

# **Kansas Association of** **Teachers of Science**

  

## **Policy Book**

(Approved September 2010)

### **Purpose of KATS**

The purpose of Kansas Association of Teachers of Science shall be the advancement, stimulation, extension, improvement, and coordination of science teaching in all fields of science at all educational levels.

### **Purpose of the Kansas Association of Teachers of Science Policy Book**

The purpose of the KATS policy book is to provide consistency and efficiency in the operation of the organization. It provides information and operating procedures of the organization and is intended to provide continuity as the leadership of the organization changes without having to search through the minutes of past meetings.

The By-Laws of the Kansas Association of Teachers of Science shall serve as the guiding document for the basic rules of operation but the routine operation of the organization requires some consistency as well. This policy book is intended to assist in promoting that consistency.

### **Description of the KATS Board of Directors**

The Kansas Association of Teachers of Science Board of Directors consists of a President, President-elect, Past President, Vice-President, Treasurer, and Secretary, designated as the Executive Committee. There will be eighteen Regional Representatives, three from each of the six regions of Kansas, as described in the By-laws.

Six of the eighteen Regional Representatives shall be elected by the KATS members for three year terms each year at the spring meeting. Election of the total number of Representatives (18) shall be as follows:

1. In each region, the Elementary (K – 6), Secondary (grades 7 – 12), and College levels of instruction are to be represented.
2. Two thirds of the Representatives from each region shall be incumbent from the previous year.
3. Representatives of any one level of instruction shall be rotated by regions, with no more than two on any level being elected in any one year.

Specific election rotation procedure shall comply with the following schedule beginning with Schedule II in the spring of 2009.

Schedule I. – 2011 (2011, 14, 17, 20, 23, 26, 29, 32 ...)

Region I	College
Region II	Elementary
Region III	Secondary
Region IV	Secondary
Region V	College
Region VI	Elementary

Schedule II. – 2009 (2009, 12, 15, 18, 21, 24, 27, 30 ... )

Region I	Secondary
Region II	College
Region III	Elementary
Region IV	Elementary
Region V	Secondary
Region VI	College

Schedule III. 2010 (2010, 13, 16, 19, 22, 25, 28, 31 ... )

Region I	Elementary
Region II	Secondary
Region III	College
Region IV	College
Region V	Elementary
Region VI	Secondary

With the exception of the Treasurer and Secretary, it is suggested that no officer or Regional Representative shall hold the same office for more than two consecutive terms.

The President is empowered to fill any unexpired terms through appointment with the approval of the Executive Committee.

Regular members in good standing shall be eligible for positions on the Board of Directors.

The following presidential appointees shall be non-voting members of the Board of Directors:

- Publications Editor
- Membership Chairperson
- KATS Kamp Registration Chairperson
- KSDE Liaison
- Informal Science Liaison
- KACEE Representative
- Webmaster

### **Job Descriptions of KATS Officers and Board Members**

#### Term of Office

Officers and Regional Representatives will serve from the announcement of their election at the annual spring KATS KAMP until the election of their replacement three years in the future, except for the presidential line, which is a four-year commitment. Typically, terms run from spring KAMP to the next spring KAMP. Newly elected officers and Board members will attend the spring board meeting held on the Sunday morning following their election.

#### Board Members at Large

Board members are expected to attend the fall and winter Board meetings in addition to the spring meeting held at KATS KAMP. Reimbursement will be paid for mileage and lodging for the fall and winter Board meetings. Lunch on the day of each Board meeting will be provided. All Board members are expected to attend the annual KATS KAMP, and they will volunteer a minimum of two hours for registration or duties assigned by the president-elect. (Examples of help needed: carrying supplies, bingo calling, greeting guests, moving equipment). The primary responsibilities of the Board member are to represent district science teachers, promote membership, provide information and assist in carrying out the activities of the organization. Board members will be responsible for providing an article for the *KATS News* and for providing names of three individuals from their district for nomination for KATS offices.

Regional Representatives will conduct regional meetings at the annual KATS KAMP and provide a summary of these meetings to the secretary at the Board meeting held at KATS KAMP.

### Vice-President/President-Elect/President/Past President

An individual elected to this board position serves as vice-president for one year, president-elect for one year, president for one year and then serves as past president for one year. As with all other board members, each of these officers will be reimbursed for mileage (state rate) and lodging (if necessary) to attend all Board meetings and other required meetings. Each of these officers will reside in VIP housing at KATS KAMP. The cost of KATS Kamp for the Vice-President, President-Elect, and the President may be paid by KATS if the respective employer does not cover costs for the individual. Executive board members may be asked to represent KATS at other conferences and meetings and any expenses incurred for such meetings will be reimbursed by KATS dependent on the limitations of that officer's budget – or with Board approval.

### Vice-President

The vice-president is the first step in the presidential line. The person who is elected to this office has committed to four years of service to this organization. The vice-president will serve as Exhibits Chair for KATS KAMP and be responsible for the recruitment, organization and management of the KAMP exhibits. Prizes for KAMP functions will be solicited from exhibitors by the vice-president.

The Vice-President's budget will be set by the KATS Board of Directors at the April board meeting. (The budget can include but is not limited to the annual NSTA Summer Congress.)

As a member of the Executive Board, the vice-president may be asked to attend meetings or functions as a representative of KATS. All expenses for such activities will be covered by KATS dependent on the limitations of the budget.

### President-Elect

The president-elect serves as the program chair for the coming year's KATS KAMP, the annual Science Education Conference, during his/her term in office, and is responsible for setting the theme for the conference, recruiting and organizing a schedule of presenters, and selecting keynote speakers, and organizing special events to highlight the theme for the conference, which will appeal to a wide area of science education interests. With the help of the Board of Directors, this individual will oversee the assignment of presentation rooms and audiovisual equipment necessary for successful presentations at KAMP and communicate timely, accurate information to the presenters and participants. The president-elect will provide sign-up sheets for any sessions where the presenters are restricting the number of participants.

The president-elect will design and produce a program booklet as well as previews for the fall and spring *KATS News* issues prior to the conference and continuously on the KATS website.

The president-elect will also meet with Rock Springs personnel to determine final costs of the KAMP and with the newly elected president-elect, select the next date for KATS KAMP.

Finally, the president-elect shall perform the duties of the president in his/her absence.

The president-elect attends the annual NSTA Congress held during the summer. The President-Elect's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April board meeting. (The budget can include but is not limited to the annual

NSTA Summer Congress except those expenses covered by NSTA, the NSTA District XI Leadership Conference, and the NSTA winter leadership conference.)

### President

The president shall preside at all KATS board meetings and business meetings. The president shall carry out all business of KATS as directed by the Board and will represent KATS at a variety of functions, meetings and conferences. The president may represent KATS at the Kansas Learning First Alliance meetings, in state science initiatives or be asked to help select the state finalists for the Presidential Award for Excellence in Science Teaching.

The president is the official representative of the KATS chapter. The president or the president's designate will be the voting member for any activity in which the chapter participates. The President's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April board meeting. The budget can include but is not limited to the annual NSTA Summer Congress (except those expenses covered by NSTA), the NSTA District XI Leadership Conference or the NSTA National Convention.

The president is responsible for the conduct of the various standing and temporary committees, working with the treasurer to adopt and follow a budget and with the secretary to keep an accurate record of the minutes, policies and actions of the body. The president is responsible for the overall functioning of the organization with assistance from the officers and board of director members. It will be the responsibility of the president to invite an officer of the NSTA to KATS KAMP as well as two representatives from the Region 11 chapters of the Science Teachers of Missouri and the Nebraska Association of Teachers of Science.

### Past President

In general, the past president serves as an advisor to the president, president-elect and the KATS board and additionally serves as the chairperson of the Finance Committee. The past president is the chair of the nominations committee and is responsible for soliciting nominations from the KATS membership and the board for the position of vice-president and any other board openings. In the case of openings in appointed positions, the past president will seek individuals interested in filling these positions to recommend to the president. A slate of nominees will be presented at the Friday evening KATS KAMP business meeting, and the past president will then conduct the election the next day, supervise the count and announce the newly elected officers. These new officers will be notified of the location of the Sunday Board meeting by the past president. The past president will also provide each new member with a copy of the KATS by-laws, the treasurer's report, minutes from the past board meeting and the Policy Book.

It is the past president who maintains a list of Kansas science teachers who have been recipients of National, State or Association awards and provides KATS recognition of these individuals through the *KATS News*, website, announcements at KATS functions (KAMP) and personal notes. A listing of awards and recipients will be given to the secretary at the conclusion of KATS KAMP.

The past president also has the honor of selecting an individual to recognize as an outstanding KATS member. An award will be presented by the Past President to this individual during the Saturday night KATS KAMP program.

It is also the responsibility of the past president to provide information to the president about upcoming obligations and commitments for which the association is responsible. The past president can advise and assist the president whenever necessary.

The Past-President's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April board meeting. (This budget may include but is not limited to any meetings in which the President designates the Past-President as his/her representative.)

#### Secretary

The secretary will attend all meetings and conferences and is responsible for keeping records and minutes of the proceedings of all KATS meetings. Documents generated during joint strategic planning sessions, special committee meetings, and other activities will be maintained by the secretary.

The minutes of meetings are printed and delivered to board members for approval. The secretary may be called upon to correspond with individuals as directed by the president and the board. The secretary shall also be the NSTA contact for the Association. The secretary will provide updated information to NSTA on an annual basis on officers, state conventions and any other information of value.

All files related to KATS history will be maintained by the secretary. Each year, the Past President will provide the information on awards to the Secretary.

The Secretary's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April meeting.

#### Treasurer

The treasurer is a member of the Finance Committee. It is the treasurer's responsibility to monitor and report on KATS accounts, assist in preparation of the KATS budget, and advise the Executive Board on all financial issues. The treasurer's job includes maintaining a current account of KATS monies, including checking accounts, money market accounts, CD's and any other investments. A written copy of this accounting will be distributed to all KATS Board members in January, April, July, and September for approval. The treasurer will also provide information on finances twice each year for publication on the website for the general membership.

The treasurer will pay expense vouchers presented by KATS board members and KATS office staff on a timely basis. Other duties include making necessary pre-payments to Rock Springs Ranch, paying liability insurance premiums by due date, filing income tax papers and Kansas non-profit annual reports when due and having the KATS Treasurer's books informally audited by the board on an annual basis and an official reconciliation by an independent accounting agent as deemed necessary by the board, but not less than every 5 years. Evidence of paying the liability insurance premiums, bonding insurance, filing income tax papers, and the Kansas non-profit annual report will be presented to the Executive Committee for approval on an annual basis. Copies of all of these forms will be presented to the Executive Committee within one month of the various filing dates.

The treasurer's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April board meeting.

KATS may provide hardware and necessary software to the treasurer to assist in the completion of these duties. Updates will be provided on an "as needed" basis.

### Membership Chairperson

The membership chairperson will maintain an accurate up-to-date record of all members including regular memberships, student memberships, complimentary memberships and life memberships. Reports on the status of the membership will be given at the KATS board meetings. The membership chair will chair the Membership Committee and offer suggestions to increase the membership numbers and benefits and work with the KATS membership committee to accomplish these goals.

The membership chairperson will maintain a master list of all members including correct spelling of names, current mailing addresses, expiration date of membership, and any other important data such as email address, home and work phone numbers, teaching assignment, educational responsibilities or other pertinent information. This membership roll will be maintained online at the KATS website and will be the responsibility of the membership chair.

The membership chairperson will receive and process all membership applications. Membership cards will be available through the website and KATS pins given to new members at KATS KAMP. All monies received for memberships will be sent to the KATS treasurer.

The membership chairperson is responsible for purchasing office supplies and stamps for membership activities and sending the receipts for reimbursement to the KATS treasurer. In addition, the membership chairperson will design and maintain an adequate supply of membership forms and make arrangements for receiving memberships at each major KATS function.

KATS may provide hardware and necessary software to the membership chairperson to assist in the completion of these duties. Updates will be provided on an "as needed" basis.

The Membership Chairperson's budget for official conference and travel expenses will be set by the KATS Board of Directors at the April board meeting.

### KATS KAMP Registration Chairperson

The KATS KAMP registration chairperson shall be in charge of processing the incoming conference registrations, housing accommodations and room assignments, providing meal counts to Rock Springs, printing and delivery of conference name tags, acquiring recognition ribbons, and will transfer all monies collected for registration to the treasurer as soon as possible. Occupant lists will be posted with room assignments in each cabin at KATS KAMP. The registration chairperson will be responsible for acquiring petty cash to be used at registration. The registration chairperson will post the sign-up sheets for sessions (provided by the President-Elect) at registration.

The Registration Chairperson will work with the membership chair to update membership and keep the mailing list current.

This individual will locate and schedule volunteers to work at the registration counter for Friday and Saturday and supervise these volunteers while they are working at registration. The Registration Chairperson will send reminders to all volunteers shortly before KAMP.

Volunteer responsibilities to be assigned by the Registration Chairperson include:

- Assist registrants with name badges and ribbons.
- Distribute conference program schedules and any freebies.
- Direct registrants to their cottages, other locations at Rock Springs and the general area.
- Answer questions about KATS KAMP.
- Distribute ribbons for presenters, exhibitors, and Board Members.

### Publications Editor

Publication and distribution of the newsletter shall be the responsibility of the Publications Editor. The publications editor shall compile and collect all the information to be included in the *KATS News* and will provide a due date for articles for publication as well as establish the publication dates for the newsletter. Within the budget for the newsletter, the editor may hire part-time help to prepare and edit items for the newsletter. From time to time, it will be the responsibility of the publications editor to design special information flyers and advertisements for the annual KATS KAMP. The publications editor will also distribute information relevant to science teachers through the KATS Listserv and recommend links and materials to be posted on the website.

The publications editor shall make the determination of what items are to be included or distributed in the newsletter/listserv/website at no cost or for a fee. The guiding principle is that no-cost items are for public service/information/not-for-profit items while ad-rate items are primarily for profit or selling of services or products. The publications editor will be in charge of taking pictures at KATS KAMP and working with the webmaster to post these on the website.

### Webmaster

This is a paid, contracted position negotiated by the Board of Directors. The Webmaster will maintain the KATS website and listserv, recommend needed changes and updates to the website for Board consideration and approval.

### **Financial Support of KATS Board of Directors**

Liability insurance in the amount of one million dollars is provided to board members through a policy carried by the Kansas Association of Teachers of Science. (The KATS current liability policy is with New Hampshire Insurance Company, 70 Pine Street, New York, NY 10270.)

Mileage will be paid for Board of Directors members to conduct KATS business. Mileage will be paid at the state rate when the mileage expense was incurred.

Expenses covered for officers (President, President-Elect, Vice-President to attend NSTA National Convention, NSTA Congress) may include:

1. Travel—If flying, coach rate will be reimbursed. If driving, the total mileage expense is not to exceed the rate of flying coach.



2. Lodging—reasonable lodging expenses – state rate.
3. Meals.
4. Reasonable ground transportation.
5. Registration.
6. All expenses are to be within budget limitations. Budgets cannot be exceeded without prior approval of the Board.

Other reasonable expenses incurred will be reimbursed. Postage, envelopes, and other expenses incurred while carrying out KATS activities are examples. If the Board member is uncertain about the purchase falling in the budget guidelines of KATS, they should first get confirmation of the purchase from the treasurer before making the expenditure. All requests for expenses will be subject to approval of the treasurer and/or President.

### **Finance Committee**

A Finance Committee will be comprised of the past president, as chairperson, president, treasurer and 3 second term board members serving rotating 3 year terms. The committee will annually prepare a budget for the program year (May 1 – April 30) for presentation at the April board meeting. The committee will also review quarterly reports of the financial activities of KATS.

### **VIP Guests and Dignitaries at KATS Kamp**

NSTA District XI Board members, NSTA representatives, NATS and STOM board members (limit of two per chapter) will be KATS guests at KATS KAMP. Appropriate accommodations shall be made available given satisfactory notice of the VIP's attendance.

### **Awards Sponsored by KATS**

#### **Outstanding KATS Member**

This annual award is given to a KATS member, selected by the past president, who has provided an unusual amount of guidance, service or dedication to the Kansas Association of Teachers of Science. The award is presented by the past president at the Saturday evening KATS KAMP event.

#### **Service Awards**

This award is given to officers who have completed their terms at the Friday evening KATS KAMP general meeting to commemorate their years of service.

#### **Regional Awards**

The three regional representatives will consult with each other to select one person from their region to be recognized as an outstanding science teacher. Certificates will be presented to the selected individuals at the regional meetings on Saturday by the Regional Representatives. The recipients will be recognized by the President at the Saturday evening KATS KAMP event. The regional representatives will be responsible for posting pictures of awardees on the website.

#### **Wendell G. Mohling Scholarship Award**

The Wendell G. Mohling Foundation will have non-profit status under the KATS umbrella. There will be an annual scholarship awarded during August. From KATS, the following officers

will be on the Foundation Board: Past President, President, President-Elect, Vice-President, and Treasurer.

Other Awards

From time to time, the Executive Board may determine that a special award needs to be given in honor of a certain event or occasion.