



ORGANIZED 1898
INCORPORATED 1910

**New England Association
of
Chemistry Teachers
Constitution**

NEACT Constitution

Revised and Adopted May 2023

Committee on Constitution and Bylaws
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I. NAME	1
II. OBJECT	1
III. MEMBERSHIP	1
IV. FISCAL YEAR	1
V. OFFICERS	2
1. ASSOCIATION OFFICERS and TERM DISTRIBUTION	2
2. NOMINATIONS	2
3. ELECTIONS	2
4. ASSUME OFFICE	2
5. VACANCIES	3
6. PRESIDENT	3
7. TERM LIMITS	4
VI. ORGANIZATION	4
1. DIVISIONS	4
2. DIVISION CHAIRS	4
VII. MEETINGS	5
VIII. COMMITTEES	5
1. EXECUTIVE COMMITTEE	5
VOTING MEMBERS (elected positions)	5
NON-VOTING MEMBERS (appointed positions)	5
2. FINANCE COMMITTEE	6

3. MEMBERSHIP RECRUITMENT COMMITTEE	6
4. NOMINATIONS COMMITTEE	6
5. SUMMER CONFERENCE COMMITTEE	6
6. JOHN A. TIMM AWARD SELECTION COMMITTEE	7
7. JOHN J. SWISTAK AWARD SELECTION COMMITTEE	7
8. ADDITIONAL AD HOC COMMITTEES	7
IX. PUBLICATIONS	7
1. THE NEACT WEBSITE	7
2. SOCIAL MEDIA	7
X. ENDOWMENT FUND	8
1. PRINCIPAL	8
2. EXPENDITURES	8
3. YEARLY BALANCES	8
4. BOARD of TRUSTEES	8
5. DUTIES	9
6. TREASURER	9
7. REPORTS	9
8. BOARD EXPENSES	9
9. AUDITED ACCOUNTS	9
10. ANNUAL INCOME	10
XI. JOHN A. TIMM AWARD FUND	10
1. PRINCIPAL	10
2. EXPENDITURES	10
3. YEARLY BALANCE	10
4. BOARD of TRUSTEES	11
XII. DISSOLUTION OF NEACT	11
1. PROCEDURE	11
2. TRANSFER of ARCHIVES	11
3. TRANSFER of ASSETS	11
4. ENDOWMENT FUND ASSETS	12
5. TIMM FUND ASSETS	12

XIII. AMENDMENTS TO THE CONSTITUTION

12

1. PROCEDURE

12

I. NAME

This organization shall be known as the New England Association of Chemistry Teachers.

II. OBJECT

The object of this Association shall be to promote proficiency, professionalism, and efficiency in the teaching of chemistry.

III. MEMBERSHIP

- A) Any person interested in the teaching of chemistry is eligible for membership.
- B) Membership shall be in the following categories:
 - i. Regular
 - ii. Honorary
 - iii. Emeritus
 - iv. Complimentary (as provided in the Bylaws)
- C) All members in the above categories are considered active as long as dues are paid yearly.
- D) The number of members in any one of the categories shall be unlimited.

IV. FISCAL YEAR

The fiscal year of the Association shall begin on the first day of July and end on the thirtieth of June.

V. OFFICERS

1. ASSOCIATION OFFICERS and TERM DISTRIBUTION

- A) The officers of the Association shall be President, President-Elect, Membership Secretary, Recording Secretary, Division Chairs, and Treasurer.
- B) These officers shall serve two-year terms, approximately half of them being elected in any one year.
- C) The terms of Membership Secretary and Treasurer shall expire in alternate years.
- D) The duties of the officers shall be as provided in the Bylaws.

2. NOMINATIONS

- A) Candidates for office may be nominated by the Nominations Committee or the Executive Committee
- B) The Nominations Committee shall present the list of candidates for placement on the ballot to the Executive Committee.

3. ELECTIONS

- A) Candidates shall be elected by plurality vote of the membership.
- B) The President is responsible for preparing the ballot. Elections shall be conducted electronically and results announced to the membership within a week after voting closes.
- C) Elections shall take place before the end of the fiscal year.

4. ASSUME OFFICE

- A) Officers who are elected shall assume office on the first day of July.

5. VACANCIES

- A) Vacancies in any office except those of President and President-Elect, due to any cause, shall be filled by the President with advice from the Executive Committee.
- B) At the next election thereafter, a new officer shall be elected for either a two-year or a one-year term, according to whether or not an election to this office would have been necessary if no vacancy had occurred.
- C) If for any reason there is no President-Elect, the Executive Committee may name an Acting President-Elect until the next election.

6. PRESIDENT

- A) The office of President is not ordinarily subject to the operation of Sections 2, 3, and 5 of this Article, as the President-Elect automatically succeeds to the Presidency whenever that office becomes vacant, whether by the expiration of a regular term or by any other means.
- B) If for any reason there is no President-Elect at a time when the Presidency becomes vacant, nominations shall be made and voted on for both President and President-Elect at the earliest possible election; in the interim, the Executive Committee may name an Acting President.
- C) If the President-Elect succeeds to the Presidency in consequence of a vacancy during the first year of a presidential term, the President-Elect shall serve as President only for the balance of the term of the previous President.
- D) If the President-Elect succeeds to the Presidency during the second year of a presidential term, the President-Elect shall serve as President for the balance of the term of the previous President and shall continue as President for the following two-year term.

7. TERM LIMITS

- A) At the conclusion of three consecutive terms in any one office, an officer is ineligible for reelection to that office for the next term but is eligible to be nominated and elected to a different one.
- B) A President whose term is expiring or has expired is ineligible for nomination to the office of President-Elect or President until completion of the two-year Past President term.
- C) A candidate for President-Elect for a second term requires Executive Committee approval.

VI. ORGANIZATION

1. DIVISIONS

The activities of the Association shall be conducted in geographical areas, called Divisions.

- A) The Central Division shall include Essex, Middlesex, Norfolk, Suffolk and Worcester counties in the Commonwealth of Massachusetts.
- B) The Northern Division shall include the states of Maine, New Hampshire, and Vermont.
- C) The Southern Division shall include the state of Rhode Island and Barnstable, Bristol, Dukes, Nantucket, and Plymouth counties in the Commonwealth of Massachusetts.
- D) The Western Division shall include the state of Connecticut and Berkshire, Franklin, Hampden, and Hampshire counties in the Commonwealth of Massachusetts.

2. DIVISION CHAIRS

A Division Chair, in cooperation with the Executive Committee, shall be in charge of division activities.

3. APPOINTED POSITIONS

- A) Positions listed under Article VIII section 1 shall be appointed annually by the President with the approval of the Executive Committee.
- B) The President shall appoint person(s) to fill positions for the performance of other duties specified in the Bylaws
- C) Appointees shall be eligible for reappointment without limitation.
- D) Appointed positions are non-voting.

VII. MEETINGS

- A) There shall be at least one meeting each year in each division.
- B) The Annual Meeting shall be held before the end of the fiscal year in Massachusetts, either on site or remotely.
- C) The Recessed Annual Meeting shall be held in the summer, ideally at the Summer Conference.

VIII. COMMITTEES

Duties of committees are described in Article VIII of the Bylaws.

1. EXECUTIVE COMMITTEE

VOTING MEMBERS (elected positions)

- A) Officers of the Association, as listed in Article V, Section 1
- B) Immediate Past President
- C) Trustees of the Endowment/Timm Funds (3)
- D) Nominations Committee (3)

NON-VOTING MEMBERS (appointed positions)

- A) Listserv Moderator
- B) Registrar of Professional Development Credits (PDC Chair)
- C) Resident Agent
- D) Auditor

- E) THE NEACT WEBSITE Coordinator
- F) Curator of Archives
- G) Publicity Agent
- H) John A. Timm Award Selection Committee (3)
- I) John J. Swistak Award Selection Committee (2)

2. FINANCE COMMITTEE

- A) The Finance Committee shall consist of the Treasurer, Auditor, President, and the Board of Trustees Treasurer .
- B) The Committee shall choose its chair.

3. MEMBERSHIP RECRUITMENT COMMITTEE

- A) The Membership Recruitment Committee shall consist of the Publicity Agent, the President-Elect, Division Chairs and other interested members appointed by the Executive Committee. The Membership Recruitment Committee shall function as provided in the Bylaws.

4. NOMINATIONS COMMITTEE

- A) The Nominations Committee shall consist of three members, one member to be elected each year.
- B) Should a vacancy occur on the Nominations Committee, the President shall appoint a member to serve until the next ballot, at which time a member shall be elected to fill the unexpired term.
- C) The chair of the Nominations Committee will be its senior member.
- D) The Nominations Committee shall have the duties prescribed in ArticleVIII, Section 4 of the Bylaws.

5. SUMMER CONFERENCE COMMITTEE

- A) The Summer Conference Committee shall consist of a chair, a registrar and a program coordinator.

6. JOHN A. TIMM AWARD SELECTION COMMITTEE

- A) The John A. Timm Award Selection Committee shall consist of three members appointed by the President for overlapping three-year terms.
- B) This committee shall have duties as described in Article VIII, Section 6 of the Bylaws.

7. JOHN J. SWISTAK AWARD SELECTION COMMITTEE

- A) The John J. Swistak Award Selection Committee shall consist of two members appointed by the President.
- B) This committee shall have duties as described in Article VIII, Section 7 of the Bylaws.

8. ADDITIONAL AD HOC COMMITTEES

Additional ad hoc committees are listed in the Bylaws.

IX. PUBLICATIONS

1. THE NEACT WEBSITE

- A) The Executive Committee shall arrange for the maintenance of THE NEACT WEBSITE under the guidance of the Website Coordinator.
- B) The Website Coordinator shall be appointed by the President with the approval of the Executive Committee.
- C) THE NEACT WEBSITE contents shall support the object of NEACT as defined in Article II.

2. SOCIAL MEDIA

- A) The Executive Committee shall arrange for the posting of information related to NEACT to various social media platforms under the direction of the Publicity Agent.

X. ENDOWMENT FUND

1. PRINCIPAL

- A) The New England Association of Chemistry Teachers shall establish and maintain an Endowment Fund to which additions may be made by contribution, by bequest, or by assessment on annual dues.
- B) The principal of this fund, with all additions, shall remain intact and separate from the general funds of the Association.

2. EXPENDITURES

- A) The income only of the Endowment Fund may be expended.
- B) This income (wholly or in part as determined by the Executive Committee) shall be used to subsidize THE NEACT WEBSITE.

3. YEARLY BALANCES

- A) The income from the Endowment Fund may not be carried over to be expended in the following year.
- B) Any of the unexpended balance of the income at the end of the fiscal year shall be added to the principal.

4. BOARD of TRUSTEES

- A) The Board of Trustees of the Endowment Funds shall consist of three members, one to be elected annually by ballot, for a term of three years.
- B) The members of the Board of Trustees shall be eligible for re-election.
- C) In the event of a vacancy the President shall immediately appoint a member to serve until the next election , with the approval of the Executive Committee.

5. DUTIES

- A) The Board of Trustees shall be responsible for stewardship of the funds under supervision of the Executive Committee.
- B) The members of the Board shall serve without pay.

6. TREASURER

- A) One member of the Board of Trustees shall be chosen by the Trustees as Treasurer of the Board of Trustees.
- B) This Treasurer:
 - i. shall receive all donations to the Endowment Fund;
 - ii. and shall make documented disbursements from the income of the funds on authorization from the Executive Committee of the Association and approval of the Board of Trustees.
- C) All members of the Board of Trustees of the Endowment shall serve as voting members of the Executive Committee.

7. REPORTS

- A) A report to the Executive Committee shall be presented at each May Executive Committee meeting.
- B) An audited annual report shall be presented to the Association at each Recessed Annual meeting.
- C) The President may request a report for any meeting.

8. BOARD EXPENSES

The expenses of the Board of Trustees shall be paid by the Treasurer of the Association on approval by the President.

9. AUDITED ACCOUNTS

The accounts of the Treasurer of the Endowment Fund shall be audited annually by the Auditor of the Association.

10. ANNUAL INCOME

The Treasurer of the Association may annually transfer to the Endowment Fund two (2) percent of the dues collected during the current fiscal year with approval of the Executive Committee.

XI. JOHN A. TIMM AWARD FUND

1. PRINCIPAL

- A) The New England Association of Chemistry Teachers shall maintain a Timm Award Fund for the purpose of financing the John A. Timm Award.
- B) Additions to this fund may be made by contribution, by bequest, or otherwise.
- C) The principal of this fund, with additions, shall remain intact and separate from all other funds of the Association.

2. EXPENDITURES

- A) The income only of the Timm Award Fund may be expended.
- B) This income shall be used primarily to provide the honorarium for recipients of the Timm Award and also to cover expenses of the presentation.
- C) If the income of the Timm Award Fund is not sufficient for the honorarium, then the NEACT general treasury or the income from the NEACT Summer Conference will provide the remainder.

3. YEARLY BALANCE

- A) The income of the Timm Award Fund may accumulate from year to year.
- B) Upon instruction from the Executive Committee, the Treasurer of the Board of Trustees shall add all or any part of the accumulated income to the principal.

4. BOARD of TRUSTEES

- A) The Board of Trustees of the Endowment Fund, in accordance with Article X, Section 4, of this Constitution, shall serve as the Board of Trustees of the Timm Award Fund.
- B) The provisions of Section 5 and Section 6 of that Article shall also apply to the management of the Timm Award Fund.

XII. DISSOLUTION OF NEACT

1. PROCEDURE

- A) If ever warranted, the Executive Committee, upon a 2/3 affirmative vote of this body, shall authorize a ballot proposing dissolution be sent to active members.
- B) The organization known as the New England Association of Chemistry Teachers shall be dissolved upon the affirmative vote of 75% of active members whose dues are current during the voting period.
- C) The ballots shall be public.

2. TRANSFER of ARCHIVES

The Executive Committee shall make appropriate arrangements for the transfer of the remaining archives of the Association. NEACT archives are held in the "Special Collections and Archives" of Wesleyan University, Middletown, Connecticut 06459. Archives may be accessed by appointment with the Wesleyan Archivist located in the Olin Library of the University.

3. TRANSFER of ASSETS

- A) If the Association's general treasury has insufficient funds to meet the debit expenses, the total debt expense shall be borne by the Endowment and Timm Fund accounts, with each contributing half of the sum.

- B) The remainder of the funds in these accounts will be transferred according to Section 4 and Section 5.

4. ENDOWMENT FUND ASSETS

If and when the New England Association of Chemistry Teachers ceases to exist, all surplus monies in the Endowment Fund shall be transferred to the Publication Trust Fund of the Northeastern Section of the American Chemical Society to help promote the publication activities of the Northeastern Section.

5. TIMM FUND ASSETS

If and when the New England Association of Chemistry Teachers ceases to exist, all surplus monies in the Timm Award Fund and the General Treasury shall be transferred to the Division of Chemical Education, Inc. of the American Chemical Society, to be used for purposes consistent with the purposes of the John A. Timm Award.

XIII. AMENDMENTS TO THE CONSTITUTION

1. PROCEDURE

- A) Proposed amendments to the Constitution must be presented to all members of the Association at least one month before a special virtual meeting of the Association for the purpose of discussion of the amendments.
- B) Within one month after the discussion, the final draft of the proposed amended constitution shall be presented to each active member for final approval by ballot.
- C) Final adoption depends on two-thirds affirmative ballots received.