



ORGANIZED 1898
INCORPORATED 1910

New England Association of Chemistry Teachers

BYLAWS

BYLAWS of NEACT

NEW ENGLAND ASSOCIATION OF CHEMISTRY TEACHERS
Revised and Adopted May 2023

Committee on Constitution and Bylaws

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I. MEMBERSHIP CATEGORIES

1. REGULAR

Regular members are those who have registered on THE NEACT WEBSITE and have paid full current fiscal year dues.

2. HONORARY

- A) Honorary members are regular members who have made valuable contributions to NEACT.
- B) Honorary members must be elected by the Executive Committee and announced at the Annual Meeting.
- C) Honorary members are exempt from paying dues.

3. EMERITUS

- A) A regular member who retires may apply to the Membership Secretary for Emeritus Membership status.
- B) To qualify for Emeritus Member status, a member shall be retired and have maintained membership for at least twenty years in the Association.
- C) Emeritus Members pay 50% of the annual dues.

4. COMPLIMENTARY

Complimentary Membership shall be in one of the following categories:

- A) Complimentary Membership for one year shall be granted to any non-member who is a speaker at any Divisional Meeting or Summer Conference.
- B) Complimentary Membership for one year is granted by the Membership Secretary as a trial membership to any individual interested in the object of the Association.
 - Students preparing to be chemistry teachers, student teachers, and college teaching assistants are to be especially recognized, solicited, and sponsored for membership.
 - Any active member may sponsor one or more individuals interested in the teaching of chemistry for a one year complimentary membership.
 - Complimentary membership may be granted only once.
- C) Complimentary members must register on THE NEACT WEBSITE.
- D) Complimentary members have dues waived for one year.
- E) Complimentary Members may not vote.

5. ACTIVE

- A) Members who have registered on THE NEACT WEBSITE and who have paid current year dues based on their membership category, are considered active.
- B) A member in all membership categories will be considered lapsed within two weeks after the membership expires.

II. BENEFITS and PRIVILEGES

REGULAR, HONORARY, and EMERITUS members are entitled to attend all meetings and activities of the Association, vote in all elections, be elected or appointed to any office, positions and committees in the Association, serve on the Executive Committee, and receive all communications of the Association. *Honorary members are members for life.*

COMPLIMENTARY MEMBERS are eligible to attend all meetings and activities and receive all communications of the Association.

III. DUES

1. ACTIVE MEMBERS

After a review of the audited Treasurer's report and the report of the Budget Committee, the Executive Committee shall annually set the fiscal year dues for active memberships at the Executive Committee summer meeting.

2. HONORARY MEMBERS

Honorary Members shall be exempt from the payment of dues.

3. EMERITUS MEMBERS

Emeritus members shall be assessed dues equal to 50% of dues for an Active Member.

4. COMPLIMENTARY MEMBERS

- A) Complimentary members are exempt from the payment of dues for one year.
- B) After one year, complimentary members listed in Section 1.4 will be notified of dues payable.

5. DUES STATEMENT

Notice of yearly dues will be sent automatically via THE NEACT WEBSITE. Reminders will follow as needed.

6. NONPAYMENT

Members whose dues are not paid within 1 month of their membership expiring shall be suspended from membership and archived on the website. They shall no longer receive communications from the Association. These members shall be notified by the Membership Secretary via THE NEACT WEBSITE.

7. REINSTATEMENT

Members who have been suspended from membership for non-payment of dues may be reinstated at any time by payment of the current fiscal year dues.

IV. DUTIES of OFFICERS

1. PRESIDENT

A) The President shall:

- 1) preside at all business meetings, both of the Association and of the Executive Committee,
- 2) have oversight and responsibility to ensure that the business and activities of the Association are accomplished,
- 3) approve all reimbursements and bills prior to payment by the Treasurer,
- 4) be a member ex-officio of all committees,
- 5) oversee the activities of Division Chairs in planning meeting programs,
- 6) oversee the progress of the Summer Conference Committee,
- 7) oversee nominations and the preparation of the ballot,
- 8) perform any other duties incident to the office.

B) The President shall make the following annual appointments with the approval of the Executive Committee:

- 1) Web Site Coordinator
- 2) Listserv Moderator
- 3) Publicity Agent
- 4) Resident Agent
- 5) Registrar of Professional Development Credits (PDC)
- 6) Curator of Archives
- 7) Auditor
- 8) Vacant positions of the Timm Award Selection Committee
- 9) Vacant positions of the John J. Swistak Award Selection Committee.
- 10) Summer Conference Committee

2. PRESIDENT-ELECT

A) The President-Elect shall:

- 1) attend all business meetings, both of the Association and of the Executive Committee,
- 2) be a member ex-officio of all committees,
- 3) perform any other duties incident to the office.

B) The President-Elect shall act in the absence of the President and shall succeed to the

presidency whenever that office becomes vacant.

- C) The President-Elect shall be a member of the Honorary Membership Committee, the Membership Recruitment Committee and the Finance Committee.
- D) The President-Elect shall be responsible for maintaining and coordinating communication with the membership. This communication may include Division Meeting announcements, committee reports, news of the Association and of its members, and other relevant materials. The President-Elect shall work closely with the President, the division chairs, the Summer Conference Committee, and the Publicity Agent to post announcements, news and events relating to NEACT and its associated organizations.

3. RECORDING SECRETARY

- A) The Recording Secretary shall:
 - 1) keep a permanent record of all business transacted by the Association,
 - 2) attend to all official correspondence,
 - 3) act as secretary of the Executive Committee, keeping minutes of its meetings separate from those of other meetings of the Association,
 - 4) perform any other duties that may arise.
- B) The Recording Secretary shall maintain and annually send to the Executive Committee a listing of all elected and appointed members to these committees. The list should include email, phone numbers, and term expiration dates.
- C) If the Recording Secretary is not a resident of Massachusetts, the Executive Committee shall appoint a member of the Association (where possible, a member of the Committee) residing in Massachusetts as Resident Agent, under Chapter 156B, Section 49 of the General Laws of Massachusetts. The Resident Agent shall be the attorney of the Association upon whom legal documents affecting the Association may be served.

4. MEMBERSHIP SECRETARY

- A) The Membership Secretary shall maintain at all times updated membership information on THE NEACT WEBSITE. With the approval of the Executive Committee, the Membership Secretary may employ such clerical assistance as is needed to attend to the records and correspondence of the office. The cost of such assistance shall be borne by the Association.
- B) The Membership Secretary shall be responsible for billing members for dues and for submitting dues collected to the Treasurer.
- C) The Membership Secretary, with the Curator of Archives, shall report the deaths of NEACT members.
- D) Membership Directory
 - 1) The Membership Directory shall be available to all members via THE NEACT WEBSITE or by request, but it shall not be made available to other persons or

organizations, except by vote of the Executive Committee.

5. TREASURER

- A) The Treasurer shall receive all monies due to the Association, except income to the Endowment Fund, to the Timm Award Fund, and to the Summer Conference Committee.
- B) The Treasurer shall pay all bills of the Association upon approval by the President, shall check all bills against the annual budget, and shall be prepared to furnish the Executive Committee or the President, upon request, the total expenditure against each allocation.
- C) The Treasurer shall keep accurate accounts and shall submit all financial transactions, checks, bank statements and relevant items to the Auditor on or before July 20th following the close of the fiscal year. The audited account of the Treasurer shall be submitted to the Executive Committee at the Summer Conference and presented to the membership for approval at the Recessed Annual Meeting. It shall be published annually to the membership.
- D) The Treasurer shall be Chair of the Finance Committee and shall submit a budget proposal to the Executive meeting for approval at the Summer Executive Committee meeting.
- E) The Treasurer shall file a yearly Incorporation Renewal Form with the Secretary of State of the Commonwealth of Massachusetts.
- F) The Treasurer shall file the appropriate annual form with the Federal IRS to ascertain and maintain the Federal and State tax exempt non-profit status.

V. DUTIES of DIVISION CHAIRS

- A) Each Division Chair shall be responsible for planning at least one meeting in that division each year as approved by the Executive Committee.
- B) The Division Chairs in conjunction with the Publicity Chair and the President-Elect shall be responsible for keeping teachers of chemistry within their divisions informed of the activities and services of the Association.
- C) The Division Chairs shall be members of the Executive Committee and of the Membership Recruitment Committee.
- D) Each Division Chair shall encourage all speakers at meetings in that Division, who are not NEACT members, to sign up on THE NEACT WEBSITE for a one year complimentary membership in the Association.
- E) Within thirty (30) days of a division meeting, the Chair will send a summary report of the meeting to the President- Elect.
- F) Division Chairs shall post the announcement and registration regarding upcoming division meetings on THE NEACT WEBSITE at least four weeks prior to the meeting. They will also coordinate with the Publicity Agent to promote the meeting well in

advance.

VI. DUTIES FOR APPOINTED POSITIONS

Appointed positions below are one year terms beginning July 1, and appointees are non-voting members of the Executive Committee.

1. AUDITOR

- A) The Auditor shall audit the accounts of the Treasurer of the Association, those of the Treasurer of the Endowment Fund and the Timm Award Fund, and those of the Treasurer of the Summer Conference Committee.
- B) The Auditor shall be a member of the Finance Committee.

2. CURATOR of ARCHIVES

- A) The Curator of Archives shall be responsible for the storage and maintenance of a complete file of all written and electronic materials relevant to the Association and useful for future generations of researchers of the History of Chemical Education.
- B) The Curator of Archives shall be charged with the care of all books, records, reports, exhibits and electronic materials concerning the history of NEACT.
- C) The Curator of Archives, with the Membership Secretary, shall report the deaths of NEACT members.
- D) The Archives will be periodically brought to Wesleyan University's Special Collections in the Olin Library for permanent, safe storage of NEACT materials described in **Sections 2A & 2B**. The President and/or the Curator of Archives or designee will oversee the transfer of archival materials.

3. PUBLICITY AGENT

- A) The Publicity Agent shall work with the President Elect, Division Chairs, Summer Conference and Timm Award Selection Committees and shall be responsible for publicizing the activities of the Association to members of NEACT and to other professional organizations through their publications, to other print, electronic, and social media suitable for promoting the mission and professional activities of NEACT.
- B) The Publicity Agent shall be a member of the Membership Recruitment Committee.

4. REGISTRAR PROFESSIONAL DEVELOPMENT CREDITS (PDC)

- A) The Registrar of Professional Development Credits shall act as the granting agent for NEACT under guidelines authorized by the appropriate State Departments of Education.
- B) The Registrar shall send a certificate of attendance at a NEACT event upon request by an attendee.

5. THE NEACT WEBSITE COORDINATOR

- A) The duties of THE NEACT WEBSITE Coordinator shall be to promote, represent, and provide information regarding NEACT via electronic media by:
- 1) maintaining the website
 - 2) determining and paying the website fees based on number of members
 - 3) renewing the licensing domain name
 - 4) assisting Division Chairs, Summer Conference Committee and others to post relevant material to the website.
 - 5) working with the Publicity Agent to maintain a distinct presence on social media
 - 6) accepting edited materials for publication to THE NEACT WEBSITE

5. LISTSERV MODERATOR

- A) The Listserv Moderator shall
- 1) maintain the listserv by reviewing all posts and approving or rejecting them as appropriate for publication,
 - 2) moderate discussion on the listserv,
 - 3) enforce policies related to proper, professional, collegial postings and behavior,
 - 4) assist members with technical issues regarding the listserv.

6. RESIDENT AGENT

- A) The Resident Agent must be a resident of Massachusetts.
- B) The Resident Agent shall be considered to be clerk of the corporation, in accordance with Massachusetts law, Chapter 156B, Section 48.

VII. COMMITTEES

The following committees are established in the Constitution (Article VIII).

Section 1. EXECUTIVE COMMITTEE

Section 2. FINANCE COMMITTEE

Section 3. MEMBERSHIP RECRUITMENT COMMITTEE

Section 4. NOMINATIONS and ELECTIONS COMMITTEE

Section 5. SUMMER CONFERENCE COMMITTEE

Section 6. JOHN A. TIMM AWARD SELECTION COMMITTEE and Award Description

Section 7. JOHN J. SWISTAK AWARD SELECTION COMMITTEE and Award Description

The following shall act as ad hoc committees of the Association:

Section 8. NECROLOGY COMMITTEE

Section 9. HONORARY MEMBERSHIP COMMITTEE

Section 10. CONSTITUTION and BYLAWS COMMITTEE

Section 11. SPECIAL COMMITTEES

In addition to these committees, the President may appoint special committees to consider matters recommended by the Executive Committee.

VIII. DUTIES OF COMMITTEES

1. EXECUTIVE COMMITTEE

- A) The Executive Committee, subject to the provisions of the Constitution and Bylaws, shall have general oversight of the policies of the Association, and its actions shall be binding upon the Association.
- B) The Executive Committee shall annually approve the following appointments by the President before the end of the fiscal year.
 - 1) Web Site Coordinator, Listserv Moderator, and Publicity Agent, Auditor and Curator of Archives, Registrar of Professional Development Credits, and Resident Agent.
 - 2) Vacant positions of the John A. Timm Award Selection Committee and the John J. Swistak Award Selection Committee.
- C) All appointments shall be for one fiscal year. Appointed members shall not vote on their own reappointment.
- D) The Executive Committee shall fulfill duties of any committee that is not staffed.
- E) The Executive Committee shall present a ballot to the membership for elected positions prior to the Annual Meeting.

2. FINANCE COMMITTEE

- A) The Treasurer shall act as chair of the Finance Committee.
- B) The Finance Committee shall prepare and present a draft of the annual budget to the Executive Committee in May.
- C) The Finance Committee shall present the annual budget to the Executive Committee on or before its August meeting to be presented at the Recessed Annual Meeting for vote.
- D) The Finance Committee shall research and make recommendations for the investment of funds in the general treasury.

3. MEMBERSHIP RECRUITMENT COMMITTEE

- A) The Membership Recruitment Committee shall be responsible for the active recruitment of new members to the Association and shall conduct programs and activities for this purpose.

4. NOMINATIONS COMMITTEE

- A) The committee shall actively seek out candidates for open positions for the elected officers on the Executive Committee.
- B) The committee shall present a list of candidates to the President and to the Executive Committee for placement on the ballot.

5. SUMMER CONFERENCE COMMITTEE

- A) The Summer Conference Committee shall have complete charge of all arrangements for the annual summer conference.
- B) The Summer Conference Registrar/Treasurer shall submit the financial accounts of the Conference to the Auditor for certification by January 1st following the Summer Conference.
- C) The audited accounts shall then be submitted to the Executive Committee for review and approval.
- D) The Treasurer of the Summer Conference Committee shall transfer to the Treasurer of the Association a portion of funds of the Summer Conference, with sufficient funds remaining to begin planning the following year's Summer Conference.

6. JOHN A. TIMM AWARD SELECTION COMMITTEE and AWARD DESCRIPTION

- A) The committee shall annually select its own chair.
- B) The Timm Award Selection Committee shall select a recipient of the John A. Timm Award annually or biennially as circumstances permit, by:
 - 1) Calling for nominations
 - 2) Contacting nominees and requesting references
 - 3) Evaluating each nominee
- C) In cooperation with the Timm Award Treasurer, Summer Conference Committee, or the appropriate Division Chair, the Timm Award Selection Committee shall make arrangements for:
 - 1) Timm Lecture: date and event
 - 2) Presentation of a certificate and monetary award.
 - 3) Subsidizing the cost of a recipient's travel, if needed

JOHN A. TIMM AWARD GUIDELINES

- A) Nomination criteria include (but are not limited to):
 - 1) effective motivation of students to continue their study of chemistry,
 - 2) development of new and effective instructional techniques,
 - 3) assistance of the work of chemistry teachers in general,
 - 4) promotion of public recognition of the importance of chemistry.

- B) Preference shall be given to members of the Association and to residents of New England.
- C) The award shall consist of a cash honorarium and a formal certificate. If the recipient is associated with an educational institution, a duplicate certificate shall be sent to the institution together with a letter expressing appreciation of its role in supporting the recipient's professional endeavors.
- D) The John A. Timm Award Selection Committee shall make all arrangements, in cooperation with the Summer Conference Committee or the appropriate Division Chair for the presentation of a certificate.
- E) The recipient, at his/her discretion, may give the Timm lecture at the Summer Conference or at a division meeting

7. JOHN J. SWISTAK AWARD SELECTION COMMITTEE and AWARD DESCRIPTION

- A) John J. Swistak Selection Committee shall choose a recipient by accepting nominations from any member, and evaluating each nominee.
- B) John J. Swistak Award Selection Committee shall make all arrangements, in cooperation with the Summer Conference Committee or the appropriate Division Chair for the presentation of a certificate.

JOHN J. SWISTAK AWARD GUIDELINES

- A) The recipient shall be a member of NEACT who has shown exceptional dedication and outstanding, continued service to the Organization.
- B) The award shall consist of a formal certificate and shall be awarded at the Summer Conference or at a division meeting.

8. NECROLOGY COMMITTEE

- A) The Necrology Committee shall consist of the Curator of Archives and the Membership Secretary.
- B) The committee shall report the deaths of any members to the membership.

9. HONORARY MEMBERSHIP COMMITTEE

- A) The committee shall consist of the Immediate Past President, the President-Elect, and the Membership Secretary. The Immediate Past President shall be Chair of the Honorary Membership Committee.
- B) The Honorary Membership Committee shall consider candidates from members who have performed distinguished services for the Association and may recommend nominees to the Executive Committee for approval prior to each Annual Meeting.
- C) The Recipients shall be recognized at the Annual Meeting with presentation of a formal certificate.

- D) The Membership Secretary will record the change of membership status.
- E) Past Presidents are eligible for Honorary Membership at the end of their term.

10. CONSTITUTION and BYLAWS COMMITTEE

- A) The committee will be formed at the discretion of the President and Executive Committee. The President shall select its chair.
- B) All proposed changes in the Constitution and Bylaws shall be referred to the Committee on Constitution and Bylaws.
- C) This committee shall review and compose changes and recommend revisions of the Constitution to the Executive Committee for initial approval.
 - 1) 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 amendments.
 - 2) Within one month after the discussion, the final draft of the proposed amended Constitution shall be presented to each active member of the Association for final approval by ballot.
 - 3) Final adoption depends on two-thirds affirmative vote of the ballots.

11. SPECIAL COMMITTEES

Duties of special committees shall be determined by the Executive Committee.

IX. REMUNERATION AND REIMBURSEMENT

1. SALARY or REMUNERATION

No officer or member of NEACT shall receive a salary or remuneration for services rendered.

2. OPERATING EXPENSE REIMBURSEMENT

- A) The Association shall reimburse all persons authorized by the Association or by the Executive Committee to make expenditures for expenses such as postage, supplies, and photocopying incurred in carrying out official business of the Association.
- B) Expenditures must be properly itemized and submitted on forms approved by the Auditor and provided by the Treasurer. All expenditures must be approved by the President of the Association.

3. ASSOCIATION BILLS

- A) The Association shall honor approved bills by authorized members and shall reimburse those members for expenditures incurred.

- B) Reimbursements must be certified by the Treasurer and by the President of the Association.

4. TRANSPORTATION and LODGING

- A) When a member of the Executive Committee or other Association member has responsibilities on behalf of the Association that require attendance at either a regular meeting or an Executive Committee meeting, that person is entitled to reimbursement for the transportation and lodging costs incurred through such attendance.
- B) Members of the Summer Conference Committee shall be entitled to reimbursement for necessary travel expenses in connection with preparations for the annual Summer Conference
- C) The Executive Committee shall approve the amount of reimbursement.

X. MEETING QUORUMS

- A) Quorums for the transaction of the Association's business at the Executive Committee, business and Annual Meetings shall be established by the Executive Committee.
- B) Quorum for Executive Committee meetings shall be 50% plus one of current, filled positions.
- C) Quorum for a business meeting shall be 10 members present.
- D) Quorum for the Annual and Recessed Annual Meeting shall be 10 members present.
- E) If no challenge to a quorum is made, a meeting may proceed.

XI. DISSOLUTION OF NEACT

If the Northeastern Section and/or the Division of Chemical Education, Inc. of the American Chemical Society are non-existent at the time of dissolution, the Executive Committee shall designate other organizations which are exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended or such successor provisions of the Code as may be in effect at the time of the Association's dissolution, to receive the funds specified in the Constitution Article XII Dissolution, Section 4 and Section 5

XII. AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by an affirmative vote of two-thirds of the members of the Executive Committee, with the appropriate quorum present at any scheduled meeting of the Executive Committee provided the proposed amendment(s) shall have been presented by appropriate electronic media or in writing to each member of the Executive Committee at least ten days prior to the meeting.

XIII. SCHEDULE

ELECTIONS, APPOINTMENTS, OFFICERS, POSITIONS and COMMITTEES

(O) Indicates odd year elections; (E) Indicates even year elections

ELECTED By MEMBER BALLOT

President (if necessary)

President-Elect - (O)

Membership Secretary - (O)

Treasurer - (E)

Recording Secretary – (E)

Northern Division Chair - (O)

Central Division Chair - (O)

Southern Division Chair – (E)

Western Division Chair – (E)

Nominations Committee (one member yearly for a 3 year term)

Trustee for Endowment and Timm Fund (one member yearly for a 3 year term)

APPOINTED BY THE PRESIDENT, ANNUALLY, EXECUTIVE COMMITTEE APPROVAL

Auditor

Curator of Archives

Listserv Moderator

John J. Swistak Award Selection Committee

Publicity Agent

Registrar of Professional Development Credits

Resident Agent

Summer Conference Committee

THE NEACT WEB SITE Coordinator

Timm Award Selection Committee

APPOINTED BY THE PRESIDENT, AS NEEDED

Committee on Constitution and By-Laws