

F.A.S.T

POLICIES AND PROCEDURES HANDBOOK

Prepared 1994 By Policies and Procedures Committee:
Dan Surber, Marica Chackan, Carol Snell, and Marsha Winegarner

Revised 2003 By Policies AND Procedures Committee:
Janet Acerra, Dan Surber, Liz Hunnicutt, Barbara Rapoza, Regina Gaskin, Steve Crandall, Lori Braga, Jane Kemp, Jane Wells, Nancy Besley, Marsha Winegarner

**FLORIDA ASSOCIATION OF SCIENCE TEACHERS, INC.
BOARD OF DIRECTORS
POLICIES AND PROCEDURES HANDBOOK**

TABLE OF CONTENTS

Table of Contents.....	i
Bylaws.....	1
Policies.....	10
Basic Parliamentary Information.....	10
Officers of the Corporation/Powers	11
Executive Committee.....	11
President.....	13
President-Elect.....	15
Immediate Past President.....	17
IPP: Coordinating Duties.....	17
Guidelines for Coordinating Activities.....	17
Executive Director.....	19
Treasurer.....	20
Guidelines for Accounting Procedures.....	20
Secretary.....	22
Guidelines for Minutes.....	22
Journal Editor.....	24
Guidelines for the Journal.....	24
News Letter Editor.....	26
Guidelines for the News Letter.....	26
Area Director.....	28
Area Director’s Interim/Annual Report Form.....	29
Division Representative.....	30
Division Representative’s Interim/Annual Report Form.....	31
Standing Committee Chairperson.....	32
Auditing Standing Committee.....	33
Annual Audit Process.....	33
Annual Meeting Audit Process.....	33
Convention Standing Committee.....	34
Role of the President-Elect.....	34
Suggested Structure of the Committee.....	34
Membership Standing Committee/Role of the President-Elect.....	35
Guidelines for Membership.....	35
Nominating Standing Committee.....	37
Ad Hoc Committee Chairperson.....	38
Advisory Standing Committee.....	38
Department of Education Representative.....	39
Legislative Liaison.....	39
Florida Foundation for Future Scientists Representative.....	39
Affiliate and Associate Group Ad Hoc Committee.....	40
Professional Research Ad Hoc Committee.....	40
Awards Ad Hoc Committee.....	40
History and Necrology Ad Hoc Committee.....	40
Procedures.....	41
Nominations Procedure- Elected Officers.....	42
Nominations Procedure- Appointed Officers.....	42
Elections Supervision.....	43
Sample Ballot.....	44
Honorary Life Memberships.....	45
Resolutions.....	46
Resolution Format.....	46
FAST Expense Voucher.....	47
Officer’s Budgets.....	48
FAST Corporation Budget (proposed).....	49

President's Appointed Officers' Charges.....52
Presidential List of Affiliates and Groups.....52
Presidential List of Affiliates and Groups- Format.....53
President's Letter to Affiliates and Groups.....54
Ten Reasons for Affiliating With FAST.....55
President's Letter to New and Renewing Affiliates.....56
Standard Agenda Format- Board Meeting.....57

BYLAWS
of the
FLORIDA ASSOCIATION OF SCIENCE TEACHERS, INCORPORATED
October 20, 1990

ARTICLE I: NAME

The name of this organization shall be the Florida Association of Science Teachers, Incorporated, thereafter referred to as the Corporation.

ARTICLE II: MEMBERSHIP

Any person, institution, or industrial concern engaged in, or interested in science education may become a member of the Corporation upon payment of dues. The membership year runs from October 1 to September 30. Membership in the Corporation shall be individual or affiliate.

ARTICLE III: PURPOSE

Section 1. The Corporation is organized to promote science education throughout Florida.

Section 2. The Corporation is organized exclusively for educational purposes, within the meaning of Section 501 © (3) of the Internal Revenue Code of 1954, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE IV: DUES

Section 1. Dues shall be determined by the Board of Directors.

Section 2. Life Membership status may be obtained by the payment of ten times the annual individual membership dues. Seventy percent of the life membership account shall be placed in escrow and may be used at the rate of ten percent of that life membership dues per year.

Section 3. Any institution, organization, or corporation that supports the purpose of the Corporation may become an institutional member upon payment of two times the individual membership dues annually. Institutional members may appoint a representative who shall receive all the privileges of an individual member.

- (a) Joint memberships. Joint memberships in affiliated organizations may be allowed with the consent of the controlling officers of both organizations.

Section 4. The Board of Directors may grant honorary life membership to those individuals who have provided outstanding services to the Corporation or who have made a significant contribution to the area of science education. Honorary members have only recognition status. Honorary members do not have general membership privileges.

Section 5. Paid membership entitles the member to the right to vote at annual meetings, and/or by mail ballot, to receive all publication (s) of the Corporation and other privileges as described in the Bylaws.

ARTICLE V: BOARD OF DIRECTORS AND OFFICERS

Section 1. The Corporation shall be governed by a Board of Directors consisting of elected officers and appointed officers. All members of the Board of Directors shall be members of the Corporation.

Section 2. The elected officers are the President, the President-elect, the Immediate Past President, and the Area Directors.

Section 3. The appointed officers shall be recommended by the President and approved by the Board of Directors. The Appointed Officers who serve on the Board of Directors shall consist of the (a) Executive Director, (b) Treasurer, (c) Secretary, (d) Journal Editor, (e) Newsletter Editor, (f) Division Representatives. The term of appointed officers shall be determined by the Board of Directors.

Section 4. Newly elected and appointed officers shall take office at the Board meeting held at the end of the Annual Meeting.

Section 5. If a vacancy occurs, the President shall fill the vacancy by appointment subject to approval by the Board of Directors.

ARTICLE VI: NOMINATIONS, ELECTIONS AND REMOVALS

Section 1. The President shall appoint members to serve on the Nominating Committee to be approved by the Board of Directors at the first board meeting following the annual meeting and no later than December 31.

(a) The Executive Director shall be the Director of Elections.

(b) There will be a Call for Nominations within thirty days following the appointment of the Nominations Committee and no nominations will be accepted after midnight on April 1.

Section 2. The Nominating Committee shall nominate candidates for President-elect. The ballots presenting the candidates must be prepared and distributed to the general membership by May 15. The Nominating Committee shall work with the Executive Director on the elections.

Section 3. To be eligible for office, a nominee must be a member of the Corporation.

Section 4. The term of office of the area directors shall be two years. The area directors will be elected as follows: Even numbered districts shall be elected in even numbered years and odd numbered districts shall be elected in odd numbered years.

Section 5. Voting shall occur by mail-in ballot.

- (a) All return ballots will be mailed to the corporation and addressed to the Executive Director.
- (b) To be counted, a first ballot vote must be postmarked no later than midnight on June 15.
- (c) The newly elected President-elect and other officers will be notified by the Executive Director within thirty (30) days of ballot cutoff and no later than 10 days prior to the annual meeting.

Section 6. A majority of all votes cast for a particular office shall constitute election. If no candidate receives a majority, a runoff election shall be held. Runoff ballots shall be mailed to the membership no later than September 1. Returned runoff ballots to be counted must be postmarked no later than midnight September 1.

Section 7. The Board of Directors may remove any officer of the Corporation for the following reasons:

- (a) failure to carry out the duties of the office,
- (b) participation in activities opposed to the purpose of the Corporation and
- (c) failure to remain a member of the Corporation.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of the Corporation. The President shall:

- (a) call and preside at meetings of the Corporation and Board of Directors;
- (b) properly implement these Bylaws;

- (b) provide all appointed officers with specific objectives and a time-line for accomplishing those objectives
- (c) serve as an ex-officio member of all committees;
- (d) propose a budget to the Board of Directors at their first meeting following the Annual Meeting;
- (e) approve all bills for payment within the limit of the budget and countersign all checks;
- (f) maintain contact with affiliates and other professional groups prior to board meetings;
- (g) represent the Corporation;
- (h) present written short and long range goals, for the Corporation, for the approval of the Board of Directors at their first meeting following the Annual Meeting;
- (i) write the President's Page for each issue of the Journal and Newsletter prior to the deadline for article submissions.

Section 2. The President-elect shall:

- (a) serve when the President is unable to serve personally;
- (b) assume the responsibility with the appointed chairperson for the Annual Meeting;
- (c) approve bills for payment within the limit of the budget and co-sign all checks in the absence of the President;
- (d) coordinate the activities of the Membership Committee;
- (e) assist the President in the performance of official duties as requested.

Section 3. The Immediate Past-President shall:

- (a) coordinate the activities of Area Directors and Division Representatives;
- (b) serve as President during absence of the President and President-elect;
- (c) serve as Parliamentarian during meetings of the Corporation;
- (d) coordinate the production of the FAST Journal;
- (e) approve all bills for payment within the limit of the budget and countersign all checks in the absence of the President and President-elect.

Section 4. The Executive Director shall:

- (a) supervise the election process;
- (b) be responsible for the counting of all ballots;
- © notify the candidates for President-elect of the election outcome.
- (d) be responsible for keeping documents needed for the continuity of the Corporation;
- (f) serve as a contact person with the National Science Teachers Association and all other
- (g) organizations affiliated with the Corporation;
- (h) prepare resolutions for the Board of Directors.
- (h) supervise the filing of necessary government documents;

Section 5. The Treasurer shall:

- (a) keep an accurate record of all receipts and expenditures of the Corporation;
- (b) issue and co-sign all checks within the authority granted by the Corporation;
- (c) place all monies in the Corporation accounts;
- (d) maintain all financial records on a thirty-day basis;
- (e) submit all financial records for audit annually.

Section 6. The Secretary shall:

- (a) keep a written record of all meetings;
- (b) provide minutes for review by the Board of Directors no later than one month prior to the next board meeting or two weeks after a Board meeting;
- (c) correspond as directed by the President and Board;
- (d) maintain an up-to-date copy of the Bylaws.

Section 7. The Journal Editor shall:

- (a) publish the Florida Association of Science Teachers Journal in a professional and timely manner;

(b) be responsible for the selection of the editorial staff;

© propose a yearly budget for the Journal to the President thirty days before the first Board of Directors meeting following the Annual Meeting.

Section 8. The Area Directors shall:

(a) serve as the official representatives of the Corporation in their geographical areas;

(b) provide information to the Corporation about the needs of science education in their areas;

© provide Corporation members in their areas with information about the Corporation and actions of the Board;

(d) Area Directors shall be elected by the membership within these counties:

Area 1: Escambia, Santa Rosa, Okaloosa, Walton, Holmes

Area 2: Taylor, Leon, Jackson, Gulf, Liberty, Gadsden, Franklin, Wakulla, Jefferson, Madison, Hamilton, Washington, Bay, Calhoun

Area 3: Hamilton, Baker, Dixie, Lafayette, Suwanee, Columbia, Levy, Gilchrist, Union, Bradford, Alachua, Putnam, Marion

Area 4: Nassau, Duval, Clay, St. Johns

Area 5: Flagler, Lake, Orange, Seminole, Volusia

Area 6: Pinellas, Citrus, Sumter, Hernando, Pasco, Polk, Hillsborough

Area 7: DeSota, Manatee, Hardee, Highlands, Sarasota

Area 8: Indian River, St. Lucie, Martin, Okeechobee, Osceola, Brevard

Area 9: Charlotte, Glades, Lee, Henry, Collier

Area 10: Palm Beach, Broward

Area 11: Dade, Monroe

Section 9. Division Representative shall:

(a) serve as an official consultant to the Corporation, representing their divisions;

- (b) provide information to the Corporation about the needs of science education in their divisions;
- (c) provide Corporation members in their divisions with information about the Corporation and actions of the Board;
- (d) be appointed to represent elementary, middle/junior high, high school and post secondary schools.

ARTICLE VIII: POWERS AND DUTIES

Section 1. The ultimate and final authority in all matters pertaining to the Corporation shall be the deliberative assembly convened at the Annual Meeting.

Section 2. The Board of Directors shall consist of the elected officers and the appointed officers identified in the Bylaws (V:2-3).

Section 3. The Board of Directors shall transact the business of the Corporation between the Annual Meetings. Elected and appointed Officers shall constitute the voting membership of the Board of Directors. The Board of Directors shall:

- (a) have the power to amend and approve the budget;
- (b) approve expenses of the President and/or President-elect to represent the corporation on official business;
- (c) approve the transfer of funds needed to implement the annual conference;
- (d) approve appointments to the Board of Directors as provided for in the Bylaws;

Section 4. Each Director shall submit a proposed budget to the President at least thirty days prior to the first Board of Directors meeting following the Annual Meeting.

Section 5. The President shall call at least two meetings of the Board of Directors each year. These meetings will be in addition to the Annual Meeting.

Section 6. The Corporation may subsidize the cost of the meetings and the travel expenses of Board members. The amount of travel expenses for Board members will be established at the first Board meeting following the Annual Meeting. Yearly travel expenses for the Board shall not exceed ten percent of the annual budget of the corporation.

Section 7.

- (a) The Corporation shall establish an Executive Committee to act on the business of the Corporation between Board of Directors meetings as needed and approved by the board of directors.
- (b) The Executive Committee shall consist of the Executive Director, the Immediate
- (c) Past President, the President, the President-elect, and one board member elected by the board of directors.

ARTICLE IX: COMMITTEES

Section 1. All committee chairpersons shall be appointed by the President with the approval of the Board of Directors.

Section 2. The President shall give committees a clear statement of objectives and a time frame for accomplishing those objectives.

Section 3. Standing committees will include:

- (a) Auditing,
- (b) Convention,
- (c) Membership,
- (d) Nominating and
- (e) others as deemed necessary by the Board of Directors.

Section 4. Ad hoc committees may be established for specific needs. The duties shall be defined at the time of appointment. Such committees shall exist only for the length of time designated.

Section 5. All committees shall prepare written reports for the Annual Meeting and for such other times as required by the President.

ARTICLE X: MEETINGS

Section 1. Meetings held in conjunction with the Annual Meeting.

- (a) There will be at least one business meeting.
- (b) There will be a Board of Directors' meeting at the end of the Annual Meeting to approve new members of the Board.

Section 2. No general meeting may be held without 30 days notice to all members.

Section 3. The members present at any regular meeting of the Corporation shall constitute the deliberative assembly and shall be regarded as a quorum.

Section 4. The President shall call meetings of the Board of Directors as required under the Bylaws or when a majority of the Board requests such a meeting.

ARTICLE XI: AFFILIATE GROUPS

Section 1. The Corporation shall be a nonprofit, state chapter of the National Science Teachers Association (NSTA).

Section 2. In order that the purpose of the Corporation may be more fully implemented, the Board of Directors will encourage other organizations with similar purposes to affiliate with the Corporation.

Section 3.

- (a) A group seeking affiliation shall file a written request, including copies of its Constitution and Bylaws, with the President and must be approved by the board of directors.
- (b) Affiliated organizations will be notified of all meetings and encouraged to send a representative.
- (c) Any action by an affiliate that would adversely affect any other affiliate or the state Corporation shall not be binding upon the state Corporation unless there is prior approval by the Corporation Board of Directors.

Section 4. The Corporation may affiliate with certain, state, local, and international organizations as approved by the Board of Directors.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The business of this organization shall be conducted according to the current edition of ROBERTS RULES OF ORDER REVISED.

ARTICLE XIII: AMENDMENTS

Section 1. A proposed amendment to the Bylaws may originate in the Board of Directors or through a petition submitted to the Board.

Section 2. A proposed amendment, if approved by two-thirds majority of the Board of Directors, shall be submitted to the membership of the Corporation.

Section 3. Proposed amendments shall be submitted to the general membership on the ballot for President-elect.

Section 4. The Board of Directors shall have the authority to make technical and nonsubstantive changes in the Bylaws without a vote of the membership.

ARTICLE XIV: EARNINGS OF THE CORPORATION

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting its purpose) and no director or officer of the Corporation, or any private person shall be entitled to share in the distribution of any of the Corporate assets on dissolution of the Corporation. The Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income taxation under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code of 1954.

ARTICLE XIV: DISSOLUTION OF THE CORPORATION

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Corporation, dispose of all of the assets of the Corporation by transferring them to the National Science Teachers Association, 1742 Connecticut Avenue N.W., Washington, D.C. or to charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

POLICIES

BASIC PARLIAMENTARY INFORMATION

Procedures for Conducting Business

I- Gaining the Floor

- a. Member addresses the President (Chair).
- b. Member is recognized by Chair.

II- Bringing the Motion before the Assembly

- a. Member makes the motion.
- b. Another member seconds the motion.
- c. The Chair restates the motion.

III- Consideration of the Motion

a- The motion may now (and only now) be debated by the members.

1. Speakers must be recognized by the Chair.
2. All remarks must be directed to the Chair.
3. Discussion must be confined to motion on floor.
4. Main motion may be amended or tabled.
5. Debate may be closed only by consent of the assembly.

b- The Chair Calls for Question

1. Chair clarifies what is being decided.
2. Chair calls for vote.

3. Chair calls for those in favor of motion first, then for those opposed.

c- The Chair Announces the Results of the Vote

NOTE: For the order of business see Standard Agenda Format.

OFFICERS OF THE CORPORATION

(Bylaws authority) [Customary practice]

POWERS

Sitting as a member of the Board of Directors (VIII:2), and casting your vote with the majority, you are empowered to:

1. approve Presidential appointments and determine their terms of office (V:3,5: VIII:3d, IX:1) [terms are usually for the term of the President];
2. remove any officer for failure to carry out the duties of the office, participation in activities opposed to the purpose of the Corporation and/or failure to remain a member of the Corporation (VI:7) [failure to participate in Board meetings, either in person or by sending a representative or formal report, constitutes failure to carry out duties];
3. approve short and long range goals for the Corporation (VII:1i) [see PRESIDENT-#15: each officer submits suggestions for short and long range goals to the President at least thirty days prior to the first Board meeting following the Annual Meeting];
4. approve resolutions for the Board (VII:4f)[see EXECUTIVE DIRECTOR-#6, and RESOLUTIONS: officers submit proposed resolutions to the Executive Director at least thirty days prior to the Board meeting at which actions on same are desired;
5. approve minutes of all meetings (VII:6b);

EXECUTIVE COMMITTEE

[Note: The Executive Committee consists of the elected officers, (President, President-elect and Immediate Past-President), the Executive Director, and one board member at large elected by the Board of Directors from the Board of Directors (VIII:7b)]

The powers and responsibilities of the Corporation are assumed by the Executive Committee between Board of Directors meetings to act on business of the Corporation (VIII:7a).

Should a majority of the Board wish an additional special meeting of the Board called, and should the President be deemed “unreachable” to the satisfaction of three members of the Executive Committee, the next-ranking officer (V:2,3) may act on behalf of the President and call an additional Board meeting within thirty days of receipt of the majority-making officers’ request.

During the period between the Annual Meeting and the first Board meeting following the Annual Meeting, the elected officers of the Corporation are the only members of the Executive Committee. They are responsible for conducting the business of the Corporation, and with the calling to order of the first Board meeting following the Annual Meeting. The terms of office of the non-elected members of the Executive Committee have expired.

[Policy] The chairperson presiding at the Executive Committee meeting shall be responsible for sending minutes of each Executive Committee meeting to the Board within two weeks after each meeting.

[Policy] The executive committee should be responsible for establishing and reviewing long-range plans (3-year and 5-year goals).

[Policy] The executive committee should be responsible for seeking and writing grants for the organization.

PRESIDENT

(V:2)

In addition to powers given in Bylaws (VII:1), a Board member holding this office is required to:

1. serve as the principal officer of the Corporation (VII:1);
2. call [at least thirty days in advance of] and preside at meetings of the Corporation and the Board of Directors (VII:1a);
3. insure that there be at least one business meetings held in conjunction with the [October] Annual Meeting (X:1), this meeting, a joint meeting of old and new officers, shall be for the primary purpose of orientation of new officers (X:1b).
4. insure that there are at least three meetings of the Board each year in Fall, Winter and Spring, these shall be in addition to the meeting held at the Annual Meeting (VIII:5);
5. call additional Board meetings at the [individual or collective written or verbal] request of a majority of the Board (X:4) [within thirty days of receipt of the majority-making officer's request; should the President be unreachable the satisfaction of three members of the Executive Committee, the next-ranking officer (V:2,3) may act on behalf of the President];
6. recommend for Board approval nominees to fill all appointed positions (V:3,5; VI:1, IX:1) [see NOMINATIONS PROCEDURE];
7. provide all appointed officers with specific objectives and a time-line for accomplishing those objectives (VII:1c) [see APPOINTED OFFICERS' CHARGES];
8. serve as one of five members of the Executive Committee (VIII:7b);
9. serve as an ex-officio member of all committees (VII:1d);
10. propose a budget [for the Oct.-Oct. Fiscal year] to the Board at their first meeting (VII:1e) [officers submit proposed budgets to President at least thirty days prior to the meeting (see OFFICERS OF THE CORPORATION: OFFICERS' BUDGETS); the President uses these to establish the proposed Fiscal Year budget (see CORPORATION BUDGET)];
11. approve all bills for payment within the limit of the budget and countersign all checks (VII:1f)[routine bills, accompanied by a FAST EXPENSE VOUCHER (see TREASURER) and attached receipts, are approved and checks signed at Board meetings, major-item vouchers and receipts are mailed to the President for approval, who, in turn, mails them to the Treasurer for payment];

- 12.maintain contact with affiliates and other professional groups (VII:1g) [through an annual letter to each (see PRESIDENT'S ANNUAL LETTER TO AFFILIATES AND GROUPS); the President maintains a list of affiliates and professional groups (see PRESIDENT'S LIST OF AFFILIATES AND GROUPS)];
- 13.represent the Corporation (VII:1h)'
- 14.present short and long range goals for the Corporation for the approval of the Board of Directors at their first meeting following the annual Meeting (VII:1i)[suggested goals from officers are submitted to the President at least thirty days prior to the first Board meeting following the Annual Meeting];
- 15.write the President's Page for each issue of the Journal (VII:1j) [deadlines for each issue are recommended by the Journal Editor and approved by the Board at the first Board meeting following the Annual Meeting].
- 16.[according to FAST policy the President] attends the NSTA conference and hosts a reception for Florida people. [Funds for travel and the reception are approved by the Board and are dependent on the Treasury Balance.]
- 17.[according to FAST policy the President] receives the gavel of office at the FAST business meeting during the annual conference.
- 18.[according to FAST policy the President] writes a letter of appreciation for all Board members who served during the previous year.
- 19.[according to FAST policy the President] receives a life membership in FAST.
- 20.[according to FAST policy the President] attends meetings on behalf of FAST and is reimbursed up to the amount approved by the Board.

PRESIDENT-ELECT
(V:2)

In addition to powers given in Bylaws (VII:2). A Board member holding this office is required to:

- 1.serve when the President is unable to serve personally (VII:2a) [NOTE: Since the Bylaws make no provisions for succession to the Presidency should that office become vacant, Board policy shall be that the President-Elect calls an emergency meeting of the Board within thirty days of the office falling vacant, for the purpose of appointing, a by majority vote, a Board member to complete the term of President. The Board shall have the option of calling a Special Election of the whole membership to fill the office, should the term be less than half completed. Should this option be exercised, the Nominating Standing Committee shall be called upon to nominate, within thirty days, at least two candidates for the Special Election, to place ballots in the hands of the membership within forty-five days of the Board meeting, and to conclude the balloting within eighty days of the Board meeting];
- 2.assume the responsibility for the program at the Annual Meeting (VII:2b) [see CONVENTION STANDING COMMITTEE: ROLE OF THE PRESIDENT-ELECT];

3. approve bills for payment within the limit of the budget and co-sign all checks in the absence of the President (VII:2c);
4. coordinate the activities of the Membership Committee (VII:2d) [see MEMBERSHIP STANDING COMMITTEE: ROLE OF THE PRESIDENT-ELECT];
5. assist the President in the performance of official duties as requested (VII:2e); and
6. serve as one of five members of the Executive Committee (VIII:7b)
7. [according to FAST policy the President Elect] attends the regional NSTA Conference. [Funds for travel are approved by the Board and are dependent on the Treasury Balance.]
8. [according to FAST policy the President Elect] attends the summer NSTA Board meeting and CAG conference. [Funds are approved by the Board.]
9. [according to FAST policy the President Elect] secures and presents a plaque for the outgoing president to be presented at the annual conference.
10. produce an annual calendar of events, deadlines and contact people of interest to the FAST membership. This calendar will appear in the fall edition of the FAST news letter.

IMMEDIATE PAST-PRESIDENT

(V:2)

In addition to powers given in Bylaws (VII:3). A Board member holding this office is required to:

1. coordinate the activities of Area Directors and Division Representatives (VII:3a) [see IPP: COORDINATING DUTIES];
2. serve as President during absence of the President and President-elect (VII:3b);
3. serve as parliamentarian during meetings of the Corporation (VII:3c) [see IPP: BASIC PARLIAMENTARY INFORMATION and/or the current edition of ROBERTS RULES OF ORDER REVISED (XII)];
4. coordinate the production of the FAST Journal (VII:3d) [see IPP COORDINATING DUTIES];
5. approve all bills for payment within the limit of the budget and countersign all checks in the absence of the President and President-elect (VII:3e); and
6. serve as one of five members of the Executive Committee (VIII:7b).
7. assist in coordinating activities and services of the membership committee.

8.assist with amending the by-laws.

IPP: COORDINATING DUTIES

It is the responsibility of the Immediate Past-President (IPP) to coordinate the activities of Area Directors, Division Representatives, and the production of the FAST Journal.(VII 3a)

GUIDELINES FOR COORDINATING ACTIVITIES

AREA DIRECTORS: Assist, when called upon, in the location of contact persons and Assistant Area Directors for surrounding counties; encourage the submission of news notes, articles, papers, and photographs to the FAST Journal and newsletter from the various Areas; encourage the setting up of FAST workshops, field trips and social gatherings for teachers within an Area; and encourage among the directors a persistence of vision of FAST's Areas as widely divergent in resources, population, cultural, racial, and ethnic heritage; and special interests while being convergent on the promotion of science education throughout Florida.

DIVISION REPRESENTATIVES: Just as there is divergence among Florida's FAST Areas, there is often even greater divergence among the Elementary, Middle/Junior High, High School, and Post Secondary School Divisions. It is important that FAST's activities, publications, and policies reflect the variety of levels represented; the IPP can play an important role in encouraging action where interests are similar, and seeking compromise - or sometimes no action - where interests are opposed.

PRODUCTION OF THE FAST JOURNAL: Here, the IPP must work closely with the Journal Editor, recognizing the equal importance of the two positions, and at the same time, their widely differing responsibilities. The IPP here, as in the other coordinating duties (VII 3a), operates best from afar; from this vantage point, advice and suggestions may be extended when asked for, and proffered when deemed constructive.

EXECUTIVE DIRECTOR

(V:3a)

In addition to powers given in Bylaws (VII:4). A Board member holding this office is required to:

- 1.supervise the elections (VII:4a, VI;2,5,6) [see ELECTIONS SUPERVISION];
- 2.be responsible for keeping documents needed for the continuity of the Corporation (VII:4d) [the Executive Director will maintain official copies of the current Bylaws, Board Policies and Procedures Handbook, FAST Resolutions, FAST Policy Statements, and any other appropriate important documents];

3. serve as contact person with the National Science Teachers Association (VII:4e) [insure that NSTA maintains an up-to-date address and telephone number for the Executive Director at all times; see that NSTA is kept informed about any pertinent FAST activities, policies, resolutions or position statements; communicate relevant FAST Board actions and concerns to the NSTA on the Board's behalf; communicate NSTA news, actions and activities to the FAST];
4. prepare resolutions for the Board of Directors (VII:4f) [see RESOLUTIONS]; and
5. serve as one of five members of the Executive Committee (VIII:7b).
6. work with other members of the executive committee to develop and review long range plans.
7. oversee the calendar for a long-range plan for conference sites.
8. work with other members of the executive committee to develop sources of funding including grants.
9. serve a 3-year term

TREASURER
(V:3b)

In addition to powers given in Bylaws (VII:5). A Board member holding this office is required to:

- 1- Keep an accurate record of all receipts and expenditures of the corporation (VII:5a);
- 2- Present a treasurer's report at each board meeting, using the Corporate Budget Board headings as guides, and to present a written summary of each report to each voting member of the board; the secretary should receive a second copy to place with the minutes of the meeting; a more detailed written report, itemizing each officer's expenditures, should be presented to the board at the annual meeting;
- 3- Issue and co-sign all checks within the authority granted by the corporation accounts (VII:5b);
- 4- Place all monies in corporation accounts (VII:5c);
- 5- Maintain all financial records on a thirty-day basis (VII:5d); and
- 6- Submit to the board all financial records for annual audit, not later than thirty days after the end of the fiscal year (VII:5e).

GUIDELINES FOR ACCOUNTING PROCEDURES

Membership:

The income from dues will be processed by the Membership Chair. The Membership Chair will record the member's name and amount paid. The monies collected for membership will be sent to the Treasurer for deposit with in 30 days of their receipt. Dues shall be accompanied by a list of memberships paid by these funds. Dues are to be defined as any monies that are intended to cause a person or group to belong or be affiliated with FAST.

Life Membership Dues:

Ninety percent of life membership dues will be deposited in escrow for FAST. Interest earned may be used at the discretion of the board annually.

Advertising:

The monies collected by Journal or Newsletter staff, or other designated projects shall be sent to the treasurer for deposit with in 30 days of their receipt. These monies will be accompanied by a note identifying and itemizing purpose. The business manager/editor of the Journal will keep additional records on Journal accounts.

Convention:

Conference funds should be submitted to the FAST treasury monthly until the conference account is closed. Funds will be accompanied by copies of the ledger and bank statements. This assures full accounting of all funding sources and provides regular audit trails. A petty cash fund, to be used as conference "seed" money, will be established for use by the conference chairperson or designee. The suggested amount is \$2,000.00 to be drawn as needed.

Other Funds:

All other funds will be forwarded to the treasurer for deposit and recording with in 30 days of collection.

An escrow account will be maintained to insure operating funds for the corporation. An account will be maintained at a balance to insure operating funds for a period of two fiscal years. Funds will be deposited at a minimum rate of 10% of the annual earnings of the corporation. Deposits will continue until such time as the afore mentioned balance is reached. Operating figures will be computed using the average annual operating costs from the previous three years. Said funds will be held in escrow for FAST at the most effective rate of return. Escrow funds are to be used in the event of a catastrophic loss by the organization or improvement of the FAST program. These funds are held in reserve to perpetuate the existence of FAST and, if used, are to be replaced when the corporation becomes solvent.

General Accounting Procedures:

Income: As funds are given over to the treasurer they will be deposited to the appropriate FAST accounts and recorded in the general ledger.

Payables: All checks must be double-signed by the persons authorized in the bylaws. There shall be on record with the Treasurer an invoice or receipt for every expenditure. A voucher system will be used (see page 53). All approved invoices to FAST shall be paid within 30 days.

SECRETARY

(V:3c)

In addition to powers given in Bylaws (VII:6). A Board member holding this office is required to:

1. keep a written record of all meetings (VII:6a) (see GUIDELINES FOR MINUTES, below);
2. provide minutes for approval by the Board of Directors (VII:6b);
3. correspond as directed by the President and Board (VII:6c); and
4. maintain an up-to-date copy of the Bylaws (VII:6d).
5. send a copy of the accepted minutes (of prior board meeting) to executive director immediately following each board meeting.

GUIDELINES FOR MINUTES

1. Head each set of minutes

MINUTES OF THE (REGULAR/SPECIAL) BOARD MEETING FLORIDA ASSOCIATION OF SCIENCE TEACHERS, INC. (Date of meeting)

2. Begin each set with the statement,

"The meeting, held in the (name of room, hotel, etc.) in (name of city), was called to order at (time) by the (title of presiding officer, usually President), (name of presiding officer).

3. Follow the order and headings of the presiding officer's Agenda in briefly summarizing the key remarks and identity of each speaker; it is not necessary to keep track of each individual comment and question of Board members, but any important motions and their makers (but not their seconds) should be recorded; withdrawn motions are not recorded.

4. Following the account of the Agenda items above, a section headed SUMMARY OF TREASURER'S REPORT follows, and is provided to the Secretary by the Treasurer.

5. Following the SUMMARY OF TREASURER'S REPORT above, a section headed SUMMARY OF MOTIONS should list, in chronological order, each motion, its maker, and whether the motion was carried or not.

6. Following the SUMMARY OF MOTIONS above, a section headed APPOINTMENT

APPROVED should list, in chronological order, any nominations placed before the Board by the President to fill vacant offices.

7. Following APPOINTMENTS APPROVED, a section headed SPECIAL PRESIDENTIAL CHARGES should list, in chronological order, any charges placed on Board members by the President.

8. The minutes conclude with the statement, "The (presiding officer) adjourned the meeting at (time)."

9. The last line on the last page of each set of Minutes should read, "Accepted" (date Minutes formally approved by Board vote, usually at the following meeting), followed by the signature and the typed name and office (usually Secretary) of the author.

JOURNAL EDITOR (V:3d)

In addition to powers given in the Bylaws (VII:7). A Board member holding this office is required to:

1. publish the FAST Journal in a professional and timely manner (VII:7a);
2. be responsible for the selection of the editorial staff (VII:7b);
3. propose themes and directions for Board approval;
4. compile and edit materials for each issue;
5. examine critically and evaluate each published issue, reporting the results of evaluations and any decisions to the Board;
6. communicate frequently with the Immediate Past-President, who acts in an advisory capacity on matters of Journal production (VII:3d) [see IPP: COORDINATING DUTIES - PRODUCTION OF THE FAST JOURNAL];
7. propose a yearly budget for the Journal to the President thirty days before the first Board of Directors meeting following the Annual Meeting (VII:7c).
8. appoint a committee to include a business manager; representatives from colleges, high schools, middle schools, and elementary schools; artist and lay-out specialist; group to post the journal and a proofreading committee.
9. oversee the contacts with the advertisers and send monies received to the Treasurer.
10. send copies of the Journal to the Educational Research Information Committee, the FAST Executive Director and the history and necrology committee.

GUIDELINES FOR THE JOURNAL

1. NAME: FLORIDA SCIENCE TEACHER
2. Goal: To provide a forum for articles on research, teaching methods, science education and areas

of interest.

To provide a means of communication for science educators in Florida.

3. TIME LINE

Submissions deadlines: Publication:

Conference issue: June 1 August 1

Winter issue: November 1 January 1

4. CONTENT

Calendar Workshop announcements Regular columns Submissions (1-3 pages) on President's Elem. Ed. Computer Middle School Reading in Science High School NASA News Chemistry, Physics DOE/FASS/FFFS/BAP Earth Science, Biology, Integrated Science Features of Interest Teacher Education Tear-out sheets (black-line) Research Activities

5. SOURCE OF MATERIALS

Regional Directors, Division Directors, Commercial Publishers, Award Winners, CAG packets, other Journals, Affiliate representatives, FAST presenters, and teachers.

NEWSLETTER EDITOR

(V:3e)

In addition to powers given in the Bylaws (VII:). A Board member holding this office is required to:

1. publish the Newsletter in a professional and timely manner;
2. be responsible for the selection of the editorial content and any staff;
3. propose themes and directions for Board approval;
4. compile and edit materials for each issue;
5. examine critically and evaluate each published issue, reporting the results of evaluations and any decisions to the Board; and
6. propose a yearly budget for the Newsletter to the President thirty days before the first Board of Directors meeting following the Annual Meeting.
7. appoint committee members as needed to aid in the fulfillment of these duties.

GUIDELINES FOR THE NEWSLETTER

1. NAME: FAST News

2. GOAL: Provide a means of communication among science educators.

Provide a vehicle for announcements, regional news, association news, conference information, legislative reports, updates on workshops, lists of resources and items of current interest.

Provide information about the Fall conference (an extensive number of Fall copies should be distributed - about 5000).

Provide information about winners in various science competitions.

3. TIMELINE:

Submission deadlines	Publication Dates
Fall Issue: August 1	September 1
Winter Issue: December 15	February 1
Spring Issue: April 1	May 15

4. CONTENT:

Calendar Update	Regional News
Affiliate Announcements	Workshop Announcements
Conference Information	Legislative Reports
Committee Announcements	College Courses Available
Association Announcements	Short Items
Regular Columns	Teacher Recognition

The following editions should contain:

September 1- Conference Registration Forms and Conference Information, legislative update

February 1- Conference Highlights and the annual Call For Nominations For FAST Office

May 15- Ballot, call For Presenters and Presenter Form for the Fall Conference, legislative update, applications for summer activities.

5. SOURCE OF MATERIALS

Division Directors	Area Directors
Committee Announcements	Affiliate Representatives
DOE/FASS/FFFS/Supervisors	Centers of Excellence

AREA DIRECTOR

In addition to powers given in Bylaws (VII:8). A Board member holding this office is required to:

1. serve as the official representative of the Corporation in the geographical area of appointment (VII:8a) at
 - a. meetings of professional and civic groups, science-related functions, and teacher gatherings;
 - b. meetings of groups affiliated with FAST; and
 - c. regional science fairs for purposes of awarding FAST certificates and/or monetary awards of excellence;
 - d. serve on the Board as a voting representative of the members and the affiliated groups of the area;
1. provide information to the Corporation about the needs of science education in the area (VII:8b), special problems, activities, and noteworthy events by
 - a. reporting on news of interest from the Area;
 - b. writing and/or soliciting articles for the FAST Journal and Newsletter;
 - c. providing the Necrology Ad Hoc Committee with reports on Area deaths within the profession, and obtaining biographies of the deceased; and
 - d. reporting on science awards received by Area teachers, or recommending Area teachers for FAST and/or NSTA awards;
4. provide Corporation members in the area with information about the Corporation and actions of the Board (VII:8c) and FAST by
 - a. distributing all FAST-related materials (i.e., newsletters, conventions flyers, etc.);
 - b. distributing guidelines for and encouraging the writing of Journal articles;
 - c. distributing reports on Board meetings and actions;
 - d. naming qualified FAST members to positions of Area Assistant Director for surrounding counties, and communicating frequently with them; and
 - e. encouraging Area teachers to register for and attend the Annual meeting, seeing that they receive information on individual County procedures for being released from duty and reimbursed for expenses;
5. attend each meeting of the Board in person, or
 - a. send an Area Assistant Director or another representative along with a written report and
 - b. authorization to vote in proxy on matters of importance to FAST, or
 - b. send a report to the web master, by another officer or by mail, or
 - c. notify the President by telephone, make a brief verbal report, and follow up with a written report as soon as possible;
6. present, at each meeting of the Board, a written and oral report of FAST related activities by yourself and by your Area assistants since the previous Board meeting, and at the Annual meeting an annual report highlighting the more significant activities (see AREA DIRECTOR'S INTERIM/ANNUAL REPORT FORMAT);
7. encourage the science teachers, educators, and other interested individuals and groups to become

members of FAST.

8. serve a 2-year term [Policy was established in 1986-87 by appointing those in odd numbered regions to one-year terms and those in even numbered regions to two year terms]
9. appoint assistant directors.

AREA DIRECTOR'S INTERIM/ANNUAL REPORT FORMAT

Name _____ Area _____ Date _____

I. FAST-Related Activities

A.

B.

C.

II. Area Teacher Concerns and Needs

A.

B.

C.

III. Address Changes/Names

A.

B.

C.

IV. Summary of Expenditures (attach receipts to FAST EXPENSE VOUCHER)

A.

B.

C.

DIVISION REPRESENTATIVE

(ELEMENTARY) (MIDDLE/JUNIOR HIGH)

(HIGH SCHOOL) (POST SECONDARY SCHOOL) (NONPUBLIC)

(V:3f)

In addition to powers given in Bylaws (VII:9). A Board member holding this office is required to:

1. serve as an official consultant to the Corporation, representing their division (VII:9a) at
 - a. meetings of professional and civic groups, science-related functions, and teacher gatherings where issues of interest and/or concern to the Division are involved; and
 - b. meetings of groups affiliated with FAST and involved with concerns of the Division;
2. serve on the Board as a representative of the members and the affiliated groups of the Division;
3. provide information to the Corporation about the needs of science education in the Division (VII:9b), special problems, activities, and noteworthy events by
 - a. reporting on news of interest to the Division;
 - b. writing and/or soliciting articles for the FAST Journal and Newsletter of particular Division appeal;
 - c. providing the Necrology Ad Hoc Committee with reports on deaths within the Division, and biographies of the deceased; and
- c. reporting on science awards received by Division teachers or recommending Division teachers for FAST and/or NSTA awards;
4. provide Corporation members in the division with information about the Corporation and actions of the Board (VII:9c) by
 - a. distributing all FAST-related materials (i.e., newsletters, convention flyers, etc.) to Division members and groups not normally reached by Area Directors (correlate efforts with Area Directors whenever possible);
5. attend each meeting of the Board in person, or
 - a. send a representative along with a written report, or
 - b. send a written report by another officer or by mail or
 - c. notify the President by telephone, make a brief verbal report, and follow up with a written report as soon as possible;
6. present, at each meeting of the Board, a written and oral report of FAST related activities on behalf of your Division since the previous Board meeting, and at the Annual Meeting an annual report highlighting the more significant activities (see DIVISION REPRESENTATIVE'S INTERIM/ANNUAL REPORT FORMAT); and
7. encourage the science teachers, educators and other interested individuals and groups to become members of and participate in FAST.

DIVISION REPRESENTATIVE'S INTERIM/ANNUAL REPORT FORMAT

Name _____ Area _____ Date _____

I.FAST Related Activities

A.

B.

C.

II. Division Teacher Concerns and Needs

A.

B.

C.

III. Address Changes/Names

A.

B.

C.

IV. Summary of Expenditures (attach receipts to FAST EXPENSE VOUCHER)

A.

B.

C.

1987

STANDING COMMITTEE CHAIRPERSON

(AUDITING) (CONVENTION)

(MEMBERSHIP) (NOMINATING)

(IX:1-5)

[Note: A Standing Committee Chairperson is appointed by the President with the approval of the Board (IX:1); additional Standing Committees may be established as deemed necessary by the Board (IX:3e).]

In addition to powers given in the Bylaws (IX:1-5). A Board member holding this office is required to:

1. take receipt, from the President, of a clear statement of objectives and a time frame for accomplishing those objectives (IX:2);
2. establish, with Board guidelines, and chair a committee charged with the timely achievement of those objectives (Board practice); and
3. prepare reports for the Annual Meeting and for such other times as required by the President (IX:5).

NOTE: By policy, existing Board members may also serve as committee chairpersons. Furthermore, chairpersons of specific committees are required to follow the guidelines below.

1987

AUDITING STANDING COMMITTEE

(XI:3a)

ANNUAL AUDIT PROCESS

1. secure the services of a Certified Public Accountant (CPA) to audit and certify the financial records of the Corporation;
2. on or about the first of October, oversee the audit process;
2. present the results of the financial audit to the general membership of the Corporation at the Annual Meeting (usually in October);
3. secure the services of an independent auditor at least once every five years to review all FAST related financial records.

ANNUAL MEETING AUDIT PROCESS

1. in conjunction with the Convention Standing Committee, secure the services of a CPA to audit and certify the financial records of the overall convention;
2. oversee the audit by the CPA;
2. close the convention account, and provide the treasurer of FAST with a list of accounts paid and outstanding accounts; and
3. present the results of the Annual Meeting financial audit to the Corporation at the first Board Meeting (December) following the Annual Meeting.

1992

CONVENTION STANDING COMMITTEE

(IX:3b)

1. the standing committee will include the Convention Chair of the Board, the local Chairperson from the past, present and future conventions, Exhibit Chair, and Regional Area Directors, the President-Elect, and Treasurer.
2. develop a five-year calendar (or longer), alternating Annual Meeting sites among the State's five regions-Northwest, Northeast, Central, Southwest, and Southeast;
3. establish within the Committee, and under its jurisdiction, a separate Annual Meeting Committee, having its own chairperson, program committee, exhibitor committee, registration committee, and others as deemed necessary; and
4. establish duties for the Annual Meeting Committee as follows:
 - a. keep a history of each Annual Meeting, to include two copies of the Program,
 - b. copies of all contracts associated with the conference, related publications, and a copy of the audit;
 - c. establish a standard system of technical assistance for new conference planning committee members;
 - d. maintain a list of all hotels attendees stay in, and all hotels in the State capable of handling an Annual Meeting;
 - e. communicate with Supervisors well in advance of proposed Annual Meeting dates;
 - f. arrange the availability of college credit opportunities at the Annual Meeting;
 - g. establish a funding source for major speakers;
 - h. establish and maintain a roster of potential State and regional speakers; and
 - i. maintain the FAST HANDBOOK FOR ANNUAL MEETINGS, containing all
 - j. relevant guidelines, timelines, procedures, and standardized computer-generated forms for registration and other purposes (the FAST Handbook for Annual Meetings is an Appendix to the Board Handbook and a separate operations manual for the Annual Meeting Committee).
5. work with local chairman to obtain bids for hotels three years prior to the conference.

ROLE OF THE PRESIDENT-ELECT

The President-Elect, in accordance with the Bylaws provision, assumes the responsibility for the program at the Annual Conference/Meeting (VII:2b), is co-chairperson of the program committee of the Annual Conference/Meeting Committee. is responsible for the Conference Program , and focuses on preliminary long-range programs for future meetings not under his/her immediate jurisdiction..

MEMBERSHIP STANDING COMMITTEE

(IX:3c)

The chairperson of the membership committee is responsible for obtaining a current membership list from the registration chair at the end of the annual conference. The membership list should be revised to include past, current, life, student and new members. This list should be distributed electronically to the Executive Committee.

ROLE OF THE PRESIDENT-ELECT

The President-Elect is given the responsibility of coordinating the activities of the Membership Standing Committee.

Objectives are:

1. To work toward understanding, agreement and rapport by emphasizing areas of agreement among the sometimes divergent interests of each responsibility group or between those groups and the membership;
2. To work toward task completion by emphasizing Board-established time-lines and assisting with problem-solving or trouble-shooting as special needs arise;
3. To act as advisor, previewing the efforts of each responsibility group as called upon to do so; and
4. To act as counsel, proffer advice, suggestions, innovative alternatives, or recommendations to the groups from an outside vantage point, always with a view toward cooperatively expanding the quality, quantity and effectiveness of their important work.

More specifically, the President-Elect should take on the role of active solicitation of potential members by mail and by personal appearance and lecture, and welcome, on behalf of the President, new and renewing members. The President-Elect should hold an orientation, in the form of a social, reception, or brief session for first-timers new either to FAST or to a large meeting as an introductory orientation at the Annual Meeting.

GUIDELINES FOR MEMBERSHIP

1. Renewal notices should be sent to members when membership expires.
2. Notices should be sent with a self-addressed return envelope.
3. Membership list should be purged of duplicates after the annual conference.
4. Names should be removed from the list if no renewal is received by the time of the annual Fall Conference.
5. Lists of members in each area should be sent electronically to each area director as soon as possible after the Annual Conference.
6. Establish a permanent Public Relations Working Group, charged with;
 - a. conducting periodic needs assessments to provide current information on what science teachers
 - b. need and want in an organization like FAST:b. keeping FAST activities before

- the public and professional eye; and
- c. investigating innovative approaches to expanding FAST membership through brainstorming and contacts with other highly successful organizations.
- 7. Plan, schedule and implement Regional drive-in workshops when resources and interest permit.
- 8. Set up a workshop at each Annual Meeting for Area Directors to share ideas, focus on job description, and brainstorm ideas for increasing membership through membership drives.
- 9. Establish a packet for new members, and maintain supplies of packets and membership cards with Area Directors for preschool meetings and year-round use.
- 10. Aid in coordinating summer institutes when possible.
- 11. Emphasize a closer relationship within K-20.
- 12. Maintain a booth at the Annual Meeting highlighting membership services and activities.
- 13. Develop new member benefits.
- 14. Maintain production of up-to-date membership brochures.
- 15. Maintain a record of memberships, a current (quarterly) mailing list, a listing of life members, and updated statistics on members by geographical area and county.
- 16. Provide mailing lists of Area members, no later than sixty days following the Annual Meeting, to all Area Directors.
- 17. Issue membership cards to members in good standing.
- 18. Issue renewal notices to members.
- 19. Maintain a liaison with the registration committee for the Annual Meeting.
- 20. Maintain a liaison with the NSTA membership services for purposes of utilizing NSTA membership lists for FAST to contact potential members.
- 21. Facilitate life membership functions.

2003

NOMINATING STANDING COMMITTEE

(IX:3d)

1. receive Board-approved Presidential appointments of committee members ninety days before the Annual Meeting of the Corporation (VI:1);
- 2.[solicit from and] consider names presented by an individual member, or associated group, provided such presentation is made to the Nominating Committee at prior to midnight on April 1 (VI:4);
3. verify the eligibility for office of each potential nominee by confirming nominee membership in the Corporation (VI:3);
4. develop and utilize guidelines for determining qualifications for prospective candidates;
5. nominate candidates for President-elect and present the nominees to the general membership by May 15 (VI:2); and
6. work with the Executive Director on the elections (VI:2).

[NOTE: See NOMINATIONS PROCEDURE, ELECTED OFFICERS for step-by-step guidelines and for working with the Executive Director on the elections; see also, ELECTIONS SUPERVISION for the role of the Executive Director].

2003

AD HOC COMMITTEE CHAIRPERSON

(IX:4)

(Advisory)

(Department of Education Representative) (Legislative Liaison)

(Florida Foundation for Future Scientists Representative)

(Affiliate and Associate Group)

(Professional Research) (Awards)

(History and Necrology) (Newsletter)

(Public Relations)

(Resolutions)

STATUS

[Note: An Ad Hoc Committee Chairperson is appointed by the President with the approval of the Board (IX:1); Ad hoc committees may be established for specific needs (IX:4).]

RESPONSIBILITIES

In addition, a Board member holding this office is expected to:

1. take receipt, from the President, of defined duties, a clear statement of objectives and a time frame for accomplishing those objectives within the length of time designated for the committee to exist (IX:2, IX:4);
2. establish, with Board guidelines, and chair a committee charged with the timely achievement of those objectives (Board practice); and
3. prepare reports for the Annual Meeting and for such other times as required by the President (IX:5).

Furthermore, chairpersons of specific committees are required to:

2003

ADVISORY AD HOC COMMITTEE

[NOTE: This committee is composed of all past Presidents of FAST, and such other past officers and friends of FAST as the Board chooses to recognize by appointment; all members of this committee are co-chairpersons, and entitled to attend Board meetings].

1. maintain names and addresses of all past Presidents of the Corporation, and make annual contact with those not active on the Board wherever possible;
2. maintain names and addresses of all other members of the committee; and
3. make available to the Board and to the general membership their unique expertise and experience in the year-to-year continuity of FAST.

2003

**DEPARTMENT OF EDUCATION REPRESENTATIVE
(AD HOC COMMITTEE)**

1. serve as a liaison to the organization;
2. present information regarding trends and issues in science education;
3. locate specific information for members of the Board;
4. update calendars of events relating to science education and present to the Board; and
5. perform other duties as called upon by the Board.

1993

**LEGISLATIVE LIAISON
(AD HOC COMMITTEE)**

1. Obtain information regarding proposed legislation affecting science education.
2. Analyze, summarize, and disseminate information regarding proposed legislation affecting science education in Florida.
3. Suggest appropriate methodology to react to proposed science legislation.
4. Identify situations where FAST representation at hearings, legislative committee meetings, et al., would best serve the Corporation's interest regarding proposed science legislation.
5. Summarize pertinent legislation directly affecting science education in Florida.

1987

**FLORIDA FOUNDATION FOR FUTURE SCIENTISTS REPRESENTATIVE
(AD HOC COMMITTEE)**

1. provide the Board and, through timely submissions to the Journal and Newsletter, the membership with relevant information on the activities of the Foundation and of all timelines for state functions and events;
2. serve as a liaison between the FAST Board and the Foundation; and
3. suggest ways in which the two organizations might work toward common goals in some mutually beneficial way.

1987

AFFILIATE AND ASSOCIATE GROUP AD HOC COMMITTEE

1. identify potential affiliate or associate groups where an affiliation or association might be mutually advantageous;
2. contact identified groups for the purpose of proposing affiliation or association;
3. serve as the Board's contact person with all outside groups and organizations;

4. prepare and annually update an affiliate and associate packet containing copies of Bylaws and organizational materials for groups; and
5. establish guidelines and categories for membership by businesses and industries with an interest in improving science education in the state.

DEFINITIONS:

AFFILIATE GROUP - a non-profit group having a specific science education focus (i.e., Florida Association of Science Supervisors, Florida Foundation for Future Scientists, Florida Marine Science Education Association);

ASSOCIATE GROUP - geographically limited science education group (i.e., Orange County Science Teacher Associations).

PROFESSIONAL RESEARCH AD HOC COMMITTEE

1. identify statewide concerns and propose the ways and means by which FAST can meet them;
2. review the large body of professional research in science education and keep the Board informed of key findings, trends, and potential future problems indicated; and
3. develop a program and time frame for achieving outlined specific activities as recommended by the President and the Board.

Draft- 1994

AWARDS AD HOC COMMITTEE

1. disseminate information on and encourage nominations for area, state and national awards of excellence in science education;
2. propose FAST awards, disseminate information on approved FAST awards, solicit nominations, evaluate nominations and select recipients;
3. present FAST awards at the Annual Meeting; and
4. oversee the FAST awards procedures at the State Science and Engineering Fair and other similar state-wide events by
 - a. establishing criteria for the selection of recipients;
 - b. arranging for judging for the awards;
 - c. selecting the final recipients from the results of the judging; and
 - d. seeing that the awards are presented to the chosen recipients in a proper and ceremonious manner.
5. notify news organizations of winners
6. send congratulatory letter to members who are recipients of science related awards.
7. write item for the Journal and/or newsletter announcing members who have received science related awards.
8. committee members with the exception of the chair should not presently be on the Board.

HISTORY AND NECROLOGY AD HOC COMMITTEE

1. maintain a library of newsletters and journals;
2. maintain a record of Board members, and award winners;
3. maintain a library of Annual Meeting programs;
4. devise a method of obtaining biographical data on deceased prominent science educators in Florida (obituary)
5. maintain a record of deaths of prominent science educators in Florida;
6. provide information to the Journal editor regarding deaths of prominent science educators in Florida;
7. collect statistics of major events and membership status yearly;
8. initiate projects related to the history of FAST (compilation of a list of FAST Presidents, Annual Meetings, and a guide to past issues of the Journal);
9. preserve FAST memorabilia; and
10. prepare a history of FAST for initial publication, and prepare revised editions for publication at five year intervals.

PROCEDURES

1992

NOMINATIONS PROCEDURE, ELECTED OFFICERS

1. The President shall appoint member to serve on the Nomination Standing Committee with the approval of the Board of Directors at the first board meeting following the annual meeting and not later than December 1. (VI:1)
2. The Committee shall compile and evaluate information on all nominees.
3. The Committee forwards to the Executive Director the names of the nominees for the office of President-elect and other officers, along with candidate biographical sketches, statements, and photographs, if submitted. This task should be completed not later than May 1. This will insure that mail-in ballots are in the hands of the general membership not later that May 15.
4. Voting is by mail-in ballot distributed to the membership by May 15 and returned not later that June 15. The responsibility for preparing, mailing, and receiving returned voting materials rests with the Executive Director (see EXECUTIVE DIRECTOR: ELECTIONS SUPERVISION).
5. The Nomination Standing Committee Chairperson, and such Committee members as are available (or other Board designees as needed), meet with the Executive Director prior to August 1 for the purpose of opening, tallying, and certifying the ballots.
6. In the event that no candidate receives a majority, a run off election will be held in accordance with Article VI section 6 of the Bylaws.

NOMINATIONS, PROCEDURE, APPOINTED OFFICERS

1. At the Annual Meeting (in Oct.), the President shall receive an Annual Report of the activities of each appointed member of the Board (see APPOINTED OFFICERS' ANNUAL REPORT), which includes an inquiry of officers' willingness to serve in the present or in some other capacity.
2. The APPOINTED OFFICERS' ANNUAL REPORT forms will be turned over to the President-elect, upon her/his assuming the Presidency at the official close of the Annual Meeting.
3. At the close of the Annual Meeting, the terms of all annually appointed officers and those appointed for longer terms having that meeting's expiration date, officially expire, with the following exceptions:
 - A. The Executive Director
 - B. The officer chosen by the outgoing Board to serve on the Executive Committee.

These officers continue to serve on the Executive Committee with the newly elected officers until the first Board meeting following the Annual Meeting is called to order, at which time their terms of office expire.

4. The business of the Corporation will be conducted, in accordance with the Bylaws, by the Executive Committee between the Annual Meeting and the first Board meeting following it.
5. The new President may invite appointed officers from the old Board to serve another term in the same or in another capacity, or may invite others from the membership to serve on the new Board. The President should have the new Board essentially ready for presentation to the Board at least thirty days prior to the first Board meeting following the Annual Meeting.

6. When the first Board meeting following the Annual Meeting is called to order, the voting members of the Board are the elected officers of the Corporation - President, President-elect, and Immediate Past President and the Area Directors (the terms of the other members of the Executive Committee expired with the calling of the meeting to order).

ELECTIONS SUPERVISION

One of the responsibilities of the Executive Director is to direct the FAST elections. The following tasks are identified:

1. Obtain from the appropriate source the most current mailing labels of the Corporation membership.

2. Obtain from the chairperson of the Nominating Standing Committee the names of the nominees for the office of President-elect, and other elected offices, along with candidate biographical sketches, statements, and if possible, photographs. (Art. VI, Sec. 2).
3. Arrange for the preparation, printing, dissemination, and collection of the Official Ballot.
 - A. Prepare sheet(s) containing biographical sketches of and statements from each candidate (to include a photograph of each if possible).
 - B. Mail ballots to the general membership not later than May 15.
 - C. Return envelopes bearing the address of the Executive Director and plainly marked FAST OFFICIAL BALLOT and the voting deadline legend, MAIL BEFORE June 15.
 - D. receive and safeguard all Official Ballot envelopes postmarked no later than June 15.
4. Meet with the Nominating Standing Committee chairperson, Committee members, or other Board designees prior to July 15 to open, tally, and certify the ballots, and arrange for the printing of run-off ballots in cases of a tie.
5. Notify all candidates of election results within 30 days of ballot cut-off date and not later than 10 days prior to the annual meeting.
6. Announce the name of the newly-elected President-elect along with other elected officers to the general membership (usually during the business session, but the Board, in cooperation with the Program Chairperson, may specify another appropriate time).
7. In the unlikely event that no candidate receives a majority, a run-off election ballots shall be mailed not later than September 1. In order to be counted these return ballots must be mailed by midnight September 10. The candidate receiving a majority of the ballots cast will be declared the winner.

SAMPLE BALLOT

The following is a model for the FAST Official Ballot:



FAST OFFICIAL BALLOT

(Elected Position)
(20__ - 20__)

(PLEASE "X" ONLY ONE BLANK)

_____ NAME OF CANDIDATE #1 (ALPHABETICAL ORDER)

_____ NAME OF CANDIDATE #2 (ALPHABETICAL ORDER)

_____ WRITE-IN _____

HONORARY LIFE MEMBERSHIPS

The Board of Directors may grant honorary life membership to individuals and organizations recognized for unique contributions to science or science education in Florida.

The mechanism for such recognition is a resolution placed before the Board by the Executive Director [see RESOLUTION].

Honorary Memberships may be bestowed on an annual basis, by motion and majority vote of the Board, at any meeting, without a formal resolution.

RESOLUTIONS

It is the responsibility of the Executive Director to prepare resolutions for the Board of Directors (VII:4d). Any officer of the Corporation wishing to propose resolutions to the Board should submit same to the Executive Director at least thirty days prior to the Board meeting at which action is desired. Resolutions are prepared in writing, in accordance with the following format, and formally presented to the Board for action as an Executive Director item on the agenda; the Executive Director maintains a file of all proposed resolutions, whether approved or not

RESOLUTION FORMAT

WHEREAS (description of primary justification for resolution); and

WHEREAS (description of secondary justification for resolution);

WHEREAS (description of any additional justification for resolution);

The Board of Directors of the Florida Association of Science Teachers, Inc., on behalf of its membership, do hereby (appropriate expression: resolve, recognize, bestow upon, honor, reward, etc.)

(NAME OF RECIPIENT)

(TITLE OF RECIPIENT)

(Description of the honor)

Bestowed this ____ day of _____, 20____.

Signature(s) & Title(s) of signing officer(s)

[NOTE: The formal resolution is primarily reserved for the recognition of individuals, organizations or corporations who have contributed significantly to the sciences or to science education in Florida; the bestowing of Life Membership status would be an example. The formal resolution would be used only rarely in taking stands on critical issues in the sciences or science education; the less-structured POSITION STATEMENT would be more appropriate for such purposes.]

FLORIDA ASSOCIATION OF SCIENCE TEACHERS

EXPENSE VOUCHER

*** OFFICE USE ONLY ***

NAME _____ * *

*** PRES.RCD.** _____ *

ADDRESS _____ * *

*** APPVD.** _____ *

CTY/ST/ZIP _____ * *

*** TRES.RCD.** _____ *

PHONE (wk) _____ **(hm)** _____ * *

*** CK. SENT.** _____ *

FAST Position _____ *****

Please list each expense incurred and the amount in the spaces indicated. Sign, date, and attach original receipts to the voucher.

Vouchers should cover expenses incurred between successive Board meetings and be submitted to the President each Board meeting.

Requests for reimbursements for major expenditures may be submitted to the President between meetings, by mail. Photocopies of the voucher and all receipts should be retained by the requesting officer.

It is the responsibility of each officer to keep incurred expenses under the budgeted limit or acquire prior approval of the President to exceed that limit.

ITEM AMOUNT

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

I hereby certify that the above expenses represent legitimate FAST business.

Officer's Signature

Date

OFFICER'S BUDGET

The Bylaws require all Board members to submit a proposed budget to the president at least thirty days prior to the first Board meeting following the Annual Meeting (VIII:4). This allows the President to present a proposed budget for the Corporation at that meeting. Formats for proposed budgets of the various officers of the Corporation follow; additional essential items may be added if necessary.

PRESIDENT

- Travel- NSTA National Convention.....\$
- Travel- State Committee Meetings.....\$
- Printing.....\$
- Office Supplies.....\$
- Postage.....\$
- Telephone.....\$

PRESIDENT-ELECT

- Travel- NSTA Regional Convention.....\$
- Travel- CAG Summer Workshop.....\$
- Printing.....\$
- Office Supplies.....\$
- Postage.....\$
- Telephone.....\$

ALL OTHER CORPORATION OFFICERS

- Printing.....\$
- Postage.....\$
- Office Supplies.....\$
- Telephone.....\$

TREASURER (in addition to the above items)

- Bulk Mailing Permit.....\$
- Auditing Fees.....\$

JOURNAL EDITOR (in addition to above items)

- Journal Printing.....\$
- Journal Mailing.....\$

CONVENTION STANDING COMMITTEE (in addition to above items)

- Annual Convention Seed Money.....\$

AWARDS COMMITTEE (in addition to above items)

Awards.....\$

NEWSLETTER COMMITTEE (in addition to above items)

Newsletter Printing.....\$

Newsletter Mailing.....\$

FLORIDA ASSOCIATION OF SCIENCE TEACHERS, INC
CORPORATION BUDGET (PROPOSED), -

INCOME (PROJECTED)

Annual Meeting.....\$
 Journal Advertisements.....\$
 Membership Dues- Regular (#__x \$__)......\$
 Membership Dues- Life (#__x \$__)......\$
 Miscellaneous Income (list).....\$
 TOTAL INCOME (PROJECTED).....\$

EXPENDITURES (PROJECTED).....\$

PRESIDENT

Travel- NSTA National Convention.....\$
 Travel- State Committee Meetings.....\$
 Printing.....\$
 Office Supplies.....\$
 Postage.....\$
 Telephone.....\$
 Miscellaneous Expenses (see itemized list).....\$
 Sub-total, President.....\$

PRESIDENT-ELECT

Travel- NSTA Regional Convention.....\$
 Travel- CAG Summer Workshop.....\$
 Printing.....\$
 Office Supplies.....\$
 Postage.....\$
 Telephone.....\$
 Miscellaneous Expenses (see itemized list).....\$
 Sub-total, President-elect.....\$

IMMEDIATE PAST PRESIDENT

Printing.....\$
 Postage.....\$
 Office Supplies.....\$

Telephone.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Immediate Past President.....\$

EXECUTIVE DIRECTOR

Printing.....\$
Postage.....\$
Office Supplies.....\$
Telephone.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Executive Director.....\$

TREASURER

Printing.....\$
Office Supplies.....\$
Postage.....\$
Telephone.....\$
Bulk Mailing Permit.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Treasurer.....\$

SECRETARY

Printing.....\$
Office Supplies.....\$
Postage.....\$
Telephone.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Secretary.....\$

JOURNAL EDITOR

Printing.....\$
Postage.....\$
Office Supplies.....\$
Telephone.....\$
Journal Printing.....\$
Journal Mailing.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Journal Editor.....\$

AREA DIRECTORS

Printing.....\$
Office Supplies.....\$
Postage.....\$
Telephone.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Area Directors.....\$

DIVISION REPRESENTATIVES

Printing.....\$
Postage.....\$
Office Supplies.....\$
Telephone.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Division Representatives.....\$

STANDING COMMITTEES

Printing.....\$
Office Supplies.....\$
Postage.....\$
Telephone.....\$
Convention Committee Seed Money.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Standing Committees.....\$

AD HOC COMMITTEES

Printing.....\$
Postage.....\$
Office Supplies.....\$
Telephone.....\$
Awards Committee- Awards.....\$
Newsletter Committee- Printing.....\$
Newsletter Committee- Mailing.....\$
Miscellaneous Expenses (see itemized list).....\$

Sub-total, Ad Hoc Committees.....\$
Board Meeting Expenses.....\$
Summer Retreat/Workshop Expenses.....\$

TOTAL EXPENDITURES (PROJECTED).....\$

[NOTE: Attach explanatory sheet(s) itemizing miscellaneous and unlabeled entries.]

PRESIDENT'S APPOINTED OFFICERS' CHARGES

Being always mindful of the volunteer status of Board officers, and of the many responsibilities already placed upon them by the Bylaws and the Board Policies and Procedures Handbook, a President may, in his/her leadership role, deem it necessary to make special charges to the officers.

Such charges should be limited and reasonable in nature, should be made in writing, be dated, and be accompanied by a realistic timeline for completion and a description of the expected form or format for reporting progress on or completion of such charges.

Whenever possible, such charges should be made at the first Board meeting following the Annual Meeting, and expire with the term of the President making them.

PRESIDENTIAL LIST OF AFFILIATES AND GROUPS

[The procedures outlined herein have been established to maintain an up-to-date list of affiliates and groups.]

1. The chairperson of the Affiliates Ad Hoc Committee provides the President with a current list of affiliates and groups not later than ninety days prior to the Annual Meeting; in the absence of such a position, establishing this list is the responsibility of the President.
2. The President drafts a letter [see PRESIDENT'S LETTER TO AFFILIATES AND GROUPS] to each affiliate and group, inviting each to affiliate with FAST for the next fiscal year. The letter itemizes the present Board policies for recognition of affiliates and groups, and the advantages of continued affiliation. The deadline for renewing an affiliation without requiring formal re-application will be established by the Board (but should not be later than the close of the Annual meeting) and included in the letter. The procedure for expired and new affiliations will also be included.
3. The President mails the letter to all affiliates and groups on the list as soon as possible after receiving the updated list, but not later than sixty days prior to the Annual Meeting. The letter is also mailed to potential affiliates recommended by the Affiliates Ad Hoc Committee or other sources.
4. At the Annual Meeting, and in the official program of the Annual Meeting and in other publications of the Corporation, affiliates are duly recognized in a manner to be determined by the Board.
5. Within thirty days of the closing of the Annual meeting, the new Immediate Past-President provides the new President with the current list of affiliates.
6. The new President drafts and dispatches personal letters of welcome to the contact persons of each of the new or renewing affiliates not later than sixty days following the Annual Meeting.
7. At the first Board meeting following the Annual meeting, the new President provides her/his newly-appointed chairperson of the Affiliated Groups Ad Hoc Committee with the current list of affiliates and groups, or maintains same herself/himself should the Committee not be established.

PRESIDENTIAL LIST OF AFFILIATES AND GROUPS

Effective (enter date)

The following organizations with similar purposes as FAST have applied for affiliation with the Corporation in accordance with Article XI of the Bylaws, and are entitled to all appropriate recognitions and privileges:

[List in alphabetical order by organization name]

1. (Name of organization) (Name of contact person)
(Organization address) (Address of contact)
(City, State, Zip) (City, State, Zip)
(Area Code and Phone) (Area Code and Phone)

2.

PRESIDENT'S LETTER TO AFFILIATES AND GROUPS

[To be sent not later than sixty days prior to the Annual Meeting]

Date

Name of contact person

Name of organization

Address of organization or contact

City, State, Zip

Dear (Name of contact):

The Florida Association of Science Teachers (FAST), a non-profit state chapter of the National Science Teachers Association, is proud to recognize the many organizations sharing our common purpose of promoting science education throughout Florida.

As you know, our Corporation Bylaws provide for the encouragement of other organizations with similar purposes to affiliate with us and to appoint a representative to work with area directors.

The deadline for renewing an affiliation agreement with FAST for our upcoming Fiscal Year (Oct.-Oct.), without re-applying, is (insert date). To renew, simply check the enclosed postage-paid card for the correct name, address, and contact person for your organization, and return it.

Application procedures for new and expired affiliates are:

1. Submit on letterhead a formal request for affiliation.
2. Include the statement, "We understand that any action by an affiliate that would adversely affect

any other affiliate or FAST shall not be binding upon FAST unless there is prior approval by the FAST Board (Art.XI, Sec.3(c), FAST Bylaws)."

3. Include the name, address and phone number of your official contact person.
4. Have your President or chief officer sign the letter.
5. Enclose a copy of your Constitution and Bylaws for our records, and mail to the President, FAST.

The enclosed sheet outlines what we feel are some compelling reasons for affiliating with FAST. We sincerely hope that you will give us the opportunity to serve your organization and membership for many years to come!

Sincerely,

(signature)
President, FAST

TEN REASONS FOR AFFILIATING WITH FAST
(FLORIDA ASSOCIATION OF SCIENCE TEACHERS, INC.)

1. When your group or organization affiliates with FAST it is affiliating with one of the FASTest growing State organizations in the Southeast, and a state chapter of the National Science Teachers Association.
2. You lend the prestige of your organization and the voices of your membership to FAST's efforts to inform the state government's leadership and the general public about issues of concern and importance to science teachers and science education in Florida.
3. Through your designated contact person and the FAST Area Director serving your area, your organization has a pipeline to the policy-making Board of FAST, bringing your group's unique concerns to the attention of the entire state's representatives.
4. Through your contact person, your organization will be kept aware of all major business matters and issues before the FAST Board through timely and informative newsletters from the President.
5. Your organization may enhance even further its prestige by identifying itself as an affiliate of FAST in mailings and publications.
6. FAST will provide your organization with even wider recognition by acknowledging its affiliate status in FAST publications and in the official program of the Annual Meeting.
7. When your group chooses to purchase one or more group memberships at the time of affiliation (at the prevailing individual membership rate), your contact person receives an equal number of copies of all FAST publications and mailings for your library or files.
8. Groups purchasing one or more group memberships are additionally entitled to one time-block, as available, first-come, first-served, for a meeting or presentation session for its membership at the FAST Annual Meeting.
9. Members of affiliates who are not FAST members are offered discounts on the non-member rates for FAST Annual Meetings and for merchandise offered, as the Board approves.
10. Members of your organization are encouraged to join FAST as well, to take advantage of the

many benefits of FAST membership, which include two issues of the FAST Journal, the Florida Science Teacher, our informative FAST NEWSLETTER, and the lowest registration rates for our annual meetings. FAST also encourages its members in your area to join your group.

PRESIDENT'S LETTER TO NEW AND RENEWING AFFILIATES

[To be sent not later than sixty days following the Annual Meeting]

Date

Name of contact person

Name of organization

Address of organization or contact

City, State, Zip

Dear (Name of contact):

On behalf of the Florida Association of Science Teachers, Inc. (FAST), allow me to take this opportunity to welcome your organization as an affiliate for the 20__ - 20__ year.

We are proud of the outstanding work of our many affiliates on behalf of science teaching and science education each year, and take pleasure in providing formal recognition of that work at every opportunity. Please keep us informed about the activities of your organization and its members through frequent letters to our Journal and Newsletter editors and to our Area Director serving your area.

We shall continue to strive to keep FAST an organization that will bring pride to your group by affiliation.

Again, welcome to FAST! If I may be of assistance to you during my term as FAST President, please do not hesitate to call on me.

Sincerely,
(signature)
President, FAST

Enc: FAST membership forms

STANDARD AGENDA FORMAT

BOARD MEETING

(Date)

(Time)

(Location, City)

AGENDA

1. Call to Order (name of President)
2. Elected and Appointed Executive Officers' Reports
 - a. Secretary, Reading of Minutes (name)
 - b. Treasurer (name)
 - c. President (name)
 - d. President-Elect (name)
 - e. Immediate Past President- President (name)
 - f. Executive Director (name)
 - g. Journal Editor (name)
3. Appointed Administrative Officers' Reports: Area Directors
 - a. Area 1 (name)
 - b. Area 2 (name)
 - c. Area 3 (name)
 - d. Area 4 (name)
 - e. Area 5 (name)
 - f. Area 6 (name)
 - g. Area 7 (name)
 - h. Area 8 (name)
 - i. Area 9 (name)
 - j. Area 10 (name)
 - k. Area 11 (name)
4. Appointed Administrative Officers' Reports: Division Representative
 - a. Elementary (name)
 - b. Middle/Junior High (name)
 - c. High School (name)
 - d. Post Secondary School (name)
 - e. Non-Public School
5. Appointed Administrative Officers' Reports: Standing Committee Chairpersons
 - a. Audit (name)
 - b. Convention (name)
 - c. Membership (name)
 - d. Nominations (name)

6. Appointed Administrative Officers' Reports: Ad Hoc Committee Chairpersons
 - a. Advisory (names)
 - b. Department of Education (name)
 - c. Legislative (name)
 - d. Florida Foundation for Future Scientists (name)
 - e. Affiliate and Associate (name)
 - f. Professional Research (name)
 - g. Awards (name)
 - h. History and Necrology (name)
 - i. Newsletter (name)
 - j. Special Representative, Area 11 (name)
7. Old Business
8. New Business
9. Adjournment

[Note: Deviations from this Bylaws based hierarchical format are at the discretion of the President or the Board of Directors. This is only a suggested format.]