

CTABT BYLAWS

BYLAWS OF THE CONSTITUTION OF THE CONNECTICUT ASSOCIATION OF BIOLOGY TEACHERS

ARTICLE 1 GOALS AND OBJECTIVES

The Officers, Executive Committee, Board, Appointees, and Employees shall further the purpose of the Association through the accomplishment of the following goals:

1. To promote the professional growth and development of biology teachers in Connecticut to enhance their effectiveness in the classroom and community.
2. To encourage and stimulate state and local activities that will keep teachers up-to-date in their knowledge of the biological sciences, aid them in developing and sharing ideas for better teaching, and provide them with a forum for consideration of state and local issues that affect biological education.
3. To provide information, guidelines, programs, and activities that confront questions regarding science, society, and the future, and to stimulate teachers and students to deal responsibly with those often value-laden issues that derive from science and technology as they relate to individual and collective needs and wants.
4. To initiate and maintain communication and coordination of programs with organizations that espouse goals and objectives similar to those of the Association and to join such groups in those activities designed to achieve common goals.

The Executive Committee and Board shall review annually the Goals and Objectives to insure that they are consistent with the needs of the membership and purpose of the Association, and publish them annually for the membership.

ARTICLE II MEMBERSHIP

A. Voting Members

1. **Active Member:** Any person who has paid dues for the current membership year shall have Active Member status.
2. **Emeritus Member:** Any person who has maintained active membership for a minimum of 25 consecutive years shall be assigned to Emeritus Member status upon retirement, and will no longer be required to pay dues. The Board, at its discretion, may assign Emeritus Member status to members who do not otherwise qualify.
3. **Retired Member:** Any active member over the age of 60 who retires with at least 10 years but less than 25 years of consecutive membership may continue membership upon payment of one half of the dues assessed for active membership. The Board, at its discretion, may assign Retired Member status to members who do not otherwise qualify.
4. **Honorary Member:** Any person who has achieved distinction in teaching, research, or service in the biological sciences is eligible for election as an Honorary Member by procedures established by the board. There shall be no more than one Honorary Member selected per year. Honorary Members shall not be assessed dues.
5. **Life Member:** Any person who contributes 25 times the current amount of the annual dues for active membership in one payment shall become a Life Member without further assessment of dues.

B. Non-Voting Members

1. **Student Members:** Any regularly matriculated undergraduate or graduate student not in full time employment shall be eligible for a student membership upon payment of one half the dues assessed for active membership.
2. **Sustaining Member:** Any organization interested in advancing the purpose of the Association shall be eligible for election by the Board as a Sustaining Member upon payment of dues assessed by the Board.

C. Dues and Benefits

1. The dues for active membership shall be set annually by the Board. Dues shall be collected for a twelve month period on specific expiration dates as determined by the Board. Any member in arrears for more than three months shall not thereafter receive any publication of the Association and shall be dropped from membership until all arrears dues have been paid or the member has rejoined the Association.
2. All members shall receive publications specified by the Board, and shall be entitled to all privileges of membership, except as noted in sections **A** and **B**.

ARTICLE III ELECTED OFFICIALS

A. Board of Directors

1. **Voting Members:** The Board shall consist of the officers of the Association, the immediate Past-President and two Members-at-Large.
2. **Duties:** The duties of the Board shall be those specified in Article IV of the constitution. The Board shall meet not less than once each year.

B. Executive Committee

1. **Members:** The Executive Committee shall consist of the officers of the Association.
2. **Duties:** The function of the Executive Committee is to transact the business of the Association between meetings of the Board. During such periods, the Executive Committee shall have the same function and duties as the Board.

C. Officers

1. **President:** The President shall preside at membership meetings and at meetings of the Executive Committee and the Board. The President shall make appointments in consultation with the Board. The President shall assume all duties normally associated with the office. The outgoing President shall continue for two years as a voting member of the Board.
2. **President-Elect:** The President-Elect shall assume the duties of the President in the President's absence, and shall work cooperatively with the President in administrating the affairs of the Association.
3. **Secretary:** The Secretary shall be responsible for the recording and dissemination of the minutes at meetings of the Executive Committee and Board. The Secretary shall also be the Corresponding Secretary.
4. **Treasurer:** The Treasurer shall oversee the management of the Association's fiscal affairs and shall be responsible for the preparation of the Annual Report and other required financial forms. The Treasurer shall also be responsible for the maintenance of membership records and permanent corporation records.

ARTICLE IV ELECTIONS

A. Nominations

1. The Nominating Committee shall be a standing committee of three members whose terms shall be for three years each and staggered so that one member is replaced each year. At the annual meeting, nominations for the Nominating Committee will be brought forward from the general membership and will be voted on at that meeting.
2. The Nominating Committee shall make nominations for each office of the Association and the two Members-at-Large as the current board's term expires, except that the President-Elect shall automatically assume the office of President for the ensuing year. No later than the 15th day of January the Nominating Committee will certify the nominations to the President who shall cause the same to be published no later than 8 weeks before April 1st.

B. Procedure

The President shall cause the ballots bearing all nominations for office to be sent to all voting members no later than six weeks before April 1st. In order to be counted, a ballot must be received by the Teller, appointed by the President, on or before April 1st. The Teller shall count the ballots and shall publish the results within thirty days. In the event of a tie vote, the election shall be decided by the Board. Vacancies occurring between elections shall be filled by appointment by the President with a majority approval of the Board, except that a vacancy in the office of President shall be filled by accession of the President-Elect.

C. Term of Office

The President, President-Elect, Secretary, and Treasurer shall serve for two-year terms. Elected officials serve terms beginning May 1st following their election.

ARTICLE V COMMITTEES

A. Appointments

1. The President in consultation with the Executive Committee and with the approval of the Board shall appoint members to Ad Hoc committees. Such committees could include, but are not limited to, Nominating, Membership, Awards, Life Science Professional Day, Publications, and Constitution & Bylaws.

B. Reports

Each committee chairperson shall report regularly to the President, and submit a written report to the Board upon completion of the committee's assignment.

ARTICLE VI MEETINGS

A. Executive Committees and Board Meetings

The Board shall meet no less than once a year. The Executive Committee shall meet as necessary between Board meetings. Timely notice of all meetings shall be provided to all members of the Board. All meetings will be open to the general membership.

B. Membership Meetings

The Board shall hold at least once per year, at such a time and place as it shall designate, meetings of the members as needed to fulfill the purpose of the Association including approval of the budget, voting for officers and board members and amendments to the Constitution.

C. Quorums

1. **Executive Committee:** Three voting members of the Executive Committee shall constitute a Quorum.
2. **Board:** Four voting members of the Board shall constitute a Quorum.

D. Rules of Order

Robert's Rules of Order (Revised) shall govern in all meetings of the Association.

ARTICLE VII AFFILIATIONS

A. Purpose

The Association is encouraged to affiliate with other organizations of state, regional, and national importance for the purpose of improving education in the biological sciences.

B. Procedures

The Association shall submit a formal application to the proper authorities of other organizations along with a copy of the Constitution and Bylaws. The membership list may be given to an affiliate organization at the discretion of the Board.

C. Disaffiliation

The Association reserves the right to terminate its affiliation with any other organization.

ARTICLE VIII PUBLICATIONS

A. Periodicals, etc.

The Association may publish materials as approved by the Board.

B. Newsletter

A newsletter shall be published not less than two times per year for the communication of news concerning the Association.

C. Website

The website shall be updated no less than two times per year for the communication of news concerning the Association.

ARTICLE IX FISCAL AFFAIRS

A. Fiscal Year

The fiscal year of the Association shall begin January 1st of each year and end on December 31st.

B. Budget

A budget shall be prepared by the Board and submitted to the membership for review, perfection, and for approval at an annual meeting and passed by a simple majority.

C. Audit

The Executive Committee shall order an independent audit of the financial accounts of the Association as deemed advisable and necessary.

D. Remuneration

The Board shall determine honoraria. The Board may not vote on any question involving salary or honoraria of a Board member.

**ARTICLE X
AMENDMENTS AND IMPLEMENTATION**

Bylaws Amendments

1. These Bylaws may be amended by a simple majority of the membership provided that each member in good standing shall have received written notice of the proposed amendment not less than 30 days prior to the meeting or mailing deadline for the ballot on which the amendment is to be voted.
2. These laws of the Association shall be implemented upon adoption by the Board.

Accepted September 17, 2004