

# **Constitution of the Tennessee Association of Biology Teachers**

## **Article I: Name**

The name of the organization shall be "The Tennessee Association of Biology Teachers," hereafter referred to as the Association, or TNABT.

## **Article II: Purposes**

The purposes of TNABT are exclusively educational, scientific, literary, charitable, and no other, and in furtherance of only these purposes the particular business and objects of TNABT shall be at the state, regional, and local levels:

- (a) To encourage scientific thinking and the utilization of the methods of science through the teaching of biology;
- (b) To encourage, support, and stimulate activities that will keep teachers current in the knowledge of biological sciences;
- (c) To establish a community for developing and sharing ideas to enhance teaching;
- (d) To provide a professional voice regarding issues that affect biological education;
- (e) To make available information concerning the selection, organization, and the presentation of resources;
- (f) To promote connections of biology to other educational and life experiences.

## **Article III: Membership**

Any person sympathetic to the purposes of the TNABT, without regard to sex, race, color, creed, gender orientation, or nationality, is eligible for membership.

## **Article IV: Board of Directors**

The Board of Directors, hereinafter known as the Board, as defined in the bylaws shall be the legal representatives of the TNABT, and, as such, shall have, hold, and administer all

the property, funds and affairs of the TNABT in trust for its uses, in conformity with the Constitution and Bylaws, and with any amendments thereunto appertaining to its business.

#### **Article V: Officers**

The officers of the TNABT shall be a President, a Vice-President, a Secretary, and a Treasurer.

#### **Article VI: Bylaws**

The TNABT may from time to time enact appropriate bylaws consistent with its constitution.

#### **Article VII: Prohibitions**

The TNABT is not organized for profit, and no part of its net earnings may inure to the benefit of any director, officer, member or employee of the TNABT, except that reasonable compensation that may be paid for services rendered to and for the Association in connection with one or more of its purposes. No director, officer, member, or employee of TNABT, nor any private individual shall be entitled to share in the distribution of any assets of the TNABT upon its dissolution. No substantial part of the activities of the TNABT shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the TNABT shall not participate in, or intervene in (including the publishing or distribution of any statements) any political campaign on behalf of any candidate for public office.

#### **Article VIII: Amendments to the Constitution**

Amendments shall be made only upon a resolution by the Board presented at the annual meeting and shall become effective upon adoption by at least two-thirds favorable votes cast by eligible members of TNABT. A decision may also be made to conduct a vote by mail and/or e-mail by a deadline designated by the Board.

#### **Article IX: Dissolution**

Upon dissolution of the TNABT, the board shall distribute the assets and accrued income to one or more organizations as determined by the Board, which organization or organizations shall meet the limitations prescribed in Article VII of this Constitution.

# MISSION STATEMENT

## Tennessee Association of Biology Teachers

The Tennessee Association of Biology Teachers was formed on November 4, 2016 to support the professional development of biology teachers in Tennessee.

## BYLAWS OF THE CONSTITUTION OF THE TENNESSEE ASSOCIATION OF BIOLOGY TEACHERS

### ARTICLE I GOALS & OBJECTIVES

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

Goal 1: To build a community of biology teachers

Objective 1: To create and maintain an online repository of teaching resources  
To create and maintain an email/ list serve.

Goal 2: Outreach with other like-minded organizations and advocate for biology education in the state of Tennessee

Objective 2: To accept non-voting members from other organizations and to provide representatives to those organizations

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 purposes of the Association

### ARTICLE II MEMBERSHIP

#### A. Voting Members

1. **Full Member:** Any person who has paid dues in both TNABT and NABT for the current membership year shall have active membership status.

2. **Emeritus Member:** In the year 2041 and/or thereafter, 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 will not be assessed dues.

5. **Life Member:** Any member 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 Member:** Any regularly matriculated undergraduate or graduate student not in full employment shall be eligible for a student membership upon payment of one half the dues assessed for TNABT active membership.
2. **Sustaining Member:** Any individual interested in advancing the purpose of the TNABT shall be eligible for active membership by paying dues.

#### **Dues & 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 hereafter receive any publication of the TNABT and shall be dropped from membership until all arrears dues have been paid or the member has rejoined the TNABT.
2. All members shall receive publications specified by the TNABT, and shall be entitled to all privileges of members, 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, one appointee at large of the President, and any member appointed by the president to serve as a representative from TNABT to any other organization. The appointees of the President shall serve until the election of a new President.
2. **Non-voting Members:** One member from each affiliate organization may be appointed by the Board to serve as ex officio non-voting members.

3. **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 TNABT.
2. **Duties:** The function of the Executive Committee is to transact the business of the TNABT 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 one year as a voting member of the Board.
2. **Vice-President:** The Vice-President shall assume the duties of the President in the President's absence, and shall work cooperatively with the President in administering the affairs of the TNABT. The Vice-President shall be President-Elect.
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 produce an e-mail newsletter at least twice yearly to share information with members in a timely fashion.
4. **Treasurer:** The Treasurer shall oversee the management of the TNABT's fiscal affairs and shall be bonded. The Treasurer is 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. The treasurer shall design and implement strategies for increasing membership in consultation with the Executive Committee.
5. **At-Large Members**
  1. One member from West Tennessee who shall serve as the liaison for the organization with teachers in the western part of the state.
  2. One member from East Tennessee who shall serve as the liaison for the organization with teachers in the eastern part of the state.
  3. One member from Middle Tennessee who shall serve as the liaison for the organization with members in the middle part of the state.
  4. One two-year college representative.

## **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. No later than six months before the ballots are to be counted, each President shall, with the approval of the majority of the Board, appoint a new member to the committee as a replacement for the member whose term is expiring.

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2. The Nominating Committee shall make nominations for each office of the Association as the current officer's term expires, except that the Vice-President shall automatically assume the office of President for the ensuing year. No later than 1 month prior to the Annual Conference the Nominating Committee will certify the nominations to the President who shall cause the same to be published no later than 2 weeks before the annual conference or April 1<sup>st</sup>, whichever comes earlier.

## **B. Procedure**

The President shall cause the ballots bearing all nominations to be available at the annual conference. Elections shall take place at the Annual Conference. Ballots shall be provided to all registrants at registration and the ballot box shall be available until the start of the afternoon sessions. The Nominating Committee shall count the ballots and shall announce the results during closing activities. The results shall be published by the Secretary 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 Vice-President.

## **C. Terms of Office**

The President shall serve for one year. The Vice-President shall serve for one year. The Secretary and Treasurer shall serve for two years, and their terms shall be staggered. Elected officials serve terms beginning May 1<sup>st</sup> 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 the Nominating and Budget Committees.
2. Ad Hoc committees to accomplish a specific task may be established by the President with approval of the Board. The President shall appoint members to Ad Hoc committees in consultation with the Executive Committee.

## **B. Report**

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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.

### **B. Membership Meetings**

The Board shall hold, at such a time and place as it shall designate, meetings of the members as needed to fulfill the purpose of the association.

### **C. Quorums**

1. **Executive Committee:** Three voting members of the Board 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 orga-

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.

## **ARTICLE IX FISCAL AFFAIRS**

### **A. Fiscal Year**

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

### **B. Budget**

A budget shall be prepared by the Board and submitted to a budget review committee appointed by the President for review, thence to the Executive Committee for approval.

### **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**

### **Bylaw Amendments**

1. These Bylaws may be amended by a favorable vote of the Board provided that each Board member shall have received written/email notice of the proposed amendment not less than 30 days prior to the meeting or deadline for the online ballot on which the amendment is to be voted.
2. These laws of the Association shall be implemented upon adoption by the Board.