

ILLINOIS SCIENCE TEACHING ASSOCIATION



OPERATING POLICIES

DATED: JULY 11, 2023

ILLINOIS SCIENCE TEACHING ASSOCIATION GOVERNANCE POLICIES

The Illinois Science Teaching Association (ISTA), hereinafter referred to as the Association or ISTA, was established in 1967 and chartered as a 501(c)(3) in 1976 and is governed by the Illinois General Not For Profit Corporation Act of 1986, the Articles of Incorporation of the Association, the Bylaws of the Association, these Governance Policies and Procedures, and other actions approved by the Board.

Mission Statement: The mission of the Illinois Science Teaching Association (ISTA) is to promote excellence in science teaching and learning throughout Illinois.

Vision Statement: The vision of the Illinois Science Teaching Association (ISTA) is to establish ISTA as a resource for science education so that all students are scientifically and technologically literate, responsible and productive citizens.

TABLE OF CONTENTS

[ARTICLE I – PREAMBLE](#)

[ARTICLE II – MEMBERSHIP](#)

[ARTICLE III – REGIONAL ORGANIZATION](#)

[ARTICLE IV – BOARD OF DIRECTORS](#)

[ARTICLE V – BOARD OF DIRECTORS DUTIES](#)

[ARTICLE VI – STANDING AND AD HOC COMMITTEES](#)

[ARTICLE VII – NOMINATIONS AND ELECTIONS](#)

[ARTICLE VIII – MEETINGS OF MEMBERS](#)

[ARTICLE IX – FINANCE](#)

[ARTICLE X - STAFF POSITIONS](#)

[ARTICLE XI – GENERAL PROVISIONS](#)

[ARTICLE XII – AFFILIATED AND PARTNERING ORGANIZATIONS](#)

[ARTICLE XIII — AMENDMENTS](#)

[CERTIFICATION](#)

APPENDICES

[BOARD OF DIRECTORS STANDARDS](#)

[BOARD OF DIRECTORS MEETING SCHEDULE](#)

[BOARD OF DIRECTORS NOMINATIONS AND ELECTION GUIDANCE](#)

[APPLICATION FOR BOARD OF DIRECTOR SERVICE](#)

[CODE OF CONDUCT POLICY](#)

[MONITORING AFFIRMATION](#)

[CONFLICT OF INTEREST POLICY](#)

[ANTI-HARASSMENT POLICY](#)

[WHISTLEBLOWER POLICY](#)

[COMMUNICATION POLICY](#)

[REIMBURSEMENT POLICY](#)

[TRAVEL PRE-APPROVAL FORM](#)

[REIMBURSEMENT REQUEST](#)

[CHECK REQUEST](#)

ARTICLE I – PREAMBLE

- Section 1. Name:* The name of the organization shall be the Illinois Science Teaching Association. In these operating policies, the shorthand ASSOCIATION shall identify the organization. It shall be a nonprofit organization incorporated under the laws of the State of Illinois.
- Section 2. Mission:* The ASSOCIATION is organized exclusively for scientific and educational purposes. The mission of the Illinois Science Teaching Association (ISTA) is to promote excellence in science teaching and learning throughout Illinois.
- Section 3. Parliamentary Authority:* Robert's Rules of Order, latest edition, shall prevail unless specifically covered by the ASSOCIATION's Bylaws or Operating Policies. The President-Elect shall serve as the parliamentarian.

ARTICLE II – MEMBERSHIP

- Section 1. Eligibility for Membership:* The membership of the ASSOCIATION shall be open to all interested in science and/or education. Membership in this ASSOCIATION shall be available to all persons who are interested in the provision of science education regardless of ethnicity, gender, creed, or national origin, and who agree to comply with the basic tenets of the ASSOCIATION as described in the Bylaws.
- Section 2. Categories of Membership:* The qualifications of the two categories of members shall be:
- A. *Regular Member:* Shall be individuals in pre-K to 12 education and administrations, individuals in informal and higher education, and others who support the purpose of the ASSOCIATION.
 - B. *Special Member:* Preservice, New Teacher, Retired Teacher, Educational (Department/School/District) Institution, Institutional, and Honorary Members must subscribe to the Purpose of the ASSOCIATION and shall have the same privileges
 - a. *Preservice Member:* Shall be pre-service teachers who support the purpose of the ASSOCIATION.
 - b. *New Teacher:* Shall be teachers within the first five years of their teaching career who support the purpose of the ASSOCIATION.
 - c. *Retired Member:* Shall be post-service teachers who support the purpose of the ASSOCIATION.
 - d. *Educational Institution Member:* Shall be a group, from a department, school, or district who support the purpose of the ASSOCIATION.
 - e. *Institutional Member:* Shall be a group, from an institution-who support the purpose of the ASSOCIATION.

- f. *Honorary Member*: Shall be any individual who has participated in special programming to further science education, received special recognition in the field of science education, has contributed outstanding service to the ASSOCIATION, or has had a distinguished career in teaching or scientific research. Honorary membership can be awarded as a one (1) year or lifetime membership.
 - i. Individuals participating in special programming within the ASSOCIATION and/or within affiliates and partnering organizations of the ASSOCIATION may be presented with an honorary membership for one (1) year. Honorary memberships may be included in agreements between affiliates and partnering organizations or presented independently for Board of Director approval at regular scheduled meetings.
 - ii. Individuals who are elementary, science, mathematics, engineering, and/or computer science Illinois educators awarded the Illinois Teacher of the Year, NSTA Awards and Recognitions, and/or the Presidential Awards for Excellence in Science Teaching are presented with honorary membership for one (1) year.
 - iii. Lifetime membership:
 - 1. Nominations for lifetime honorary membership shall be proposed, in writing, to the Board of Directors by at least ten voting members of the ASSOCIATION or three members of the Board of Directors. Such nominations shall be supported by appropriate biographical information. A duly proposed candidate, upon receiving endorsement by majority vote of the Board of Directors, shall be declared an honorary lifetime member. Lifetime memberships shall be presented at the annual membership meeting.
 - 2. Past-Presidents who have fulfilled their term as outlined in these policies are automatically honorary lifetime members.
- g. Additional special categories of membership may be designated by the Board of Directors.

Section 3. Duration of Memberships: The membership year shall be for one (1) year beginning on the date that dues are collected and processed by the ASSOCIATION. Membership will be granted in yearly increments. Individuals may purchase one or more years of membership. Continued membership is contingent upon payment of membership dues. A renewal membership year(s) shall begin on the renewal date at the completion of the year(s) previously purchased.

Section 4. Dues: The annual dues shall be determined for each category of membership by the Board of Directors, but may not be changed more than once a year. The detailed fee structure shall be posted on the ASSOCIATION's website. No dues shall be refunded to any member whose membership terminates for any reason.

Section 5. Membership Procedures:

- A. *Application:* All applications for membership shall be submitted to the ASSOCIATION using the designated application forms and must include payment. Regional designation within membership shall be primarily determined by the county in which the applicant works.
- B. *Transfer:* Membership may not be transferred.
- C. *Resignation and Termination:* Any member may resign by filing a written resignation with the Secretary. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

Section 6. Membership Rights: Members of the ASSOCIATION shall be entitled to all of its rights and privileges, including the right to vote and to hold office.

- A. *Voting:* Proposals to be offered to members for a vote shall first be approved by the Board of Directors. On any vote, a plurality of those voting shall determine the action.
- B. *Hold Office:* Current ASSOCIATION members may be eligible to hold office on the Board of Directors, assuming qualifications are met.

ARTICLE III – REGIONAL ORGANIZATION

Section 1. Regions: The ASSOCIATION shall be divided into seven regions:

- Region I Cook except Chicago, Lake, McHenry, Kane, Kendall, Grundy, DuPage, Will
- Region II Boone, Winnebago, Carroll, Jo Daviess, Stephenson, DeKalb, Lee, Ogle, Whiteside, Rock Island, Bureau, Henry, Stark, LaSalle, Marshall, Putnam
- Region III Henderson, Knox, Mercer, Warren, Peoria, Fulton, Hancock, McDonough, Schuyler, Mason, Tazewell, Woodford, Adams, Brown, Cass, Morgan, Pike, Scott, Menard, Sangamon
- Region IV Iroquois, Kankakee, DeWitt, Livingston, Logan, McLean, Macon, Piatt, Champaign, Ford, Vermillion, Clark, Coles, Cumberland, Douglas, Edgar, Shelby, Moultrie
- Region V Calhoun, Greene, Jersey, Macoupin, Madison, Bond, Christian, Fayette, Effingham, Montgomery, Monroe, Randolph, St. Clair

Region VI Clay, Crawford, Jasper, Lawrence, Richland, Clinton, Jefferson, Marion Washington, Edwards, Gallatin, Hamilton, Hardin, Pope, Saline, Wabash, Wayne, White, Franklin, Johnson, Massac, Williamson, Alexander, Jackson, Perry, Pulaski, Union

Region VII City of Chicago

Section 2. Regional Directors: Two persons from each region shall serve as regional directors. Eligibility for service shall be primarily determined by the county or city in which the director works. There shall be a total of fourteen (14) Regional Directors.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Members and Qualifications: The Board of Directors shall be composed of the elected officers and the fourteen Regional Directors. The Board of Directors shall consist of nineteen voting members: five (5) Executive Officers (President, President-Elect, Immediate Past President, Vice President, Secretary) and fourteen (14) Regional Directors. Any regular member in good standing shall be eligible for nomination, election and service on the Board of Directors, with the exception of the President-Elect position. Any Board Member in good standing who has served a minimum of one term on the Board of Directors or who has provided extended service to the ASSOCIATION shall be eligible for nomination and election as President-Elect and service in the three-year Presidential term. No two positions on the Board of Directors may be held by the same person, except in the event of appointment due to office vacancy.

Section 2. Authority and Responsibility: The Board of Directors is the ASSOCIATION's governing body. As such, the Board sets policy and makes decisions on behalf of the membership by providing general oversight regarding the affairs of the ASSOCIATION, its committees, affiliates and publications; determining its policies or changes therein; actively pursuing ASSOCIATION goals and objectives; and monitoring financial affairs. The Board of Directors adopts rules and regulations for the conduct of the ASSOCIATION. The Officers and Regional Directors are voting members of the Board of Directors. Members of the Board of Directors follow the [*Board of Directors Standards*](#) as outlined in these Operating Policies.

Section 3. Compensation: The Board of Directors shall receive no compensation for their services other than reasonable, approvable reimbursement for expenses incurred on behalf of the ASSOCIATION.

Section 4. Terms of Office: Each term of office begins at the end of the first Board meeting following January 1 of the upcoming year. The President track shall be a three-year commitment and shall automatically progress based on the following terms: President-Elect (1 year), President (1 year) and Immediate Past President (1 year), each with a one-year term limit. The Vice President, Secretary, and Regional Directors shall serve a two-year term. Regional Director terms will be staggered to ensure continuity.

Section 5. Vacancy: The death, resignation, or removal of a member of the Board of Directors shall constitute a vacancy.

A. *Type:*

- a. *Resignation:* A Board member may resign by filing a written resignation by mail or in person with the Secretary. The resignation should be a formal letter including the date, the Secretary's name to whom it is addressed, the reason for the resignation, and the person's signature. The Board of Directors shall be notified of all resignations as soon as is practical, but in a time period not to exceed one week.
- b. *Removal:* Any Board member who violates Board of Directors Standards as outlined in these Operating Policies may be removed by a majority vote of the Board of Directors. Prior to such a vote, the individual in question will be invited to address the Board of Directors.

B. *Appointment:* In the event of a vacancy in the Board of Directors, with the exception of President, immediate Past-President, and/or President-Elect, the vacancy shall be filled by appointment of the President with the approval by a majority of the Board of Directors, within two months. In the event that a vacancy occurs in the office of President, immediate Past-President, and/or President-Elect, the resulting vacancy shall be filled in accordance with the succession procedures in Article IV, Section 6.

Section 6. Succession: In the event of the death, resignation, or removal of the President, immediate Past-President, and/or President-Elect this succession procedure shall be followed:

A. *President:* The Vice President shall assume the office of President.

B. *President-Elect:* The President shall approach the first runner-up from the most recent election to fill the vacancy. If that person cannot serve, a vacancy shall be filled by the Elections and Nominating Committee and approved by the Board of Directors.

C. *Immediate President-Elect:* The most recent, previous Past-President shall assume the office of Past-President. If that person cannot serve, the Board of Directors will assume the roles and responsibilities of the Past-President.

Section 7. Regular meetings: A regular meeting shall be held no less than five (5) times during the fiscal year. These meetings should be scheduled by the President per the ASSOCIATION's [Board of Directors Meeting Schedule](#) as outlined in these Operating Policies. Additional meetings may be called as necessary to conduct the business of the ASSOCIATION and may take place via face-to-face meetings, conference call, or contemporaneous electronic means, provided there is a participating quorum and the identity of all members can be verified at the time of the meeting.

Section 8. Notice: Notice of all such regular and additional meetings shall be posted at least fourteen (14) calendar days in advance. A written agenda and, to the extent possible, copies of all

documents regarding matters upon which action is proposed to be taken shall be available to all Board members at least two weeks in advance.

Section 9. Special Meetings and Notice: Special meetings may be called by the President or one-third of the Board of Directors in order to enable the Board of Directors to respond to issues that need immediate attention. Notice shall be posted and given at least three (3) days in advance. The special meeting may take place via face-to-face meetings, conference call, or contemporaneous electronic means, provided that notification to all Board of Directors has been given at least three days in advance of the meeting, there is a participating quorum, and the identity of all members can be verified at the time of the meeting.

Section 10. Quorum: For business transactions to take place and motions to pass at all meetings of the Board of Directors, a simple majority of the elected members shall constitute a quorum.

Section 11. Voting: Voting rights of a Board member shall not be delegated to another nor exercised by proxy. Action taken at a Board meeting shall constitute a valid action. In addition, action taken by mail or electronic mail ballot, in which a majority of voting members in writing indicate agreement, shall constitute a valid action of the Board.

ARTICLE V – BOARD OF DIRECTOR DUTIES

Section 1. Duties: The duties of the members of the Board of Directors shall be those as prescribed by parliamentary procedures and/or the ASSOCIATION.

Section 2. President: The President shall preside at all meetings of the Executive Committee and the Board of Directors. The President, under the direction of the Board of Directors, shall have general charge of the affairs of the ASSOCIATION and must ensure its operating policies are followed. The President shall be a member ex-officio, without vote, of the Standing Committees, appoint committee chairs and shall serve on the Public Relations, Publications and Media Presence Committee; shall be a member of NSTA; and shall, if possible, attend at least one of the NSTA National Conferences and NSTA National Congress.

Section 3. Vice President: The Vice-President shall perform the duties of the President in the absence of the President and shall assume the office of the President, if vacated. The Vice-President shall be an ex-officio member, without vote, of all Standing Committees and shall chair the Finance Committee and sit on Grants, Partnerships and Sponsorships Committee. The Vice-President shall be a member of NSTA.

Section 4. President-Elect: The President-Elect shall work cooperatively with the President in administering the affairs of the ASSOCIATION and serve as the parliamentarian. The President-Elect shall sit on the Awards Committee and the Grants, Partnerships and Sponsorships Committee. The President-Elect shall be a member of NSTA.

Section 5. Past-President: The Immediate Past-President shall advise and assist the President in the performance of the duties of the office and shall sit on the Conference Committee and chair the Nominations and Election Committee. The Past-President shall be a member of NSTA.

Section 6. Secretary: The Secretary shall keep an accurate record of the proceedings of the ASSOCIATION, of the Executive Committee, and of the Board of Directors. The Secretary shall send copies of the minutes of these meetings to all members of the Board of Directors within two (2) weeks of the meeting. The Secretary shall sit on the Public Relations, Publications and Media Presence Committee and the Educator Support Committee.

Section 7. Executive Committee: The Executive Committee shall be comprised of the five Executive Officers of the ASSOCIATION and shall also include the Finance Director, Assistant Executive Director, and Executive Director as non-voting, ex- officio members.

Section 8. Emergency Powers: The Executive Committee, in the case of an emergency, shall have the power to act on behalf of the Board of Directors. The Board shall be notified of all emergency actions as soon as is practical, but in a time period not to exceed two weeks.

Section 9. Regional Directors: The Regional Directors shall attend Board of Directors meetings and assist the Officers with their duties by serving on committees. Each region may host one or more professional development opportunities in their region each fiscal year. They shall represent the ASSOCIATION at regional and state activities, shall serve as advocates for the ASSOCIATION, and encourage membership in the ASSOCIATION.

Section 10. Absences: It is expected that official duties of all Board members shall include attendance at a majority of the Board of Directors meetings during any year. Non-attendance of Board of Directors meetings may be grounds for removal from office.

ARTICLE VI – STANDING AND AD HOC COMMITTEES

Section 1. Committees and Duties: The Standing Committees shall be: Awards, Conference, Educator Support, Finance, Grants, Partnerships and Sponsorships, Nominations and Elections, and Public Relations, Publications, and Media Presence. The terms of office of the Standing Committee chairpersons shall coincide with that of the President. The Standing Committee chairpersons not specified in these policies, shall be appointed by the President within thirty days after taking office.

Guidance shall be provided to each standing committee, with projected charges, deadlines, financial allowances, and measurable objectives by the President. The chair of each standing committee shall submit an annual report of activities and expenditures to the Secretary at least eight days in advance of the first regularly scheduled Board of Directors meeting of the fiscal year. The Secretary will include standing committee annual reports with the Board meeting agenda and documents sent one week in advance of the Board meeting. A committee representative shall present the annual report at the Board meeting.

Ad hoc committees may be appointed by the President and then brought to the Executive Committee for ratification. The Board of Directors must be notified within two weeks time, and the notice of the ad hoc committee must be publicized to membership. Specific charge, deadlines, financial allowances, and measurable objectives shall be required. There shall be a generalized ‘sunset’ of one year (or less, as appropriate). The chair of each ad hoc

committee shall submit a report of activities and expenditures to the Secretary at the close of the ad hoc committee. A committee representative shall present the report to the Board of Directors at the next regularly scheduled Board meeting.

Section 2. Awards: The Awards Committee shall maintain the ASSOCIATION award program. The committee shall be responsible for the nomination and selection process of individuals (teachers, administrators, and students) to be honored and recognized by the ASSOCIATION. The Board shall be represented by the President-Elect. The serving staff member will include, but is not limited to the Executive Director.

Section 3. Conference: The Conference Committee shall plan the ASSOCIATION's conference. The committee shall be responsible for developing a conference theme, planning and securing speakers, presentations, exhibitors, workshops and required state and selected association evaluation protocols. The Board shall be represented by the Past-President.

Section 4. Educator Support: The Educator Support Committee shall collaborate to promote excellence in science teaching and learning throughout Illinois through educator support initiatives. The committee shall be responsible for developing an annual educator support plan, promoting resources, and organizing professional learning opportunities. The Board shall be represented by the Secretary and shall include, but not be limited to, the ISTA Professional Learning Credit Coordinator and Assistant Executive Director.

Section 5. Finance: The Finance Committee shall provide financial oversight in order to maintain the financial stability of the ASSOCIATION. The committee shall propose an annual operating budget to the Board of Directors for adoption each fiscal year and shall present the operating budget to the membership at the annual membership meeting; ensure annual filings are submitted, perform annual audit, and develop long term financial plans. The Finance Committee shall be chaired by the Vice President and shall include, but not be limited to, the Finance Director.

Section 6. Grants, Partnerships and Sponsorships: The Grants, Partnerships and Sponsorships Committee shall seek and apply for grants, partnerships and sponsorships on behalf of the ASSOCIATION. The committee shall collaborate with regional directors to develop regional relationships intended to sponsor the ASSOCIATION's various activities, including but not limited to awards and conference sponsorships. The Grants, Partnerships and Sponsorships Committee will research and apply for possible national and local grant opportunities. Before soliciting a possible grant or sponsorship the committee will (1) research the organization to make sure it aligns with the goals and mission of the ASSOCIATION and (2) submit the name of the grant or sponsorship to the executive committee for approval. The Board shall be represented by the Vice President and President-Elect. The serving staff member shall include, but not be limited to, the Finance Director.

Section 7. Nominations and Election: The Nominations and Election Committee shall oversee the ASSOCIATION's nomination and election process of the Board of Directors. The committee shall secure candidates, prepare a suggested slate for evaluation by the Board of Directors, and conduct the ASSOCIATION's elections. This committee shall be chaired by the immediate Past-President and shall include, but not be limited to, those Regional Directors

whose terms render them ineligible for re-election within the current election and the Executive Director.

Section 8. Public Relations, Publications, and Media Presence: The Public Relations, Publications, and Media Presence Committee shall oversee the ASSOCIATION's member communication, publications, and media presence. The committee shall regularly provide communication to the membership and promote the purpose of the ASSOCIATION through contemporaneous media outlets. The committee shall cultivate written entries, develop content, and provide oversight of the creation and distribution of the *ISTA Newsletter* and other ASSOCIATION publications. The Board shall be represented by the President and the Secretary and include, but not be limited to, Executive Director, and Assistant Executive Director.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Section 1. Nominees: The Nominations and Elections Committee (hereafter, within Article VII, the COMMITTEE) shall present a slate of nominees to the Executive Committee by August 15th. All nominees/applicants must be ASSOCIATION members.

Nominations shall be solicited from the ASSOCIATION members. It shall be the duty of the COMMITTEE to obtain acceptance of nominees, to verify ASSOCIATION membership, to develop a balanced slate, and to prepare the vitae to accompany both the online slate and the electronic ballot. It shall be the aim of the COMMITTEE to present at least two candidates for each office. The committee shall follow the [Board of Directors Nominations and Elections](#) as outlined in these Operating Policies.

Section 2. Ballots: It shall be the duty of the COMMITTEE to oversee the election process. Elections will be conducted by electronic ballots available to all ASSOCIATION members.

Section 3. Election of Board of Directors: The slate of candidates, timelines, and procedures for voting shall be established in advance by the COMMITTEE and posted on the ASSOCIATION's website no later than September 1. A period of at least two weeks shall be permitted for electronic voting. The Board of Directors shall be notified of the results by the chairperson of the COMMITTEE within one week of the close of the voting. The Board of Directors shall certify the election results based on the majority of votes cast for each position. In the event of a tie, the Board of Directors shall vote by secret ballot to determine the candidate elected. All candidates shall be notified of the results of their race by the COMMITTEE within five (5) business days of certification of the results, and full election results shall be posted publicly by the COMMITTEE within one (1) week of notification of the candidates. The COMMITTEE shall submit a final report of the election results to the Board of Directors including total number of eligible voters per region, total votes cast (including a breakdown of votes per region), and votes earned by each candidate per region/office.

An ISTA member may request vote totals for the specific ISTA election for which he or she was a candidate. The request must be submitted to the President of the ASSOCIATION with assurances of professional confidentiality of the specific results of that office or

directorship candidacy. The request will be directed to the COMMITTEE for immediate action and response within two (2) weeks.

Section 4. Start of Term: The newly elected Board of Directors shall take office at the end of the first meeting in the new calendar year.

Section 5. Contested Election Protocols: An election can only be contested within the five (5) business days immediately following the receipt of notification by the candidate from the COMMITTEE. If the candidate wishes to contest an election, they must formally request, by way of the ISTA President, a review of the election process. Within two (2) business days of receipt of official request of the review of the election process, the ISTA President will appoint an Ad Hoc Committee that includes three (3) Board members selected by the candidate.

The Ad Hoc Committee shall have ten (10) calendar days to review the election process, election results, and to complete a summary report. The summary report must be received by the Executive Committee, no later than five (5) calendar days before the fall board meeting. If the Ad Hoc Committee cannot certify the election followed the process, as described in ISTA policy, or cannot verify the results, a new election for the contested position may be deemed necessary. This new election shall be announced and conducted within three (3) to five (5) calendar days of the Executive Committee's receipt of the summary report.

If a new election is to be held, an announcement of the new election must be made via a posting on the ISTA website and be sent electronically to all members. The electoral ballot will contain the same slate of candidates. This announcement shall detail the start and end date of this election period, which should not exceed two (2) weeks of voting time. At the end of the voting period, the ISTA President and the Electoral Ad Hoc Committee shall certify the vote and announce the results to the ISTA Board of Directors, the elected candidate, non-elected candidates, and the ISTA membership within three (3) to five (5) calendar days of the end of the election.

ARTICLE VIII – MEETINGS OF MEMBERS

Section 1. Regular Meetings: There shall be one general business meeting of the ASSOCIATION membership each year. This meeting should be held in conjunction with the Association's annual conference. In the event that the National Science Teaching Association (NSTA) conference occurs in lieu of the ASSOCIATION conference, this meeting should take place in the fall at an ASSOCIATION sponsored event. Members should be able to attend in person or via electronic means.

Section 2. Special Meetings: Additional meetings of the membership of the ASSOCIATION may be scheduled by the Board of Directors as the need arises or in response to a petition signed by at least ten percent of the voting membership.

Section 3. Notice of Meetings: Electronic notice of each meeting shall be given to each voting member, not less than two weeks prior to the meeting.

Section 4. Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 5. Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting when the vote takes place.

ARTICLE IX – FINANCE

Section 1. Fiscal Year: The fiscal year of this ASSOCIATION shall begin January 1 of each year.

Section 2. Budget: The ASSOCIATION operating budget shall be adopted annually by the Board of Directors prior to the start of the fiscal year.

Section 3. Audit: The Board of Directors shall establish a schedule for financial audits to be completed by the Finance Committee or external entity as recommended by the Finance Committee.

ARTICLE X - STAFF POSITIONS

Section 1. Staff Position Creation or Vacancy: Upon the announcement of the creation or vacancy in the position of Executive Director, Assistant Executive Director, or Finance Director, an Ad Hoc committee shall be created by the President of the ASSOCIATION. This committee shall develop an application package for announcing the notice of each opening, job description and complete the review and recommendation process in a timely manner, optimally within three months of the announced vacancy.

The committee shall make a recommendation to the Executive Committee which in turn shall either recommend this candidate to the Board of Directors for their review and approval or reinstate the search. A majority vote is required of the Board of Directors at a properly convened meeting to initiate the employment of the Executive Director, Assistant Executive Director, or Finance Director. The Executive Committee can appoint an interim STAFF for a term not to exceed six months and this term cannot be renewed, except via the above selection procedures.

Section 2. Reviews: The [Staff Responsibilities and Job Descriptions](#) and job performance of the Executive Director, Assistant Executive Director, and Finance Director will be reviewed utilizing [evaluation tools](#) annually, prior to contract expiration by the Executive Committee. The [Staff Responsibilities and Job Descriptions](#) will be revised as needed by the Executive Committee. Areas of necessary refinement of duties or performance shall be integrated into individual contracts.

Section 3. Termination: The Executive Committee may recommend dismissal of the Executive Director, Assistant Executive Director, or Finance Director to the Board of Directors with a simple majority vote of the Executive Committee. The Executive Director, Assistant Executive Director, and Finance Director are permitted to address the board. A majority vote is required of the Board of Directors at a properly convened meeting to terminate the employment of the Executive Director, Assistant Executive Director, or Finance Director effective immediately after the vote.

Section 4. Duties of ISTA Executive Director: The ASSOCIATION shall employ an Executive Director to perform administrative and leadership duties as determined and described by the Executive Committee [contractually](#), including, but not limited to: work collaboratively with the Assistant Executive Director and Finance Director to ensure coherence and continuity with ASSOCIATION business, serve as a representative of the ASSOCIATION, act as business manager of the ASSOCIATION, perform membership duties, and serve as an onsite coordinator of the ASSOCIATION conference.

Section 5. Duties of ISTA Assistant Executive Director: The ASSOCIATION shall employ an Assistant Executive Director to perform administrative and leadership duties as determined and described by the Executive Committee [contractually](#), including, but not limited to: work collaboratively with the Executive Director and Finance Director to ensure coherence and continuity with ASSOCIATION business, serve as a representative of the ASSOCIATION, act as communications manager of the ASSOCIATION, perform membership duties, and serve as presentation and program coordinator of the ASSOCIATION conference.

Section 6. The ASSOCIATION shall employ a Finance Director to perform administrative and leadership duties as determined and described by the Executive Committee [contractually](#), including, but not limited to: work collaboratively with the Executive Director and Assistant Director to ensure coherence and continuity with ASSOCIATION business, serve as a representative of the ASSOCIATION, act as fiscal manager of the ASSOCIATION, perform membership duties, and serve as coordinator of the ASSOCIATION conference.

Section 7. Committee and Board of Director Service: Staff will serve on Standing and Ad hoc committees as assigned. Staff are ex officio, non-voting members of the Executive Committee. Staff are non-voting members on the Board of Directors.

Section 8. The Executive Director, Assistant Executive Director, and Finance Director shall be bonded in an amount commensurate with the ASSOCIATION'S financial responsibilities.

ARTICLE XI – AFFILIATED AND PARTNERING ORGANIZATIONS

Section 1. Categories of Affiliation and Partnerships: Organizations which subscribe to the objectives of the ASSOCIATION are eligible for status as an affiliated organization. Professional organizations whose mission statements, vision, and/or strategic plans align with the ASSOCIATION's mission, goals and/or strategic plan may request bilateral exploration of

the mutual benefits and possible risks for official affiliation with the ASSOCIATION. Possible organizational relationships may include a spectrum from dual membership options with independent organizational structures intact to assimilated affiliation with dissolving organizational structure of the petitioning organization into the ASSOCIATION with variations of ASSOCIATION Board status and other options within this spectrum.

Section 2. Preliminary protocol for exploration of Affiliation: Potential affiliated organizations shall petition the Executive Committee to begin steps for official affiliation with the ASSOCIATION with a simply proposed partnership choice and rationale for affiliation. An ISTA regional director or member-leader, along with ISTA staffer will be assigned to work with the petitioning organization delegate within two weeks, with a charge of presentation of bilateral research summary at the next board meeting, allowing at least two months for such research. The research summary may include polling of existing memberships' perceptions and interest, comparative alignment of petitioning organization's current Operating Policies, and Bylaws to those of the ASSOCIATION, federal and state tax status, financial income, expenditures, contractual obligations and other issues of mutual benefit and risk. Updates to the Executive Committee shall be submitted during the research period. A Board motion shall be entertained for specifically defined affiliation with plurality acceptance required for proceeding.

Section 3. Determination of Affiliation Status: The affiliate organization's delegate and the ASSOCIATION research team will submit a six-to-twelve month action timeline for defined affiliation with a possible seat on the ASSOCIATION Board of Directors, with associated responsibilities, expectations and responsibilities and acceptance of the ISTA Operating Policies. If the organization dissolves, the assets of the affiliate shall be distributed in compliance with the Laws of the State of Illinois and may become assets of the ASSOCIATION which specifically defined distribution protocols, which may benefit the membership of the dissolving organization with teacher awards or other options. The membership of the affiliate organization will be provided with membership options and benefits with the ASSOCIATION.

Section 4. Affiliation with the ASSOCIATION is subject to approval by a majority vote of the Board of Directors.

ARTICLE XII – GENERAL PROVISIONS

Section 1. No substantial part of the activities of the ASSOCIATION shall be devoted to any but scientific and/or educational objectives.

Section 2. No substantial part of the activities of the ASSOCIATION shall be the carrying on of propaganda or otherwise attempting to influence legislation. The ASSOCIATION shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. The net earnings and/or assets of the ASSOCIATION shall be used for, and only for, scientific and/or educational purposes and be used to promote the interests of the organization and shall not in any way accrue to any group or private individual.

Section 4. Upon dissolution, the assets of the ASSOCIATION shall be distributed by the Board of Directors in compliance with the ASSOCIATION's Articles of Incorporation and the Laws of the State of Illinois.

ARTICLE XIII — AMENDMENTS

Section 1. Procedures: Proposed amendments to these operating policies must be submitted to the Secretary at least eight (8) days in advance of a regularly scheduled Board of Directors meeting. The Secretary will include proposed amendments with the Board meeting agenda and documents sent one week in advance of the Board meeting. The proposed amendment can be discussed and modified at a Board meeting, but may not be voted upon. The proposed amendment must be voted upon at a subsequent, regularly scheduled Board of Directors meeting.

Section 2. Voting: These operating policies may be amended when necessary by a simple majority of the Board of Directors at a regularly scheduled board meeting.

Section 3. Regular Review of Operating Policies: These operating policies shall be reviewed for modifications and corrections at a minimum of every two years by an Ad Hoc Committee appointed by the President.

CERTIFICATION

These Operating Policies were approved at a meeting of the Board of Directors by a majority vote on July 11, 2023.

These Operating Policies replace all previous iterations of this document.

	July 11, 2023
Secretary	Date

Previous Version of Operating Policies was dated January 23, 2021.

Amended November 2009, Amended June 2011, Amended June 2016, Amended September 2019, Amended June 2020, Amended September 2020, Amended December 2020.