

# **NATIONAL STATE TEACHERS OF THE YEAR–PENNSYLVANIA CHAPTER**

**BY-LAWS as amended 10/2/2007**

**DRAFT 2010 amendments in bold italics (additions) bold brackets (deletions)**

## **ARTICLE I – NAME**

This organization shall be known as the National State Teachers of the Year–Pennsylvania Chapter.

## **ARTICLE II – PURPOSES**

We, the National State Teachers of the Year-Pennsylvania Chapter, a service organization representing educators, believe that education is that part of the democratic society which contributes to the continued improvement of humankind. Supporting the principles upon which the United States was founded, we endeavor:

1. to encourage quality education for each individual through quality teaching;
2. to recognize the excellence and commitment of professional educators;
3. to promote the image of education through public awareness;
4. to stimulate the personal and professional growth of our members and to encourage their participation in activities which will actively inspire teachers by presenting workshops and seminars; and
5. to be actively involved in the recruitment of young people into the educational profession.

## **ARTICLE III – MEMBERSHIP**

1. Membership is available to any Pennsylvania Teacher of the Year or finalist.
2. A member must file a membership application form and pay the specified amount of annual or life membership dues.
3. A membership year is July 1 through June 30.
4. Membership for the year is presented to the new Pennsylvania State Teacher of the Year and the finalists. This first year membership is complimentary.
5. Privileges of full membership will include, but not be limited to, the rights as follows:
  - a. Attend general meetings of the organization;
  - b. Vote on all matters referred to the membership;
  - c. Serve on committees of the organization; and
  - d. Receive all newsletters, communications, and bulletins.

6. Responsibilities of membership will be as follows:
  - a. Actively support and promote the purposes of the organization; and
  - b. Serve on committees and cooperate with officers/chairs.

#### ARTICLE IV – DUES

1. Changes in dues proposed by the Board of Directors shall be approved by a majority of the quorum of members present at the annual meeting.
2. Dues are payable to the treasurer of this organization by November 1.

#### ARTICLE V – OFFICERS

1. The officers of the National State Teachers of the Year-Pennsylvania Chapter shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers will be elected to two-year terms at an annual meeting from a slate of officers prepared by the Immediate Past President. Members interested in serving as officers should make their interest known in writing to the Immediate Past President.
2. Qualifications for holding office
  - a. President – any member becomes eligible to serve as president after completion of a full two-year term as a voting member of the Board of Directors.
  - b. Active membership is the only eligibility requirement for all other *Officers*. **[elected positions on the Board of Directors.]**
3. Terms of office
  - a. Presidents and Vice-Presidents are limited to one term.
  - b. Secretaries and Treasurers may be reelected.
4. Duties of officers
  - a. All officers are charged with carrying forward all business of the organization in compliance with the stated purposes in Article II.
  - b. Any initiative affecting the organization must be approved by the Board of Directors.
  - c. Initiatives affecting the organization that have not been addressed at a meeting of the Board of Directors may not be undertaken without the consent of the President, Executive Director, and two other officers.
  - d. The President's duties will be to:
    - i. Preside at the annual meeting and other meetings as needed;
    - ii. Enter into contractual relationships on behalf of the organization with the approval of the Executive Director;
    - iii. Appoint other committee chairs as needed;
    - iv. Communicate with officers and committee chairs on a regular basis;
    - v. Contribute to the organizational newsletter;
    - vi. Prepare an annual report to be presented at the annual meeting; and
    - vii. Serve, with the approval of the Board of Directors, as a liaison between NSTOY-PA and other groups within the state and nation who are working for the same purposes as this organization.

- e. The First Vice-President's duties will be to:
  - i. Preside at meetings in the absence of the President;
  - ii. Serve as the chair of the Selection Committee charged with selecting the annual Pennsylvania Teacher of the Year;
  - iii. Notify each year's Pennsylvania State Teacher of the Year and the finalists of their one year complimentary membership in this organization; and
  - iv. Serve on committees and projects as needed.
- f. The Second Vice-President's duties will be to:
  - i. Serve as the chair of the Pennsylvania Teacher's Forum;
  - ii. **[Nominate a Forum vice-chairperson to be appointed by the Board of Directors to assist with Forum preparations;]**
  - iii. Inform the Board of Directors of Teacher Forum plans with regular up-dates;
  - iv. Inform the Board of Directors of on-going Teacher Forum expenses at Board meetings;
  - v. Notify all active NSTOY-PA members of Teacher Forum plans through letters of invitation and supply registration forms for participants;
  - vi. Serve on committees and projects as needed.
- g. The Secretary's duties will be to:
  - i. Keep accurate minutes of the proceedings of the annual meeting, as well as other meetings as called;
  - ii. Send copies of those minutes to all members of the Board of Directors within two weeks after each meeting;
  - iii. Order stationary and handle correspondence for the Board as needed; and
  - iv. Serve on committees and projects as needed.
- h. The Treasurer's duties will be to:
  - i. Establish and maintain the financial records of the organization's funds as authorized;
  - ii. Insure that the correct procedures are followed in order to main the organization's non-profit status in Pennsylvania;
  - iii. Prepare a Treasurer's Report for the Executive Board meetings and the annual organizational meeting; and
  - iv. Serve on committees and projects as needed.

## ARTICLE VI – BOARD OF DIRECTORS

1. The Board of Directors will consist of the Officers, the Immediate Past President, the Executive Director, **[and]** the Director for External Relations, *the Forum Vice-Chairperson, and Chairpersons of the Round II and Professional Development Standing Committees.*
2. All directors are charged with carrying forward all business of the organization in compliance with the stated purposes in Article II. Any initiative affecting the organization must be approved by the Board of Directors.

3. ***Qualifications, Selection and Term***
  - a. ***Active membership is the only eligibility requirement for all members of the Board of Directors.***
  - b. ***Except for Officers, as provided for in Article V, and the Executive Director, as provided for below, all members of the Board of Directors shall be appointed by the Officers of NSTOY-PA.***
  - c. ***Except for Officers, as provided for in Article V, and the Immediate Past President, as provided for below, members of the Board of Directors shall serve a one-year term and may be re-appointed.***
4. The Immediate Past President shall:
  - a. Serve one two-year term immediately following his or her term as President.
  - b. Prepare a slate of officers for elections;
  - c. Conduct an annual review of the organization's ***long range plan and*** financial records;
  - d. Serve ***as Chairperson of the Past Presidents Advisory Committee and*** on committees and projects as needed.
5. The Executive Director shall:
  - a. Be a Past President not currently serving on the Board of Directors, except that if no candidate is available, the Past Presidents Advisory Committee may elect any former member of the Board of Directors;
  - b. Be chosen by a majority vote of Past Presidents present at the annual meeting of the Past Presidents Advisory Committee;
  - c. **[Serve a three-year term and may be re-elected;]**
  - d. Ensure that the activities of the organization are consistent with the purposes of the organization outlined in Article II;
  - e. Guard the apolitical nature of NSTOY-PA;
  - f. Enter into contractual relationships on behalf of the organization with the approval of the Board of Directors;
  - g. Act as liaison with the Board of Directors and the Past President's Advisory Committee as well as with the Pennsylvania Department of Education; and
  - h. Address officers who act outside the responsibility parameters of their office and, if necessary, report such incidents to the Board of Directors.
  - i. Serve on committees and projects as needed.
6. The Director for External Relations shall:
  - a. Be a member in good standing and appointed by a majority vote of the Board of Directors of NSTOY-PA;
  - b. **[Serve a three-year term and may be re-appointed by the Board of Directors;]**
  - c. Promote the purposes and activities of NSTOY-PA in the media;
  - d. Coordinate NSTOY-PA's relationship with potential donors.
  - e. Serve on committees and projects as needed.

## ARTICLE VII – MEETINGS

The Pennsylvania Teacher Forum shall be held at least once a year. Other meetings and conferences may be called as needed.

## ARTICLE VIII – STANDING COMMITTEES

1. The Board of Directors has the authority to establish standing committees as needed, as well as task forces and other groups for projects taken on by the organization. Committee members may be invited to attend Board meetings without voting privileges.
2. The Standing Committees are:
  - a. Membership:
    - i. Maintain accurate records of current members;
    - ii. Issue membership cards;
    - iii. Forward dues to the treasurer;
    - iv. Submit a list of active members at the annual meeting;
    - v. Send out annual dues notification;
    - vi. Provide mailing labels as needed; and
    - vii. Report to the Treasurer
  - b. Newsletter:
    - i. Solicit and edit articles for publication in the newsletter;
    - ii. Prepare and disseminate newsletters to the active members;
    - iii. Serve as historian for the organization; and
    - iv. Report to the President and Executive Director.
  - c. Celebration Award:
    - i. Encourage member contributions to the award;
    - ii. Maintain accurate records of contributions;
    - iii. Forward all monies to the Treasurer;
    - iv. Respond with a formal thank you to all contributors; and
    - v. Report to the Treasurer
  - d. External Relations
    - i. Promote the purposes and various activities of NSTOY-PA in the media;
    - ii. Coordinate NSTOY-PA's relationship with potential donors; and
    - iii. Report to the President and Executive Director.
  - e. Past Presidents Advisory Committee:
    - i. Select the Executive Director [**who will then preside over their meetings;**]
    - ii. Act in an advisory capacity to the Board of Directors; and
    - iii. Meet at least once each year [**and operate under the Executive Director.**]
  - f. Round II:
    - i. Encourage the continued participation of retirees in NSTOY-PA activities;
    - ii. Offer a platform for retirees to share their professional experiences with younger teachers; and
    - iii. Report to the President and Executive Director.
  - g. *Professional Development*
    - i. *Coordinate NSTOY-PA programs that promote teacher quality such as TEACH and the Governor's School for Teaching.*
    - ii. *Report to the President and Executive Director*

## **ARTICLE IX – PROCEDURES**

1. Quorum
  - a. The quorum of the Board of Directors shall consist of a simple majority of its members.
  - b. The quorum of the annual meeting shall be a simple majority of members attending the annual meeting.
2. The fiscal year shall coincide with the membership year and be July 1 through June 30 inclusive.
3. Voting
  - a. Election of officers, as needed, will be held at annual meetings.
  - b. All members in good standing, annual and life, attending the annual meeting may make motions, enter discussions, and vote.
  - c. Amendments and revisions of the Constitution or By-Laws
    - i. A proposal for an amendment may be considered at the annual meeting by submitting the proposal in writing to the president one month prior to the annual meeting.
    - ii. Membership shall be notified of the proposed amendment prior to the annual meeting.
    - iii. An amendment to the Constitution shall be passed if a majority of the quorum of the annual meeting approves the amendment.