration with the Board.

Article VII - Rules of Order

7.01 Rules

Robert's Rules of Order Newly Revised shall govern the conduct of all TSELA business meetings. Rules may be suspended by a vote of two-thirds of the membership present.

Article VIII - Amendments

8.01 Proposed Amendments

Amendments to the TSELA Bylaws may be proposed by the TSELA Board or any Regular Member in good standing at any meeting.

