

REGIONAL DIRECTORS GUIDE

It is an honor to have been appointed as a Regional Director for the Iowa Science Teacher's Section (ISTS) of the Iowa Academy of Science (IAS). Regional Directors play a critical role in bringing science opportunities and activities to science teachers and science students in their respective AEAs.

Regional Directors are appointed from current AEA regions by the President of the ISTS with the concurrence of the elected officers. Regional directors serve a three-year term with one-third of them appointed each year at the annual spring meeting of IAS.

This guide has been compiled by past and present Regional Directors in an attempt to make your job easier for you. Parts of this guide must be kept current by you, as it contains officers names and addresses which will periodically change. We wish you success in your term as Regional Director and hope that you, in some way, have positive lasting effect on science education in the state of Iowa.

THE IOWA SCIENCE TEACHERS SECTION GUIDELINES

Article I. Name

This organization shall be known as the Iowa Science Teachers Section of the Iowa Academy of Science.

Article II. Membership

Section 1. Any teacher of science in the state of Iowa, any supervising or administrative officer of any school in the state of Iowa, and any other person interested in or concerned with the teaching of science in Iowa may become an active member of the section by paying the required annual dues and applying for membership through the section secretary, membership chairperson or Executive Director of the Iowa Academy of Science (IAS).

Section 2. The membership year shall coincide with the calendar year as with all other sections of the IAS. However, the yearly activities will be organized and the officers elected for the academic year (from spring meeting to spring meeting). Members joining in the summer or fall will receive the Iowa Science Teachers Journal (ISTJ) upon payment of dues although official membership will not begin until the following January. Members joining between January 1 and the time of the spring meeting will be considered members for the calendar year in which they join. They will receive all issues of the ISTJ published during the calendar year, and will be listed as members for the calendar year. The action will be retroactive.

Article III. Organization

Section 1. Meetings of the Section may be held in conjunction with the Fall Conference and the annual spring meeting of the IAS.

Section 2. This section is an affiliate of the National Science Teachers Association. It is also officially affiliated with the National Association of Biology Teachers. The President of Iowa Science Teachers Section (ISTS) shall serve as a liaison to these and other national science teachers associations.

Section 3. A meeting of the Executive Board shall be held at the annual spring meeting of the IAS for purposes of organizing committees and other activities for the new year. Newly elected officers who will be installed during the spring meeting shall be invited to attend the session of the Executive Board. A winter meeting of the Executive Board shall be held to review the Fall Conference, develop a budget, plan the spring meeting and hear reports from committees and regional directors. An Executive Board meeting shall also be held during the fall Iowa Science Teachers conference.

Additional Executive Board meetings may be called by the President or by petition of a majority of the Executive Board.

Section 4. A majority of the voting members of the Executive Board shall constitute a quorum. At a meeting of the Executive Board or of the Executive Board plus Regional Directors of the ISTS, business may be transacted by majority vote of those present. The reports of committees shall be considered.

Section 5. The Executive Board may authorize remuneration for expenses incurred to its members in transacting association business. A majority vote of the Board is required. Such remuneration shall not pertain to committee meetings held at the time of the annual meetings of ISTS.

Article IV. Officers

Section 1. The elected officers of this section shall consist of a President, a President-Elect, Past-President, a Secretary and a Treasurer.

All members of the Executive Board must be Iowa Academy of Science members.

Section 2. The executive Board of the section shall consist of the President, Past-President, President-Elect, Secretary, Treasurer, ISTJ Editor, section chairs of the Elementary Science Teaching Section, Earth Science Teaching Section, Chemical Education Section, Executive Director of the IAS and Department of Education State Science Consultant.

The Executive Director of the IAS and the Department of Education State Science Consultant are non-voting members entitled to make motions and second motions.

Section 3. Regional Directors shall be appointed from current AEA regions by the President of the ISTS with the concurrence of the elected officers. Regional directors shall serve a 3-year term with 1/3 appointed each year at the annual spring meeting of IAS. Vacancies shall be filled each spring.

Section 4. The election of officers shall be held before the spring meeting of the section with a vote by mail. A majority of affirmative votes of those members returning marked ballots shall be necessary for election to any office.

Section 5. The term of the President shall be one year. The secretary and Treasurer shall be elected for three years. The Secretary and Treasurer shall be elected in a manner as to cause their terms of office to be staggered and the term of office be identified by the year in which their term ends. A duly elected officer shall serve until a successor is elected and shall assume the office unless the officer resigns or is voted out of office because of malfeasance by two-thirds of all members of the Executive Board.

Section 6. All vacancies in the office of this section, when not specifically provided for in these Guidelines, shall be filled temporarily by appointment by the President with the concurrence of the elected officers. Such duly appointed officers shall hold office until the next election when new officers are ordinarily elected or appointed.

Article V. Duties of the Officers

Section 1. The President

The President shall serve as Section Chair.

The President shall preside at all meetings of the section and all meetings of the Executive Board.

The President shall notify each member of the time and place of all such meetings.

The President shall represent the association (when possible) at other state, regional, and national meetings.

The President shall appoint the chair and members of all committees with the advice and consent of the Executive Board.

The President shall be chair of the Policy and Resolution Committee.

The President-Elect shall succeed to the office of President at the end of the Executive Board meeting held in conjunction with the IAS spring meeting.

Section 2. The Past-President

The Past-President shall serve as an ex-officio member of the Election Committee.

The Past-President shall serve as chair of the Fall Conference Committee during said term of office.

Section 3. The President-Elect

The President-Elect shall perform the duties of the President whenever the President is absent or unable to function and shall serve as section Vice-chair.

The President-Elect shall assume the office of President should that office become vacant during the period between annual spring meetings.

The President-Elect shall serve as chair for the spring meeting committee.

The President-Elect shall be a member of the Policy and Resolution Committee.

The President-Elect shall make a recommendation to the President for the appointment of an ISTS Newsletter Committee member at the beginning of his/her term of office.

Section 4. The Secretary

The Secretary shall maintain an accurate and correct record of all business meetings of the section.

The Secretary shall submit official minutes of these meetings to the Executive Director of the IAS and the ISTJ Editor for publication in the ISTJ or for release in a separate mailing to the membership.

The Secretary shall maintain a correct membership list with the aid of the membership chair and the Executive Director of the IAS.

The Secretary shall serve as secretary of the Executive Board.

The Secretary shall be a member of the Membership Committee.

Section 5. The Treasurer

The Treasurer shall work with the membership chair and the Executive Director of the IAS to expand the membership.

The Treasurer shall keep records of all financial transactions of the section and make a report at all meetings.

The Treasurer shall prepare an annual fiscal report to be presented to the membership and the Executive Director of the IAS at the spring business meeting.

The Treasurer shall, in cooperation with the Executive Director of the IAS, prudently invest any funds (above those needed for operation of the organization) in a savings account, savings certificate and/or other interest bearing notes.

The Treasurer shall serve as the financial officer, in cooperation with the Executive Director of the IAS, for the Fall Conference, collecting exhibitor fees, paying bills, and overseeing the registration process.

Section 6. The Regional Directors

Regional Directors shall be encouraged to organize annual meetings for their regions or with adjoining regions.

Regional Directors shall exercise leadership in promoting professional exchanges between teachers employed in the schools in their region as well as between students enrolled in these schools.

Regional Directors shall be responsible for communicating with current members and shall be instrumental in making contacts with potential members in their respective regions.

Regional Directors shall be responsible for encouraging the membership to contribute articles and news from their region to the ISTJ.

Regional Directors shall be responsible for assisting in the nomination process for the "Excellence in Science Teaching Awards" program of the IAS.

Regional Directors are expected to meet with the Executive Board as voting members at the winter meeting. They are encouraged to meet with the Executive Board as voting members at all Executive Board meetings.

Section 7. The Section Chairs

The section chairs on the Executive Board are to act as liaisons with members of their sections and the Executive Board.

Article VI. Standing Committees

Section 1. Election Committee

The Election Committee shall be appointed each spring following the installation of new officers. It shall be composed of at least three members, the chair to be appointed from the Regional directors. The chair shall serve one year and is thereby ineligible to serve further on the committee for a period of five years. The Past-President shall be an ex-officio member of the committee.

The committee shall elect a slate of officers in which at least two members are nominated for each year. The candidates must be IAS members in good standing. The slate should be prepared by January 5. Pertinent biographical information concerning each person nominated must be submitted to the Election Committee by February 1. The committee, in cooperation with the Executive Director of the IAS, shall prepare ballots for mailing to the membership. Marked ballots shall be returned to the Committee Chair as directed at least three weeks prior to the spring meeting. The Committee Chair shall tabulate the votes) with the assistance of at least one other member of the section) and prepare a report of the election results. The election report shall be presented to the membership at the spring business meeting. The nominees will be notified of the election results prior to the meeting. Successful candidates will be invited to the meeting of the Executive Board by the section secretary.

Section 2. Membership Committee

The Membership Committee shall be composed of Regional Directors and a chair. The chair shall be appointed each year by the President of the ISTS. The secretary and treasurer shall serve as ex-officio members of the committee.

The committee shall oversee the membership records of the section. Its members shall conduct annual membership drives and promote membership activities at all state and regional meetings in cooperation with the Executive Director of the IAS.

Section 3. Fall Program Committee

The Fall Program Committee shall consist of a representative group of Regional Directors and other members in good standing. The five to seven committee members shall be appointed each winter by the President with the assistance of the Executive Board. The Past-President shall be the chair of this committee. The Treasurer shall serve as the financial officer for the Fall Conference and shall be an ex-officio member of the Fall Program Committee.

The committee shall meet after the annual winter meeting of the Executive Board and develop a tentative program. The Chair shall present this program to the Executive Board prior to the end of the school year. The program for fall, when finalized, will be transmitted to the Executive Director of the IAS and the ISTJ Editor for publication.

The Fall Program Committee, in cooperation with the Executive Director of the IAS, shall print and distribute the program to IAS members and other Iowa science teachers. The Chair shall coordinate arrangements for facilities, registration, luncheon and other necessary items.

Section 4. Spring Program Committee

The Spring Program Committee shall consist of the President-Elect as Chair, the current President, and others as appointed by the Chair.

The committee shall organize the section sessions for the spring meeting. This must be done according to deadlines set by the Annual meeting Committee of the IAS. The membership will be canvassed for titles of papers for the program. Non-members will be contacted as well (especially college and industrial personnel). The copy for the spring program will be submitted to the ISTJ Editor and to the IAS Executive Directory for inclusion in the general program of the IAS. The members of this committee shall chair the section sessions at the spring meeting.

Section 5. Awards and Recognition Committee

The Awards and Recognition Committee shall consist of three members appointed annually. The immediate Past-President shall be committee chair. The President shall be an ex-officio member.

The committee shall review the accomplishments of the membership and shall recognize those members deserving of mention at the Fall Conference. This committee shall select a member to be recognized at the Fall Conference for outstanding service in science teaching in Iowa.

Section 6. Newsletter Committee

The Newsletter Committee shall consist of three members each serving a three-year term. The President, based on the recommendation of the President-Elect, shall appoint one new member at the beginning of his/her term of office.

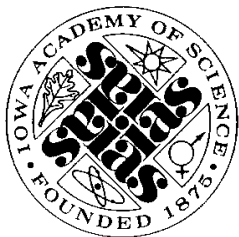
During the first year of the three-year term, the newly appointed committee member will serve as the pre-Editor. The pre-Editor will have one year to become inserviced in the skills and mechanics of producing a newsletter.

During the second year on the committee, the member will become the acting Editor, responsible for the actual production of the newsletter.

The responsibilities during the third year will be to train the newly appointed committee member and working to solicit newsletter articles as well as providing information to members on the process of writing newsletter articles for publication.

Section 7. Ad hoc Committees

Ad hoc committees may be appointed by the President with the approval of the Executive Board for special assignments as required.



SUGGESTED DUTIES OF REGIONAL DIRECTORS

1. Regional Directors (RD) shall be encouraged to organize annual meetings for their regions or with adjoining regions. It is suggested that the RD's work closely with the appropriate AEA consultant in their area.
(SEE SECTION ON "MONIES AVAILABLE TO REGIONAL DIRECTORS")

2. Regional Directors shall exercise leadership in promoting professional exchanges between teachers employed in the schools in their region as well as between students enrolled in these schools. This includes seeking presenters for the ISTS Fall Conference from among the outstanding teacher in their area. Regional Directors are also encouraged to make presentations at the Fall Conference. A copy of a "Presenters Form" can be obtained from the office of the Executive Director or ISTS Past President. They are also sent to the Regional Directors in the spring and are usually due by the first part of May for the Fall Conference.

3. Regional Directors shall be responsible for communicating with current members. Personal contact is always highly encouraged. General information letters are also a possibility; the AEA's will usually pore and/or distribute brochures and information through their van mail for ISTS and its directors. The secretary in the Executive Office of ISTS is also available for secretarial work for the RD's. If you wish for the secretary to send form letters for you, you need to have them on file in that office.

4. Regional Directors shall be instrumental in making contacts with potential members in their respective regions. The most current membership brochure can be obtained from the IAS Executive Director's Office.

5. Regional Directors shall be responsible for encouraging the membership to contribute articles and news from their region to the ISTS Newsletter. Articles may cover science information, as well as teaching ideas from varying levels of science teaching. Regional Directors are also encouraged to submit their own articles. Elementary teachers should be encouraged to contribute to the Newsletter. Articles should be submitted to the Newsletter Editor whose name and address appears on the most current ISTS Officers List.

6. Regional Directors shall be responsible for assisting in the nomination process for the “Excellence in Science Teaching Awards” program of the IAS. Awards are given annually for teaching excellence in the following areas

Elementary, Junior High, Biology, Chemistry, Physics, Earth Science
Environmental Science, and General/Multiple Science

Regional Directors are themselves encouraged to nominate deserving candidates. Regional Directors are also encouraged to nominate members for Distinguished Fellow of the IAS, Distinguished Iowa Scientists, and the Distinguished Service Award. Nomination instructions are available from the Executive Director’s office.

7. Regional Directors are expected to meet with the Executive Board as voting members at the winter meeting (usually late January). They are encouraged to meet with the Executive Board as voting members at all executive Board meetings (usually in September, at the Fall Conference in October, and the Annual Spring meeting in April).

8. Regional Directors may be asked to serve on Standing Committees such as the Election Committee (the chair is to be an RD), the Membership Committee, the Fall Program Committee, and the Spring Program Committee. Other committees may include Awards Committees and ad hoc committees such as one to generate a Regional Director’s Guide!

9. Regional Directors are encouraged to help in any way possible with the ISTS Fall Conference (registration tables, presenters, workshops, hosting, etc.). The Fall Conference draws over 1000 teachers and any help is welcome.

INFORMATION ABOUT MEMBERSHIP

PROMOTION OF MEMBERSHIP

One of the duties of the Regional Director is to help promote membership in the Iowa Science Teachers Section, especially in the AEA you represent. ISTS has a Membership Committee chairperson who oversees the annual membership drive, but the RD can really help in their particular area. A copy of the most current membership brochure can be obtained from the Executive Director or ISTS Officers. Following are various suggestions that can help you reach potential members.

1. If there is a way to contact all science teachers in your AEA, take advantage of that and let them know the benefits of belonging to the ISTS. For example in AEA 15, there is an educational newsletter that monthly goes to all teachers from the Area Education office. Annually the RD has submitted a call for ISTS membership. If you wish to send a personal letter to each science teacher in your AEA, printed labels can usually be obtained from your AEA.

Even if there is no monthly newsletter, the AEA's are usually very willing to send educational materials through their interdistrict mailing at no cost to ISTS. Request a list of all science teachers from your AEA science consultant (or someone equivalent) and send a membership flier. The following is an excerpt from a flier put out by a membership chairperson in the past (Dave Blum, 1991).

“In its commitment to science education, the ISTS wants as many people as possible to take advantage of the benefits ISTS has to offer. As you know, ISTS members:

- *receive publications such as the “Iowa Science Teachers’ Journal”*
- *attend excellent science education conferences*
- *receive information on science meetings throughout the state*
- *have a professional like to other science educators*
- *share ideas with other science educators*
- *have a chance to be recognized by their peers*
- *receive results of current science research.*

How about going to other science teachers in your building or district, and inviting them to be a member of the ISTS? That’s right! Go to these science teachers, talk about ISTS and put the application in their hands. Your assistance is putting ISTS information into the ears, eyes, and hands of science teachers will be a giant step forward for science education in Iowa! Thanks for your help!”

A membership form and an address for mailing were added to the bottom of the flier.

2. The Regional Directors themselves can submit names for membership to the Executive Director. The office will then send them a membership form inviting them to join. If you know of someone that should be a member and could contribute to the professionalism of the organization, please submit their names.

3. Suggest that each current ISTS member go forth and recruit at least one non-member to join ISTS.

COMMUNICATION CONCERNING MEMBERSHIPS

A list of the current ISTS members in an individual AEA can be requested from the Executive Director's office at any time. It is suggested that the RD check this list for the science teachers that they know in their area. An early goal for membership might be to approach science teachers in your building and district that are not on the current listing.

When the Academy office receives a request for membership and the applicant sends his/her dues, the Executive Director appraises the RD of the appropriate AEA so they are aware of the new member. A periodic request should be made with the Executive Director on new members if this information is not automatically coming to you.

Once the RD has received such an appraisal, it is suggested that a follow-up letter be sent to the new member for their Regional Director. That letter can also inform the new member of up-coming ISTS activities and meetings. Extra sheets of ISTS stationary and envelopes are available from the Executive Director's office for just such communiqués.

MONIES AVAILABLE TO REGIONAL DIRECTORS

The ISTS member-elected Treasurer is in charge of financial business transacting and reporting for the organization. That person is a member of the ISTS Executive Board. Of the annual budget, some monies are set aside for each of the Regional Director's use. The Regional Director need only contact the Executive Director and/or the ISTS Treasurer to access their funds. Suggestions for use of those funds are:

1. Area science teacher meetings
 - bring in science teachers of varying levels for share sessions
 - finance refreshments at AEA science teacher meetings
 - fund a get-together of prospective and actual members

2. ISTS Fall Conference
 - encourage teachers to go to the Fall Conference
 - support the hiring of van to transport local members to the Fall Conference of the Iowa Science Teachers Section

3. Guest speakers
 - invite guest speakers that meet the needs of your area

Eisenhower Funds

Regional Director's should work closely with the AEA consultants that are coordinating the monies and programs that are under the umbrella of the Eisenhower, Title II programs. Monies have been used to jointly fund mini-conferences and workshops with ISTS and AEAs and cooperatively have had stronger programs than either would, alone. Eisenhower funds have been used to reimburse teachers for travel, either stipends or substitute teachers. Eisenhower monies have also been used to fund presenters and their expenses. The AEA Eisenhower Consortiums should survey teachers in science and math to determine needs, so that this information could be shared.