

BY-LAWS SCHOOL SCIENCE AND MATHEMATICS ASSOCIATION

ARTICLE I NAME

The Central Association of Science and Mathematics Teachers, Incorporated in the State of Illinois, shall henceforth be known under the corporate name of School Science and Mathematics Association, Incorporated.

ARTICLE II MISSION AND GOALS

The School Science and Mathematics Association strives to be an inclusive professional community bringing together researchers and teachers to promote research, scholarship, and practice to improve school science and mathematics and to advance the integration of school science and mathematics.

Four goals define the activities and products of the School Science and Mathematics Association:

1. Building and sustaining a community of teachers, researchers, scientists, and mathematicians
2. Advancing knowledge through research in science and mathematics education and their integration
3. Informing practice through the dissemination of scholarly works in and across science and mathematics
4. Influencing policy in science and mathematics education at local, state, and national levels

ARTICLE III MEMBERSHIP

1. There are six (6) classes of membership: Active, Student, Emeritus, Honorary, Sustaining, and Life. The number of members in all classes is limited only by eligibility except that the total number of living Honorary Members shall not exceed fifty (50). Not more than five (5) Honorary Members may be elected per year. All classes of members shall receive those publications of the Association specified by the Board of Directors. All members may vote and hold office except for Sustaining Members. Each Sustaining Member may be represented at any meeting of the Association by one (1) delegate appointed by the Sustaining Member. Such representation is for means of communication on a non-voting basis.

2. The eligibility for the six (6) classes of membership are:

a. **Active Member.** Any person who supports the objectives of the Association, who has paid membership dues, and who has completed an application, is an Active Member of the Association.

b. **Student Member.** Any full-time student, who is sponsored by a college supervisor, who is supportive of the objectives of the Association, who has completed an application, and who pays dues equal to one-half (1/2) the amount as for Active Members, is a Student Member of the Association.

c. **Emeritus Member.** Any Active Member who has been in good standing in the Association for a minimum of twenty-five (25) years is eligible for Emeritus status upon retirement. Any Active Member who requests such status and whose qualifications have been certified by the Executive Director(s) shall be an Emeritus Member of the Association. Emeritus Members have all the duties, rights, and privileges of Active Members except that they do not pay dues.

d. **Honorary Member.** Any member, entitled to the highest recognition within the power of the Association to confer, is eligible for election as an Honorary Member, providing that such a person shall have demonstrated a distinguished career in teaching or research in the field of science, mathematics, science education, or mathematics education. Nominations for honorary membership must be proposed in writing to the Membership Committee by at least ten (10) Active Members of the Association. Such nominations must be accompanied with evidence of qualification. A duly proposed candidate for honorary membership, upon receiving endorsement of two-thirds (2/3) of the Membership Committee, will be recommended as an Honorary Member to the Board of Directors. The Board must also approve Honorary Memberships by two-thirds (2/3) vote.

e. **Sustaining Member.** Any person, organization, or corporation interested in advancing the objectives of the Association is eligible for election as a Sustaining Member by application to the Executive Director(s). Any candidate for Sustaining Membership who has applied and paid the dues for Sustaining Membership will be a Sustaining Member of the Association if approved by the Board of Directors.

f. **Life Member.** Any person, eligible for active membership who has paid life membership dues, will be a Life Member of the Association. Such members shall retain for life all the privileges accorded to Active Members.

ARTICLE IV
AFFILIATE ORGANIZATIONS

Any active local, state, regional association or academy with twenty-five (25) or more science and/or mathematics teachers or science and mathematics sections of state teacher associations may become an Affiliate Organization of the Association by fulfilling the following requirements:

1. The organization must take a formal application to the Executive Director(s) for Affiliate Membership. A copy of the constitution of the group making application, membership list, and summary of program and annual report for the three (3) preceding years must accompany the letter of application.
2. At least twenty-five (25) members of the affiliate organization must be Active Members of this Association.
3. The application must be submitted to the Membership Committee for review and recommendation to the Board of Directors.
4. If the Board of Directors approves by a two-thirds (2/3) majority, the Executive Director(s) will issue a Certificate of Affiliation to the new affiliate.
5. Affiliate Organizations may appoint an observer to the meetings of the Board of Directors.
6. Each Affiliate Organization must submit its list of officers to the Executive Director(s) each year at the time its officers are elected.
7. Each Affiliate Organization shall have the right of participating in the annual meeting(s) and of making proposals to various committees.

ARTICLE V
OFFICERS

1. The officers of the Association shall be a President, a President-Elect, or immediate Past-President, and the Executive Director(s), and the Editor(s) of *School Science and Mathematics*. One or more Assistant Secretaries may be appointed by the Board of Directors.
2. The Duties of the officers shall be such as usually pertain to the offices held, and also any other duties as may be assigned by the Board of Directors. In the case of death, resignation, or inability of the President to serve, the President-Elect or Past-President shall assume the duties of the President. In the event that the President, President-Elect, or Past-President cannot serve, the Board will appoint a successor to complete the unexpired term.

- a. The **President** shall preside at the Annual Business Meeting and at the meetings of the Board of Directors. The President shall appoint Chairpersons and personnel of all Permanent, Special, and Ad Hoc Committees as provided in the By-Laws. The President shall assume all other duties normally associated with the President.
- b. The **President-Elect** shall, in the absence of a Past-President, assume the duties of the President in the absence of the President or the President's inability to serve, and shall assume the office of the President under the conditions outlined in Article VII, Section 6 of the By-Laws. The President-Elect shall serve as ex-officio member of the Policy Committee and the Finance Committee. The President-Elect shall work cooperatively with the President in administering the affairs of the Association and shall select committee members to serve when he/she becomes President.
- c. The **Past-President** shall, in the absence of a President-Elect, assume the duties of the President, in the absence of the President or the President's inability to serve, and shall assume the office of the President until the next elected President-Elect assumes office. The Past-President shall serve as ex-officio member of the Policy Committee and the Finance Committee. The Past-President shall work cooperatively with the President in administering the affairs of the Association.
- d. The **Executive Director(s)** shall: (1) email, receive, and count the ballots of the annual election and shall notify the President of the results; (2) answer correspondence specifically related to the duties of the office and assist the President with official correspondence of the Association; (3) keep accurate Minutes of all meetings of the Board of Directors and shall within three (3) weeks of each such meeting, send a copy of the Minutes to each Board or Committee Member; (4) summarize the year's activities at the Annual Business Meeting of the Association; (5) oversee the processing of the Association's receipt and disbursement and the monthly reconciliation of the cash book; (6) prepare reports on the financial status of the Association for the Board of Directors; (7) handle business arrangements regarding publications of the Association; (8) arrange for registration and other financial matters related to the meetings. Furthermore, the Executive Director(s) shall be ex-officio, non-voting member(s) of the Finance Committee
- e. The **Editor(s)** shall be responsible for all phases of publication of *School Science and Mathematics* except business management. The Editor(s) shall work with the Associate Editors, Section Editors, Executive Director(s), and publisher in the management of the Journal.
- f. **Directors-at-Large** shall promote the purposes of the Association in such matters as are appropriate; and represent, to the best of their ability, the interests of the membership in the conduct of the business of the Association during the meetings of the Board of Directors.

- g. The Board of Directors may authorize any officer or officers to enter into any contract or to execute and deliver any instruments in the name or behalf of the Association, and such authority may be general or confined to specific instances.
- h. The President shall serve for a term beginning at the close of the Annual Business Meeting and shall continue in office for two (2) years or until a successor shall take office. The President-Elect shall serve a one (1) year term prior to his/her term as President. The Past-President shall serve a one (1) year term at the conclusion of his/her term as President. The Executive Director(s) and Editor(s) shall be appointed by the Board of Directors to a five (5) year term beginning with the new fiscal year or any other date necessary because of a vacancy. The Executive Director(s) and Editor(s) may be reappointed at the pleasure of the Board.

ARTICLE VI BOARD OF DIRECTORS

1. The Board of Directors shall consist of the President, President-Elect, or the immediate Past-President, and not less than seven (7) Directors-at-Large, with one Director-at-Large being a graduate student serving on the Nominations and Elections Committee. The Executive Director(s), Editor(s) of *School Science and Mathematics*, and Social Media Director shall serve as non-voting, ex-officio members of the Board.
2. The officers shall be members of the Board for the term of their election or appointment. Except for the Editor(s) of *School Science and Mathematics*, Social Media Director, and the Executive Director(s), each officer may serve a maximum of one (1) term. Directors-at-Large will serve three (3) year terms and are eligible for election to one additional three (3) year term. The exception being for the graduate student Director-at-Large, who will serve a two (2) year term and is not eligible for an additional two (2) year term. At least two (2) new Directors will be elected each year thereby establishing staggered terms.
3. Members in good standing are eligible for selection as nominees for Directors-at-Large. An attempt shall be made to represent the subject matter interests and geographical areas of the membership.
4. The Board of Directors shall be the legal representative of the Association, and, as such, shall have, hold, and administer all the property, funds, and affairs of the Association in trust for its uses, in conformity with the By-Laws, and within the Act of Incorporation of the Association under the statutes of the State of Illinois. (A registered agent residing in Illinois will be named by the Board of Directors as prescribed by state law.)
5. The Board of Directors will hold at least one (1) meeting each year. The Board shall determine the time and place of its own meetings with the President and the Executive Director(s) initiating suggestions for possible dates.

ARTICLE VII
ELECTION OF OFFICERS AND BOARD MEMBERS

1. The Nomination and Election Committee shall recommend at least two (2) nominees for the office of President-Elect in alternate years, and at least twice as many nominees for the Board of Directors as there are positions to be filled annually. The Nomination and Election Committee shall establish their own procedures with the approval of the Board, for soliciting and evaluating potential nominees. However, all nominees must be current members in good standing. Candidates for President-Elect shall have prior experience as members of the Board of Directors or as Chairpersons of one of the Permanent Committees of the Association. The slate of candidates should reflect the geography, teaching field, and teaching level of the total membership. At least ten (10) days prior to the Fall Board of Directors Meeting, the Nomination and Election Committee will send recommendations to the Board of Directors who will certify and approve the recommendations of the Nomination and Election Committee. The President will promptly notify each candidate of their nomination following the action of the Board. Additional nominations for Officers and Directors-at-Large may be made if a petition is presented to the Executive Director(s) bearing the signatures of at least twenty-five (25) Active Members (except for Sustaining Members) in good standing. All additional nominations must be received by the Executive Director(s) on or before the first (1st) day of January following the Annual Board Meeting.
2. No later than the fifteenth (15th) day of February, the Executive Director(s) shall digitally send a ballot bearing all nominations for office (whether recommended by the Nomination and Election Committee or made by petition) to all Members (except for Sustaining Members) in good standing in the Association.
3. In order to be counted, a ballot must be submitted within thirty (30) days after the ballot has been emailed.
4. The Executive Director(s) shall count the ballots before April 1 and report to the President who shall authorize announcements of the results promptly to the candidates, the Board of Directors, and the Membership.
5. The candidate who receives the highest number of votes shall be elected. In case of a tie-vote, lots shall be cast to determine the candidate to be declared elected. Board members shall assume office at the close of the Annual Business Meeting in the year of their election. The President-Elect shall automatically become President at the close of the Annual Business Meeting one year later.
6. Vacancies occurring between elections in any office or among Directors-at-Large shall be filled for the duration of the vacancy by appointment by the Board of Directors, except that the vacancy of the office of the President shall be filled by the President-Elect or Past-President. If the President-Elect assumes the presidency early, he/she will complete the term of the President and the term of the President-Elect. The President-Elect will remain President for the full two (2) years for which he/she was elected. If the Past-President assumes the Presidency, he/she will serve until the next President assumes office.

(Board has voted on this on 1-27-2024 and passed 2/3 expectation of board)

Policy on Leadership Role Exclusivity

Purpose:

To ensure effective governance, reduce the risk of over-extending, and prevent conflicts of interest, this policy establishes guidelines for leadership role assignments within the organization.

Policy Statement:

No individual shall hold more than one leadership position within the organization simultaneously. This includes, but is not limited to, roles such as Board Member at Large, Executive Director, Journal Editor, or any other position of significant authority.

Guidelines:

1. **Role Assignment:** Individuals may be considered for multiple leadership roles but must choose one position to accept.
2. **Conflict of Interest:** Any potential conflicts of interest arising from holding multiple roles must be disclosed to the President and President Elect/Past President and resolved in accordance with the organization's conflict of interest policy.
3. **Existing Conditions Clause:** Individuals currently holding multiple leadership roles as of the effective date of this policy may continue to do so until the end of their current terms. However, they will not be eligible to hold multiple roles in future terms.

Compliance:

Failure to communicate the choice of a single leadership role may result in removal of leadership role(s) within the organization.

Effective Date: November 2025, coinciding with the fall convention.

Conflict of Interest Policy

Purpose:

To maintain the integrity and trust of our volunteer-based organization by ensuring that all decisions and actions are free from conflicts of interest.

Policy Statement:

All volunteers, staff, board members at large, and any others that serve in a leadership role within the organization, must avoid any situation where personal, financial, or other interests could conflict with the interests of the organization.

Guidelines:

1. **Disclosure:** Individuals must disclose any potential conflicts of interest to the President and President Elect/Past President within the organization as soon as they arise. If the

individual with the conflict holds the role of President, President Elect, or Past President, then the potential conflict of interest shall be disclosed to the Executive Director(s) and the Chair of the Policy Committee due to their knowledge of policies and procedures.

2. **Recusal:** Individuals with a conflict of interest must recuse themselves from decision-making processes related to the conflict.
3. **Documentation:** All disclosed conflicts and the actions taken to address them must be documented and kept on record.
4. **Review:** The organization will periodically review disclosed conflicts to ensure ongoing compliance and address any new issues.

Examples of Conflicts of Interest:

- Personal or family financial interests in transactions involving the organization.
- Relationships with vendors or contractors that could influence decision-making.
- Participation in activities that could cause harm to the health of the organization.
- Reviewing awards or recognitions for colleagues or past doctoral students.

Compliance:

Failure to disclose conflicts of interest or comply with this policy may result in removal of the leadership role within the organization.

Effective Date: June 1, 2025

ARTICLE VIII COMMITTEES

1. There shall be seven (7) permanent committees: Policy, Nomination and Election, Publications, Convention, Membership, Finance, and Awards and Endowment.
 - a. The **Policy Committee** shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The immediate Past-President or the President-Elect shall be an ex-officio member of the Policy Committee. The Chairperson of the Policy Committee shall be the appointed member from the Board of Directors. The Policy Committee shall consider special problems referred to it by the Board of Directors. It will consider new directions for the Association and study the By-Laws each year for purposes of revision.
 - b. The **Nomination and Election Committee** shall consist of six (6) members, of which one shall be the Graduate Student Director-at-Large, each appointed for a term of three (3) years with the exception the Graduate Student Director-at-Large who will serve two (2) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Nomination and Election Committee shall be the appointed member from the Board of Directors, but not the Graduate Student Director-at-Large. The Nomination and Election Committee shall make recommendations for

nominees for the offices of President-Elect and Directors-at-Large in accordance with Article VII. The Nomination and Election Committee Chairpersons shall provide the office of the Executive Director(s) with necessary pictures and professional biographies of the nominees.

- c. The **Publications Committee** shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Publications Committee shall be the appointed member from the Board of Directors. The Publications Committee shall have general direction over all other publications of the Association, with the exception of the Journal, and shall actively work to promote appropriate Association publications. The Editor(s) of the Journal shall be ex-officio, non-voting members of the Publications Committee. The Editor(s) of the Proceedings shall be ex-officio, non-voting member(s) of the Publications Committee if they are not members of the Publications Committee. The editorial team for the proceedings shall consist of one lead (1) editor and one (1) editor-in-training. Each Editor will serve a term of two (2) years (one year as editor-in-training followed by one year as lead editor).

- d. The **Convention Committee** shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years unless specified to the contrary at the time of special appointment. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Convention Committee shall be the appointed member from the Board of Directors.

- e. The **Membership Committee** shall consist of six (6) members, of which one shall be a graduate student, and each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Membership Committee shall be the appointed member from the Board of Directors. The Membership Committee shall have the responsibility for coordinating the recruitment of members.
 - f. The **Finance Committee** shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Finance Committee shall be the appointed member from the Board of Directors. The Executive Director(s) and the Finance Committee shall be responsible for reviewing and recommending the approval of the annual budget as well as presenting the budget to the Board of Directors for its approval. The Finance Committee shall make recommendations regarding salaries, honoraria, and other expenditures of the Association based on information provided by the various officers and committees. It is recommended that an audit occurs approximately every five (5) years. The Executive Director(s) shall be ex-officio, non-voting member(s) of the Finance Committee.
 - g. The **Awards and Endowment Committee** shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Awards and Endowment Committee shall be the appointed member from the Board of Directors. The Co-Chair shall be a past President of the Association. The Awards and Endowment Committee shall be responsible for the recommendations of the recipients of the various awards given by the organization.
2. The President for the coming year shall submit selections for membership for the various committees to the Board of Directors at the Spring Board Meeting. The new appointments will be effective at the close of the Annual Business Meeting.
 3. The President, with consent of the Board of Directors, shall appoint such committees not provided for in the By-Laws as may be necessary to facilitate the management of the Association. All committee appointments shall be made for a term coincident with that of the President unless otherwise provided in these By-Laws or by the Board of Directors.
 4. The President may appoint, with Board approval, one or more representatives of the Association to serve with any group, board, committee, council, congress, or convention when the interests of the Association demand. The President may negotiate agreements (consistent with the By-Laws) with institutions, individuals, or other societies, subject to the approval of the Board of Directors. In general, no specific affiliate representatives shall serve more than one (1) three (3) year term.
 5. All committees are advisory-only with final approval of their recommendations lying with the Board of Directors.

ARTICLE IX
CENTRAL OFFICE EMPLOYEES

1. The Board of Directors is authorized to establish a central office. The staff of the central office shall implement policies of the Board of Directors. Executive Staff Members shall be employed by the Board of Directors with specific guidelines to identify the positions. The head(s) of the central office shall be called the Executive Director(s) of the Association.
2. The President shall work closely with the Executive Director(s) in the administration of the affairs of the Association.
3. The President shall be charged with reviewing reports of the actions of the Executive Staff Members each year prior to the meeting of the Board of Directors. The Board of Directors shall evaluate and review the performance of the Executive Staff Members each year as part of its Annual Meeting agenda in the absence of such employees.
4. The Executive Director(s) shall be (an) ex-officio, non-voting member(s) of the Board of Directors. Other Executive Staff Members may be similarly designated by approval of the Board of Directors.

ARTICLE X
DUES AND FINANCES

The Board of Directors shall recommend the amounts of assessments, if any, and the annual dues of Active, Life, Student, and Sustaining Members in accordance with Article III. Salary recommendations, dues, and assessments must be approved by the Board of Directors. The Board of Directors shall adopt an annual budget prepared by the Finance Committee and order the annual review referred to in Article VIII, 1. f.

ARTICLE XI
PUBLICATIONS

1. The Association may publish one or more publications. Each publication shall be under the direction of an Editor. The Publications Committee shall recommend to the Board specific series, social media, or other publications and arrange for the appropriate staff to handle each.
2. Any Committee of the Association may publish a report or a series of reports approved by the Board of Directors.
3. The publications of the Association shall be made available to members of the public under such conditions as provided by the By-Laws or the Board of Directors.
4. The official journal shall be *School Science and Mathematics*.

ARTICLE XII
EDITORIAL BOARD

1. There shall be an Editorial Board consisting of Editor, Associate Editors, and Section Editors of School Science and Mathematics. All members of the Editorial Board must be members of SSMA.
2. The Editorial Board shall determine and execute the editorial policies of School Science and Mathematics under the advisement of the Publications Committee and the Board of Directors.
3. The Editor shall appoint Associate Editors for 3-year terms, which may be extended an additional 2-year term. Associate Editors and Section Editors serve at the behest of the Editors, who may terminate them at any time.
4. Editors, Associate Editors, and Section Editors cannot submit manuscripts for review to School Science and Mathematics before the end of their terms.

ARTICLE XIII
MEETING OF THE MEMBERSHIP

5. A general meeting of the members for the execution of the Association's program and the transaction of business, known as the Annual Business Meeting, shall be held each year. Special meetings of the members may be called by the President with the consent of the Board, in the event of a grave emergency. The Board of Directors may suspend an Annual Business Meeting and the Association may transact the necessary business by email as hereinafter provided.
6. At the Annual Business Meeting of the Association, the President and Executive Director(s) shall summarize such actions of the Board of Directors as have not been published, and an opportunity shall be afforded for discussion. Active Members may present items to be referred to the Board of Directors for consideration. Normal business may be conducted.
7. The time and place of each Annual Business Meeting shall be fixed by the Board of Directors, and notice of the same shall be sent to each member of the Association prior to the date of such meeting.
8. A majority vote of all votes cast shall bind the corporation unless herein, or by the laws of Illinois, otherwise provided.
9. No special notice shall be required for meetings whose time of meeting is fixed in the Journal, Convention Program, or other general document forwarded to all members. Written notice of the time and place of all special meetings shall be sent to each member of the Association, by email no later than thirty (30) days before the date of the special meeting. Each member shall furnish the Executive Director(s) with the email address to which the notice of the meeting shall be sent.

ARTICLE XIV
QUORUMS

1. At the Annual Business Meeting those members present shall constitute a quorum.
2. Other member voting procedures (other than the election of officers) will require the following: twenty (20) percent of those members eligible to vote shall constitute a quorum. If after thirty (30) days less than twenty (20) percent of the members have replied, the issue shall be decided by the Board of Directors.
3. Five (5) members of the Board of Directors shall constitute a quorum. When, at the discretion of the President, the Board of Directors transacts business digitally, two-thirds (2/3) of the Board shall constitute a quorum, providing that a reasonable time is allowed for consideration.

ARTICLE XV
FISCAL YEAR

The fiscal year of the Association shall begin on July 1 of each year and end on June 30 the following year.

ARTICLE XVI
RULES OF ORDER

The rules contained in the *Pocket Manual of Rules of Order*, by Henry M. Robert, shall determine the parliamentary practice of the Association in all cases to which they apply, and when they are not inconsistent with these By-Laws of the Association.

ARTICLE XVII
DISSOLUTION

1. This corporation may be dissolved upon recommendation of the Board of Directors and approval of two-thirds (2/3) of the members digitally within sixty (60) days of the ballots being emailed, provided the proposed recommendation for dissolution of said corporation and the reasons for such proposed actions have been published in two (2) successive issues of *School Science and Mathematics* prior to the vote.
2. In the event of dissolution or termination of the corporation, title to and possession of all of the property of the corporation shall pass forthwith to such organization dedicated to similar purposes and qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at the time of the corporation's dissolution or termination, as the Board of Directors of the corporation shall deem best qualified to carry on the functions of the corporation.

ARTICLE XVIII
AMENDMENTS TO THE BY-LAWS

1. Any amendments to these By-Laws, other than editorial corrections, must be proposed by a two-thirds (2/3) vote of the Board of Directors at a regular meeting of the Board; at any special meeting of the Board called for that purpose; or by a digital vote of the Board, provided that each Board member shall have been digitally notified of the proposed amendment not less than thirty (30) days prior to the specified time for action.

2. Such proposed amendments to the By-Laws must be distributed to the membership by email at least thirty (30) days prior to the Annual Meeting, with votes tallied after two (2) weeks. A two-thirds (2/3) majority of voting member ballots is needed for enactment of the proposed changes following Article XIV guidelines. Results of the vote will be announced at the Annual Business Meeting and by Social Media..